



Internet Safety

Acceptable Usage Policy

School Name: Gaelscoil Sáirséal

Address: Bridge Street
Limerick

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school representatives, parent representatives and the Board of Management will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created in May 2012 by the school ICT Committee; Laura Nic Eoin, Ríona Uí Cheallaigh, Nicola Nic Fheorais & Katie Ní Dhubhlaing

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Students will be provided with training in the area of Internet safety through the SPHE Curriculum and appropriate lessons from www.webwise.ie
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Pupils are prohibited from using digital storage devices
- Students will treat each other with respect at all times and will not use technology in school to the detriment of others
- Students will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene,

illegal, hateful or otherwise objectionable materials.

- Students are not allowed to utilise any form of Internet search engine
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Pseudonyms will be utilised when publishing pupils' work on external websites (other than the school website eg <http://www.storybird.com>)
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Pupils are not permitted to use any form of personal email account at school.
- Pupils will not make contact with a teacher via email.
- Each class will have an email account to facilitate electronic communication eg with pen-pals in another school. Only the teacher will have the password.

Internet Chat

- Students will not have access to chat rooms, discussion fora, messaging or other electronic communication fora.

Web 2.0

The school utilises the latest web-based technology such as Wordpress, Google, Vimeo, Audioboo and Twitter to enhance communication with the school community. We prioritise Internet safety and we ask parents and pupils alike to adhere to the following rules:

- Please ensure that messages, tweets and comments are always respectful
- Do not 'tag' photographs or other material that will identify the school or individual pupils
- Do not upload photographs of pupils to social networking sites (Facebook, Bebo etc) without prior permission from their parents.
- Please do not "friend request" a member of the school staff on social networking sites (Facebook etc). Staff would like to keep their personal lives private.

School Website

- Students will be given the opportunity to publish projects, artwork or schoolwork on the school website. The Principal and Deputy Principal will upload this material with the permission of the class teacher.
- The website will be regularly checked to ensure that there is no content that

- compromises the safety of students or staff.
- Pupils' work will appear in an educational context on the school website with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Photographs and video clips will focus on group activities.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form Template

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Gaelscoil Sáirséal

Name of Student: _____

Class/Year: _____

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ **Date:** _____

Address: _____ **Telephone:** _____

Sample Letter to Parents/Guardians

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family. Visit the school website to find some useful hints and advice on the safe use of the internet:

<http://gaelscoilsairseal.scoilnet.ie/blog/scoildigiteach/sabhailteacht-safety/>

Yours sincerely

AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
 - A student is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
 - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' Internet safety training needs being met?

Glossary of Technical Terms

ALT Tags

The ALT Tag specifies an alternative text for an image.

Audioboo

www.audioboo.com A website & phone application that allows users to post and share sound files on the Internet.

Chat Room

An area on the Internet or on a computer network where users can communicate in real time.

Digital Storage Devices

Devices such as memory sticks, external hard-drives etc. that are used to store documents, images, music and videos separately from the computer's memory capacity.

Electronic Communication Fora

Online discussion sites where people can share information / hold conversations via message boards.

Email Account

A system for sending and receiving messages electronically over a computer network.

Filtering Software

A web filter is a programme that can screen an incoming webpage to determine whether some or all of it should be displayed to the user. The filter checks the origin of websites against a set of rules provided. Gaelscoil Sáirséal is connected to the School's Broadband Network that provides a robust filtering service.

Friend Request

A request from someone to connect via a social networking site.

ICT

Information & Communication Technology.

Internet Search Engine

An Internet search engine is designed to search for information on the World Wide Web.

Social Networking Sites

A social network service is a website that provides a virtual community for people to share information about themselves and their daily activities with others. These include dating sites, friendship sites, business sites for example Facebook and LinkedIn.

Tweets

Posts made on the Twitter online message service.

Vimeo

www.vimeo.com A website that allows users to upload and share videos on the Internet.

Virus Protection Software

This software protects computers from malicious software including viruses, trojans etc. that can steal information from computers and cause damage to the hard drive.

Web 2.0

Web 2.0 refers to the second generation of the World Wide Web. Examples of Web 2.0 are Blogs, Wikis, Social Networking and Network Applications. Web 2.0 provides a level of user interaction that was not available previously and makes it easier to share information on the web.

Web based Technologies

Technologies that are accessed via the Internet.

Wordpress

The blog publishing application used to run the school website
www.gaelscoilsairseal.scoilnet.ie