

St. John Bosco Junior Boys' School

Acceptable Use Policy (AUP)

Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

This version of the AUP was created 5th March 2007 following collaboration between Teachers, Parents, BOM and the National Council for Technology in Education (NCTE) and updated in October 2014. The AUP will be reviewed annually by school and parent representatives. Before signing, the AUP should be read carefully, to indicate that the conditions of use are accepted and understood.

Internet access in school

The Internet is an essential element for education, business and social interaction. Internet use is part of the curriculum and a necessary tool for education. Providing access to the Internet in school will raise educational standards and support the professional work of staff. Teachers and pupils will have access to web sites worldwide, for example, museums, art galleries offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others worldwide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with other schools and educational centres.

The Internet may also be used to enhance the school's management information and business administration systems.

This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in St John Bosco JBS.

School Strategies

Due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will

never appear on a computer screen. *Neither the school nor Board of Management can accept liability for the material accessed, or any consequences thereof.*

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

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the School Acceptable Use Policy, and will have its importance explained to them.
- Parents' attention will be drawn to the Acceptable Use Policy on enrolment of their child in the school. The policy will be published on our school website.
- Access to Internet will always be supervised by a teacher.
- Broadband will be installed by the Dept. of Education & Science and a centrally managed service will be provided to all schools through the NCTE which will include filtering, website blocking, web content blocking, anti-virus and anti-spam controls.
- Teachers will be provided with training in the area of internet safety.
- Up-loading and down-loading of non-approved software will not be permitted.
- Virus protection software will be used and updated automatically.
- The use of personal pen drives, USB keys, CD-ROMs or DVDs in school requires permission from class teacher and all external software must be correctly licensed and scanned with anti-virus software before use.

World Wide Web

- Pupils may only use the internet for educational purposes.
- Sites that the children use in school will be previewed by their teacher before use.
- All websites accessed must be approved by the teacher.
- Pupils will use the Internet for educational purposes.
- Pupils will never disclose or publicise personal information.
- Neither pupils or staff (including people employed by the school/contractors etc.) may visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Any breach will be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. (See School's Child Protection Policy.) The school also reserves the right to report any illegal activities to the appropriate authorities.

E-mail

- Pupils will not have access to email facilities at school. Any emails to other children/schools will be sent through the school email address.

Internet Chat/Social Media Sites

- Pupils will only have access to discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Social Media sites should not be accessed unless approved by the school.
- Meetings with someone organised via Internet chat rooms and discussion forums are forbidden.

Many social networking sites have minimum age requirements for the protection of children. Parents/staff are requested to familiarize themselves with such regulations and to support the children in abiding by them.

School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the School website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- A photograph, audio clip or a video clip including an image of a pupil may only be included on the School website if his parent or guardian has given prior written consent (which may be a general consent).
- The school website will avoid publishing the names of individuals in a photograph.
- Personal pupil information including home addresses and contact details will not be available on the web-site.
- Pupils will continue to own the copyright on any work published.

Legislation

The following legislation relates to the use of the internet which parents, students and teachers should familiarise themselves with:

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

- The Data Protection Act 1988

Support Structures

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>
- Technical Support - www.techsure.ie

The Information and Advice for Schools NCTE Handbook, Be Wise on the Net, is available in the school.

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.

This policy was ratified by the Board of Management in December 2014

Signed

Chairperson BOM

Date
