



Acceptable Use Policy (AUP)

The aim of this 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 Therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. It is envisaged that school representatives will revise the AUP when necessary. Before signing, the AUP should be read carefully so that the content is understood and accepted.

This AUP was created in January 2012 by the Staff of Scoil Mhuire N.S., Schull, Co. Cork, redrafted in January 2015 and was ratified by the Board of Management on 25th February 2015.

Signed: _____ Date: _____

Mr. Michael Collins,

Chairperson B.O.M.

School's Strategy

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

General

- Use of the Internet will take place during class time in the presence of a class teacher.
- Filtering software and or integrated management systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection will be used and updated on a regular basis.
- The use of personal storage media in the school requires teacher's permission.

World Wide Web

- Students/teachers and/or ancillary staff will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report any material of the above nature to a teacher or supervisor.
- Students will not upload, download or otherwise transmit material without permission from the teacher.
- Students/teachers and/or ancillary staff will not disclose or publicise personal or confidential information, for example classmates' home addresses or telephone numbers.
- Students will not examine, change or use another person's files, user name or passwords.
- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management.

Email

- Students will use approved class, or other, email accounts only, under supervision or with permission of a teacher.
- Students/teachers and/or ancillary staff will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Students/teachers and/or ancillary staff will refrain from sending on chain letters.
- Students/teachers and/or ancillary staff will read their class emails regularly and remove superfluous emails from the computer.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students will only have access to moderated chat rooms or discussion fora such as those found on the Scoilnet website and then only with the permission and supervision of the teacher.
- Moderated chat rooms, discussion fora and newsgroups will only be used for educational purposes and will always be supervised.
- User names will be used to avoid disclosure of identity.
- Face to face meetings with someone organised via internet chat will be forbidden.

School Website (www.schullns.com)

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be coordinated by a teacher.
- Pupil's work will appear in an educational context on web pages.
- Photographs of students may be used on the website, notice boards and in newsletters, etc. at the Principal's discretion. Personal pupil information, including home address and contact details, will not appear on school web pages. Christian names only will be used on the website.

Facebook Page (Scoil Mhuire National School)

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school & enrolment dates
- Communication with wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now Facebook

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become "friends" with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook page

Twitter account @Schullns

The purpose having of a school Twitter account is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school & enrolment dates
- Communication with wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc.
- Communication of student news and parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now social media

Those using our social media site must abide by the following;

- Users cannot advertise products or services on our school Twitter account
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users cannot post identifiable photographs of children on the account
- Users should not add comments that can identify children

The sanction for breaking these rules is automatic blockage from our Twitter account.

Digital Photographs

In the course of various activities it is the practice of Scoil Mhuire N.S. to take pictures of the children and the work they produce. In some instances parents or others involved in the activity request copies of the pictures. These may only be given in hard copy form at the principal's discretion.

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.



Acceptance of Acceptable Use Policy

I _____ have read the AUP and agree that my child _____ will be bound by the terms laid out in this policy.

Signed: _____

Date: _____

Please discuss the contents of this policy with your child, and if in agreement, sign the above form and return to the Secretary as soon as possible. Thank you.