

(Acceptable Use Policy) on the use of the Internet.

Castlerock N.S. recognises that access to information and communication technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the board of Management and Teachers will revise the AUP regularly. Before enrolling, the AUP should be read carefully to indicate that the content is accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

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.

- A teacher will always supervise Internet sessions.
- Websites will be previewed / evaluated using the NCTE's website evaluation model before being integrated into lessons.
- Access will be allowed only to a listed range of approved sites.

- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of personal USB's or CD-ROMs or other digital storage media in school is not allowed.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media:
 - *Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.*
 - *However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.*

Castlerock N.S. computer network is intended for educational purposes.

Laptops

- Students should never leave their laptop unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.

- Audio or visual taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- Laptops must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.
- Under the GDPR guidelines, there will be no personal information or data stored on laptops in use

Mobile Phones and Electronic Devices

The unauthorised use by pupils of mobile phones while on school premises, grounds or off site activities during school time or during after school activities is prohibited (see Mobile Phone Policy). The unauthorised use of other electronic devices to send/receive messages or make/receive calls e.g. smart watches while on school premises, grounds or off site activities during school time or during after school activities is also prohibited.

World Wide Web

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.

- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.
- 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 reasons.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

Email

- Students will use approved class email accounts under supervision or permission of a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person
- Students will refrain from sending on chain letters or forward messages without the permission of the sender.
- 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 forums such as those found on the ScoilNet website.

- Moderated chat rooms, discussion forums 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

On the introduction of a school website:

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web
- A teacher will coordinate the publication of student work.
- 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
- Photographs of individual students will not be published on the school website. Instead photographs will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published

Data Protection Act

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information on the school website. Under the GDPR guidelines, there will be no personal information or data stored on laptops in use by children.

Legislation

Information is available on the Internet 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
- Anti-Bullying Guidelines for Primary Schools (2013)

Sanctions

Misuse of the Internet may result in disciplinary action, phone calls to parents, 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.

Distance Learning:

In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, SeeSaw, Whatsapp or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.

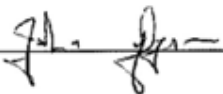
The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which the Online Platforms provide.

Parents/Guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.


Ratification and Review

This policy was ratified by the Board of Management on

24th August 2020 and will be reviewed as the need arises or on request from a member of the school community.

Signed: 

Chairperson Board of Management

Signed: 

Principal/Secretary Board of Management