

## **Internet Acceptable Use Policy**

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed. It is envisaged that school and parent representatives will revise the AUP annually.

### **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**

Students are only allowed access to the computer room when they are accompanied by the relevant class teacher.

Filtering software ie. programs that will block access to certain undesirable web sites will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor pupils' Internet usage.

Students will be provided with advice and guidance in the area of Internet safety.

Uploading and downloading of non-approved software will not be permitted.

Virus protection software will be used and updated on a regular basis.

Personal floppy disks or CD-ROMs should not be brought to school and likewise floppy discs used at school should not be brought home. This will help to avoid the spread of viruses.

Students should only use the computer assigned to them and should not interfere with screen savers, desktop icons or any other computer settings or connections.

Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

#### **World Wide Web**

Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will use the Internet for educational purposes only.

Students will be familiar with copyright issues relating to online learning.

Students will never disclose or publicise personal information about themselves or other students.

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**

Students will use approved class email accounts under supervision by or permission from 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 not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students should never arrange a face-to-face meeting with someone.

Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **School Website**

Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.

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.

Digital photographs, audio or video clips of individual students will not be published on the school website. Instead, photographs, audio and video clips will focus on group activities. Video clips may be password protected.

Personal pupil information including home address and contact details will be omitted from school web pages.

Pupils will continue to own the copyright on any work published.

### **Support Structures**

The school will inform parents and students on request, on legislation relating to use of the internet and on 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.