Information, Communication and Technology Acceptable User's Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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
- 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 pupils' Internet usage.
- Students and teachers will be provided with training 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.
- The use of personal floppy disks or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquett2e" (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.
- 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 will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat
Pupils will **not** have access to chat rooms.

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. The school also reserves the right to report any illegal activities to the appropriate authorities.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This Policy was approved by the BOM in 2005.

The AUP was last updated in Nov 2010

AUP Permission Form **St. Joseph's BNS, Kilcock, Co. Kildare**

Dear Parent/ Guardian,
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. We have very stringent controls on our Internet provider which is approved and co-ordinated by the Department of Education & Skills. (NCTE)

However, 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. Please feel fee to call in if you have any further queries. If we don't hear back from you within five working days we will take it as consent.

Yours sincerely,

David Powderly, Chairperson   *Ann McQuillan,*
Board of Management   **Principal teacher.**   **Computer Coordinator.**

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

Pupil: 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.

Name of Pupil:_____
Pupil's Signature: _____
                    (**Please print**)

Parent/Guardian: As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son 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 pupils access unsuitable websites.

I accept the above school policy □
I do not accept the above school policy □
(Please tick as appropriate)

Parents/Guardians Signature: _____ Date: _____