



HOLY TRINITY
NATIONAL SCHOOL

[Acceptable Use Policy](#)

Revised October 2020

Introduction

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Holy Trinity N.S. is to raise educational standards, to promote pupil achievement, to support the professional work of staff and 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 our school. The AUP will be revised regularly.

Aims

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP - will be imposed.

Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

Strategies

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.

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor Internet usage.

Pupils will not have access to passwords.

Pupils 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, pen drives, CD-ROMs or DVDs in school requires permission.

Pupils 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

Pupils will use the Internet for educational purposes only.

Pupils will never disclose or publicise personal information.

Pupils and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and

their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

Email

Pupils will use email only under the direction of the class teacher.

Pupils will not send or receive by any means any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.

Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.

Pupils will never arrange a meeting with someone they only know through emails or the internet.

Internet Chat

Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised and directed by class teacher.

School Website

Pupils will be given the opportunity to publish projects, artwork and school work on the World Wide Web with parental permission.

The publication of student work will be co-ordinated by the Principal.

Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission.

The school will endeavour to use digital photographs, audio or video clips focusing on group activities and these will be published with permission using the school's standard permission form.

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

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

Home Learning:

During the Covid-19 emergency, the school has introduced the online educational platform Seesaw and Microsoft Teams with effect from March 12th 2020, in order to maintain the children's education while schools remain closed and to manage home assignments on return to school.

The protocols of this policy also apply to the use of Seesaw and Microsoft Teams.

Legislation

The school community, including staff, parents and Board of Management are urged to familiarise themselves with the following legislation relating to use of the Internet:

- Data Protection (Amendment) Act 2003 <http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998 - <http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
- Video Recordings Act 1989 - <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 - <http://www.irishstatutebook.ie/ZZA25Y1988.html>

Support Structures

Websites offering support and advice in the area of Internet Safety include the following:

- 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/>

The following guides/manuals are available in school:

Webwise AUP Guidelines

Be Wise on the Net ...Information and Advice for Schools NCTE

Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

Sanctions

Misuse of the Internet may result in disciplinary action according to the School's Behaviour Policy, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy will be reviewed on an annual basis.

Signed:

Mary White

Chairperson

Date: 06/10/2020