



**Scoil Triest Special School**

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***Policy:* Internet Acceptable Usage Policy**

***Date of Issue:***

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| --- | --- | --- | --- |
| ***Date*** | ***Reviewed / Ratified*** | ***Chairperson’s Signature*** | ***Principal’s Signature*** |
| *05/03/2019* | *Ratified*  | *Liam Murphy* | *Geraldine Bond* |
| *16/06/2021* | *Reviewed* | *Judith Conway* | *Geraldine Bond* |
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***Internet Acceptable Usage Policy – Scoil Triest.***

Educationalists believe in the benefits of curriculum based internet use. The purpose of the Internet Acceptable Usage policy is to ensure that pupils will benefit from learning opportunities offered by the school’s internet resources, and will be protected from harmful and illegal use of the Internet.

Scoil Triest will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

**These strategies are as follows:**

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering / Monitoring/classroom staff

**Internet**

1. Internet will be used for educational purposes only or as motivation for carrying out educational tasks during the day or as an agreed element of the behaviour support plan.
2. Internet sessions will always be supervised by a teacher / staff.
3. Filtering software will be used to minimise the risk of exposure to inappropriate material.
4. The school will regularly monitor pupils’ internet usage.
5. Pupils will receive training in the area of internet safety as appropiate
6. Teachers will be made aware of internet safety issues.
7. Virus protection software will be uploaded on all laptops by Eonvia and they will monitor for viruses – they will let Avril know of any issues.
8. ‘You Tube# (and similar sites) can be accessed only under the supervision and direction of the teacher /class staff.

**Email**

If pupils are allowed to use email, the following rules will apply.

1. Email will be used for educational purposes only
2. Students will only use approved email accounts under supervision by or permission from a teacher.
3. Pupils will not send or receive any material that is illegal, obscene, deflamatory or that is intended to annoy or intimidate another person.
4. Pupils will not send text messages to or from school email.
5. Pupils will not reveal their own or other people’s personal details e.g. addresses, telephone numbers, or pictures via school email.
6. Pupils will never arrange to meet someone via school email.
7. Sending or receiving email attachments is subject to teacher permission.

**Internet Chat**

Students are not permitted to use internet chat rooms.

**School website**

Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website.
2. Class lists will not be published.
3. Pupils’ full names will not be published
4. Photographs will not be published.
5. Digital photographs, video clips and audio clips will focus on activities and on the school environment rather than on individual pupils.
6. Pupils will be given an opportunity to publish projects, artwork on the school website.
7. Teachers will select work to be published and decide on the appropriateness of such.
8. Permission to publish a student’s work will be sought from pupils/ parents / guardians. This permission may be withdrawn at any time.
9. Pupils will continue to own the copyright on any work published.

**Education**

Scoil Triest will undertake an education programme to educate students on the safe, responsible use of the internet where appropriate.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks - to be internet wise.

**Resources that may be used to implement this programme include**

* NCTE Internet Safety awareness video.
* Use of the ‘kids’ section on the [www.webwise.ie](http://www.webwise.ie) website.
* SAFT Internet Safety Awareness Education Programme and exemplars.

**Filtering**

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google, Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page. Unfortunately it is also easily removed.

Scoil Triest uses filters provided by the NCTE. The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only permitted following a verification of the suitability.

**Firewalls.**

The school internet connection is firewalled by the NCTE using its own equipment and is outside of the control of the school. There are a number of content altering levels provided by the NCTE. The appropriate level for Scoil Triest has been set and agreed with the NCTE.

**LETTER TO PARENTS**

Date:

Dear Parent / Guardian,

As part of the school’s education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them ---- to become independent in controlling their own research and to become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to ‘You Tube’ on a strictly supervised basis. This is to allow access to a huge range of educational material or for motivation purposes. The filter to prevent access to unsuitable material on You Tube is also in operation.

**This process is the responsibility of the school and the parent / guardian.**

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school’s Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL

**Responsible Internet Use Pupil Undertaking.**

We use the school computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

* I will ask permission before entering any website, unless my teacher has already approved that site.
* I will not bring external storage devices such as pen drives (or memory sticks / USB keys etc.) into school without permission.
* I will not use email for personal reasons.
* I will only use email for school projects and with my teacher’s permission.
* The messages I send will be polite and sensible.
* When sending e-mail, I will not give my home address or phone number or arrange to meet anyone.
* I will ask for permission before opening an email or an email attachment.
* I will not use internet chat rooms.
* If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately.
* I know that the school may check my computer files and may monitor the sites I visit.
* I understand that if I deliberately break these rules, I could be stopped from using the internet and computers and my parents will be informed.
* I will not use any social media platform in school.

SIGNED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Pupil)

SIGNED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / Guardian)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internet Permission Form:**

Name of Pupil(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name(s): son/ daughter) to access the Internet. I understand that school internet usage is for educational purposes and may occasionally be used as a motivator and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parents / Legal Guardians.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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School Website

I understand that, if the school considers it appropriate, my child’s school work may be chosen for inclusion on the school’s website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils’ work and photographs of school activities on the website.

Signature: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parents / Legal Guardians.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Internet Acceptable Use Policy (Staff)***

**Mission Statement**

Scoil Triest is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum.

**Responsibilities of Scoil Triest Employees:**

Employees will:

1. Follow the guidelines set forth in this AUP
2. Return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions.
3. Supervise student use
4. Model and provide instruction in the ethical and appropriate use of technology in a school setting.
5. Maintain a curricular focus
6. Each teacher should use personalised school assigned emails for school business
7. Ensure students have signed an AUP permission form before allowing them to access the internet and network where appropriate.
8. Keep the user password secure and confidential
9. Ensure the computer is being legally used according to the software’s licence
10. Only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the Principal
11. Not transmit, request or receive materials inconsistent with the mission and values of Scoil Triest.
12. Planning and personal documents should be saved in accordance with GDPR regulations, confidential material should be stored using code (initials etc.) and save to one drive.

**Acceptable Use**

Scoil Triest computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Scoil Triest. Management reserve the right to monitor this usage.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employee’s job, duties and performances with system operations or other system users. ‘Incidental personal use’ is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.

**Unacceptable Use.**

This includes but is not limited to the following:

1. Accessing, transmitting, or receiving obscene or pornographic material
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one’s own.
3. Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person.
4. Downloading or loading software or applications without permission from the Principal
5. Staff are not permitted to befriend students or parents on any social media forum e.g. Facebook, Twitter, Instagram etc.
6. Students should not befriend staff or parents on any social media forum.
7. Staff and students should not mention the school or any matters relating to school on social media.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staff who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal

**Consequences**

The use of technology resources inside Scoil Triest is a privilege. Inappropriate or unethical use or failure to adhere to the guidelines may include, but are not limited to limitation or cancellation of user privileges, possible disciplinary action and / or appropriate legal action.

This policy will be reviewed by the Board of Management annually, or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.