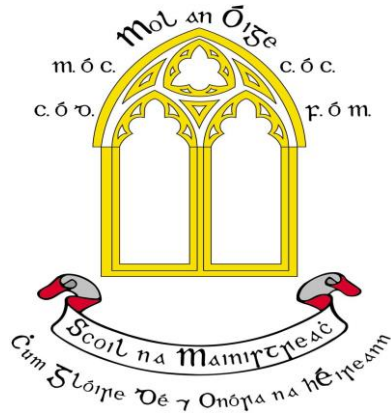


ABBHEY VOCATIONAL SCHOOL DONEGAL TOWN



Internet – Acceptable Use Policy

June 2011

Ammended May 2017

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 Therefore, if the school *AUP* is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the *AUP* – will be imposed.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. Before signing, the *AUP* should be read carefully to ensure that the conditions of use are accepted and understood.

A second version of the *AUP* was revised in June 2011 by *all the parties involved in the Abbey Vocational School*.

This version of the *AUP* was revised in Feb 2017 by *all the parties involved in the Abbey Vocational School*.

School 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.
- 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.
- Access to personal storage must be supervised by a teacher . .
- 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, or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to on-line 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

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work which has been approved on the World Wide Web under the supervision of a teacher.
- 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 or 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.

Personal Devices:

Students using their own technology in school should follow rules set out in this agreement. They will only use hand held /external devices (mobile phones /USB devices) in school if they have permission and **under strict teacher supervision**. Please also see mobile phone policy.

1. Any pupil/student whose teacher wishes them to use a personally owned mobile device within school must read and sign this AUP.
2. A parent /guardian of the pupil/student must also read, sign and submit the AUP to the school office.
3. Students take responsibility for appropriate use of their device at all times. The school is not responsible in any way for the device or for its' use.
4. Students/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.

5. The Principal and Deputy Principals reserves the right to inspect or monitor student mobile devices during school hours.

6. Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.

7. During school hours students are allowed use their device for learning related activities **only and only at the instruction of the teacher.**

8. Students will comply with teachers' requests regarding use of devices during school hours, and classes. Special accomodations will apply to school tour abroad as outlined in the excursion policy

9. Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not permitted.

10. Students may not use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers.

11. Student may use the school wireless network and content filtered broadband. Use of other 'unfiltered public wireless connections, such as mobile networks, is not allowed during school hours.

In order to ensure that photos and videos are being used safely:

- Any pictures should try to focus on group activities, rather than photos of an individual. Group photos should always be preferred over full face pictures of individual children.
- Names, especially full names, should not be used, and if they are, the names need to be kept separate from images.

- Students will be educated about the risks associated with the taking, using, sharing, publication and distribution of images. In particular, teachers will recognise the risks attached to publishing their own images on the internet
- When taking digital/video images ensure that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
- Students must not take, use, share, or publish images of others without consent
- Pictures to be published on the school's website, or elsewhere, which include pupils will be selected carefully and will comply with good practice guidance on image use
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of students are published on the school website
- Student work can only be published with the permission of the student and parents or carers

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

The above list of legislation is not exhausted and teachers, students and parents should familiarize themselves with all the relevant legislation. Breach of all of the above legislation will be considered to be a breach of discipline

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

Permission Form Template

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

School Name: Abbey Vocational School

Name of Student: _____

Class/Year: _____

Student: 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. I accept that it is my responsibility to be familiar with all relevant legislation to the use of internet and mobile devices.

Student's Signature: _____ **Date:**

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 daughter 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 that it is my responsibility to be familiar with all relevant legislation to the use of internet and mobile devices.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ **Date:** _____

Address: _____ **Telephone:** _____

Date

Dear Parent/Guardian,

Re. Internet Permission Form

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.

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.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home and see if there is any way you could make it safer for your own family.

Yours faithfully,

Principal.