



Acceptable Usage Policy

Drumbaragh National School, Drumbaragh, Kells, Co. Meath A82NP98

Roll Number: 10801Q

The purpose of the 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. Drumbaragh National School will employ several strategies to maximise learning opportunities and reduce risks associated with the I-Pads and the internet. These strategies are as follows:

1. Acceptable Usage policy (AUP)
2. Education
3. Filtering/Monitoring
4. GDPR guidelines.

Internet

1. Children using the internet will be working during class time and will be always supervised by an adult.
2. If teachers are doing an internet search on an Interactive Whiteboard, they blank the screen.
3. Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
4. Children are not allowed do their own searches in search engines such as Google. The only place a child is allowed to do an internet search is <http://kids.yahoo.com/googlerex.com>
5. Pupils will be taught to use the internet responsibly to reduce the risk to themselves and others.
6. Our Rules for Responsible Internet and IT Use will be posted near computer systems.
7. The Principal will monitor the effectiveness of internet access strategies.
8. The principal will ensure that the policy is implemented effectively.
9. Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed regularly.
10. The school will regularly monitor pupils' Internet usage.
11. Uploading and downloading of non-approved software will not be permitted.
12. Virus protection software will be used and updated on a regular basis.
13. The use of USB keys in school requires a teacher's permission.

14. Students will observe good “netiquette” at all times and will not undertake any actions that may bring the school into disrepute.
15. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
16. Pupils will be taught to evaluate the content of internet sites and if they encounter any material, they are uncomfortable with they tell the teacher immediately.
17. ‘YouTube’ can only be accessed under the supervision and direction of the class teacher.
18. Visitors/Guest speakers will be given access to the school Wi-Fi system with the permission of the principal only.

Email

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

1. Email will be used for educational purposes only.
2. Parents’ consent must be given before children set up an email address. To be used for educational purposes.
3. There will be no direct communication of emails between students and their teacher it must be via a parent’s email address while distance learning is being used.
4. Students will only use approved class email accounts under supervision by or permission from a teacher.
5. Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
6. Pupils will not send text messages to or from school email.
7. Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.
8. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
9. Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Our school website is www.drumbaraghns.scoilnet.ie/blog

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 beside their photograph.
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils will be given an opportunity to publish projects, artwork or schoolwork on the school website.

6. Teachers will select work to be published and decide on appropriateness of such.
7. Permission to publish a student's work has been sought from the parents/guardians of current pupils and will be sought for future pupils on the schools pre-enrolment form. This permission can be withdrawn at any time.

Education

Drumbaragh NS will endeavour to educate children on the safe, responsible use of the internet. 21st century life presents many 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 become internet wise.

Internet safety and learning to be 'Web Wise' will be taught informally while children are using laptops and also in isolation as part of SPHE. This will specifically deal with Cyber bullying in the senior classes. Guest speakers will be engaged by the school every two years to speak to the children in 3rd – 6th classes about Cyber bullying.

Filtering

The school will use the internet provided and filtered by the NCTE (National Centre for Technology). 'Filtering' is a way of limiting the content of web pages and other electronic data to which users may be exposed. No filter is 100% accurate; the most effective tool is adult vigilance. At Drumbaragh NS, we believe that the advantages to pupils having access to information resources far exceed the risk of disadvantages. Access to websites from all school computers, laptops/pads is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability. Many browsers have their own built in filtering tool, Google has a built in "safe search". This filter eliminates sites that contain explicit sexual content and is easily applied by clicking on **settings** followed by **search settings** on any Google page.

Sanctions

If a pupil misuses the IT provided through searches on inappropriate topics or attempting to access inappropriate websites, this will result in disciplinary action and withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

This policy was adopted by the Board of Management on

15/02/2021

Signed by,

Mr Michael Finnegan

Chairperson



Drumbaragh National School, Drumbaragh, Kells, Co. Meath A82NP98

Roll Number: 10801Q Tel: 046-9249605

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Internet Acceptable Usage Policy

1. I will only use the Laptop with teacher's permission and under the supervision of an adult.
2. I will only use the Laptop while seated and will not have food or drinks near the Laptop.
3. I will not download apps, images, music, podcasts or other material without teacher's permission.
4. I will not alter the settings or screen layout on the laptops.
5. I will not take pictures using the laptop/tablet unless my teacher asks me to do so.
6. I will ask permission before entering any website, unless my teacher has already approved that site.
7. I will only do a web search with my teacher's permission in <http://kids.yahoo.com/>
8. I will not bring external storage devices such as USB keys into school without permission.
9. E-mail – I will only use email for school projects and with my teacher's permission. I will not use email for personal reasons and if sending an e-mail, I will not give my home address or phone number or arrange to meet anybody. I will ask permission before opening an email or email attachment.
10. I will not use internet chat rooms or any other social media websites or apps.
11. If I see anything, I am unhappy with or if I receive a message I don't like, I will tell a teacher immediately.
12. I will not delete my web browser history or change settings to private browsing.
13. I know the school may check my computer files and may monitor the sites I visit at anytime.
14. I will not cause any damage to the iPads/Laptops and accept all sanctions for any deliberate damage I cause.
15. I understand that if I deliberately break these rules, I could be stopped from using the iPads, Laptops and internet and my parents will be informed immediately.

Signed by Pupil(s): _____

Signed by Parent(s): _____

Date: _____

Drumbaragh National School

Internet Acceptable Usage Policy

Internet Parental Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child/children, I have read the Internet Acceptable Usage Policy and grant permission for the above named child/children to access the internet. I understand that school internet usage is for educational purposes only 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/children 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.

Signed: _____

Date: _____