



# Scoil Mhuire Moynalty

## Internet Acceptable Usage Policy

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 Mhuire Moynalty will employ a number of strategies to maximise learning opportunities and reduce risks associated with the iPads and the Internet. These strategies are as follows:

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

### Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of personal attachments, external storage devices or CD-ROMS in school requires a teacher's permission
12. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
14. Visitors / Guest speakers will be given access to the school Wi-Fi system with 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. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory 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 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 school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

## Education

Scoil Mhuire Moynalty will undertake an education programme to educate children on the safe, responsible use of the Internet.

21<sup>st</sup> 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 become 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

The school will use the Internet provided and filtered by the NCTE (National Centre for Technology). '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. [Insert School Name] also uses additional filtering software on all our machines, which, while not foolproof, thus filtering pupils' access to the internet further. No filter is 100% accurate. The most effective filtering tool is adult vigilance. At Scoil Mhuire Moynalty, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers, laptops or iPads 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 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.

## iPads / laptops

Every site that is accessed within the school network or by a school machine is monitored and reports of all access are sent to the management team on a weekly basis. Each iPad has a number and the children of each class will be designated a specific iPad. Teachers check computer logs of all information accessed by pupils. An audit of internet usage may be run at any time.

Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

## Firewalls

Windows XP has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. [Insert School Name] has installed firewall software.

## Sanctions

If a pupil deliberately misuses the iPad, internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the 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 initially drafted in 2006 and has been fully reviewed and updated in line with most recent guidelines.

This policy was adopted by the Board of Management on 14<sup>th</sup> March 2013

Signed \_\_\_\_\_

Fr. Joseph McEvoy  
Chairperson, Board of Management

Date \_\_\_\_\_

Signed \_\_\_\_\_

Denise Ward  
Principal

Date \_\_\_\_\_



# Scoil Mhuire Moynalty

## Internet Acceptable Usage Policy

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 for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and 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 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube 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 iPad and Internet usage.

Mise le meas,

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Denise Ward  
Principal



# Scoil Mhuire Moynalty

## Internet Acceptable Usage Policy

### Responsible iPad and Internet Use Pupil Undertaking

*We use the School iPads, computers and Internet connection for learning.*

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

- I will only use the iPad assigned to me by number.
- I will only use the iPad with teacher's permission & under the supervision of an adult.
- I will only use the iPad while seated and will not have food or drinks near the iPad.
- I will not download apps, images, music, podcasts or other material without teachers permission.
- I will not alter the settings or screen layout on the iPad.
- 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
- 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 anyone. I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms or any social media websites or apps.
- 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 will not delete my web browser history or change settings to private browsing.
- I know that the school may check my computer files and may monitor the sites I visit at anytime.
- I will not cause any damage to the iPad and accept all sanctions for any deliberate damage I cause.
- I understand that if I deliberately break these rules, I could be stopped from using the iPads, Internet and computers and my parents will be informed immediately.

Signed: \_\_\_\_\_  
Pupil(s)

\_\_\_\_\_

Signed: \_\_\_\_\_  
Parent(s)/Guardian(s)

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



# Scoil Mhuire Moynalty

## Internet Acceptable Usage Policy

### Internet Parental 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 \_\_\_\_\_ (names of 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(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.

Signed: \_\_\_\_\_  
Parents/Legal Guardians

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

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### School Website Parental Permission

I understand that, if the school considers it appropriate, my child's schoolwork 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.

Signed: \_\_\_\_\_  
Parents/Legal Guardians

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