**Meán Scoil Nua an Leith-Triúigh**

|  |  |
| --- | --- |
| Caisléan Ghriaire, Co. Chiarraí. Teileafón: 066 7139746Fax: 066 7139743 |  |
| Príomhoide: Aodán Mac Gearailt |

**Acceptable Computer and Internet Usage Policy**

The aim of this Policy is to ensure that pupils will benefit from learning opportunities offered by the school’s computer and internet resources in a safe and effective manner and that the resources in the school are protected from loss, modification or destruction. Computer and internet use and access is considered a school resource and privilege. Therefore, if the school’s policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined – will be imposed.

It is envisaged that the school will revise this policy annually. Before signing, the policy should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the Computer and Internet Usage Policy was created on 10th October, 2011 and reviewed on 5th April 2013.

**School’s Strategy**

The school employs a number of strategies in order to maximise learning opportunities, reduce risks associated with the Internet and protect computer resources. 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.
* The school will regularly monitor pupils’ Internet and computer usage, through checking computer files and internet activity.
* Students and teachers will be provided with training in the area of Internet safety.
* Uploading or downloading of non-approved software, “plug-ins”, games or other entertainment software (including screensavers) will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
* Students should not interfere with the normal operation of computers, peripherals or networks or the information stored on computers.
* Students should report to the school any suspected abuse of computer and internet resources, or any inappropriate material or email that may come to their attention as well as any suspected damage or problem with files.

**World Wide Web**

* Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials in accordance with school procedures.
* Students will use the Internet for educational purposes only.
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Students will never disclose or publicise personal information.
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.

**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 and 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, messaging or other electronic communication forms 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 on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website
* The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
* Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details?
* 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.
* The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* The school website will avoid publishing the first name and last name of individuals in a photograph.
* The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.
* Pupils will continue to own the copyright on any work published.

**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.

**Meán Scoil Nua an Leith-Triúigh**

|  |  |
| --- | --- |
| Caisléan Ghriaire, Co. Chiarraí. Teileafón: 066 7139746Fax: 066 7139743 |  |
| Príomhoide: Aodán Mac Gearailt |

**Permission Form Template**

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

***Name of Pupil:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Class/Year:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pupil**

I agree to follow the school’s Acceptable Use Policy on the use of the computers and internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Pupil’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil, I have read the Computer and Internet Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the computers and the internet. I understand that 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 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_