

Mary, Mother of Hope Junior National School.

Appendix 3 – Internet Acceptable Usage Policy

Our School Ethos

1. Mary, Mother of hope Junior National School is a Catholic school under the patronage of the Archbishop of Dublin.
2. The policies, practices and attitudes of the school are grounded in Christian values.
3. A spirit of mutual respect and tolerance for difference is promoted within the school community. The school seeks to foster an appreciation of, respect for and celebration of different religious and cultural backgrounds represented in the school.
4. The school aims at fostering a sense of community between Management, Teachers, Parents, Pupils and the wider community.
5. The school aims at promoting the full and harmonious development of all aspects of the child, including his/her relationship with God, with other people and with the environment.
6. The school staff aim at making the school a centre of excellence in which high professional standards are maintained and where pupils learn in a safe and happy environment.
7. Teachers are encouraged to develop their personal and professional talents.
8. Ancillary staff in the school are highly valued and respected. It is recognised that their work makes a valued contribution to the education process.
9. The school recognises and celebrates the dignity and value of each individual child. Teachers are sensitive to the needs and particular circumstances of the pupils in their care.
10. Close contact is central to the positive experience of the child in school. We aim for parents and teachers to value, respect and support one another. We seek to collaborate as partners, in leading the young people in whose education we play such a crucial role.
11. The school's code of discipline reflects Christian values promoted in the school, with an emphasis on reconciliation, forgiveness, new beginnings and hope.
12. Religious is provided to the children in accordance with the doctrine and tradition of the Catholic Church.
13. Prayer is a feature of the school day. Children are prepared for the reception of the sacraments in co-operation between home, school and parish. Children are given the opportunities to participate in liturgical celebrations arranged by the school.
14. The school seeks to identify itself closely with the parish and the wider community and children are encouraged to participate in parish and community activities.

Acceptable Internet Use

The aim of this policy is to ensure that pupils benefit from the learning opportunities offered by the school's Internet resources in a safe and effective manner.

Teachers and pupils will have access to web sites worldwide offering educational resources, news and current events. There will be opportunities to communicate and exchange information with students and others worldwide.

Staff will have the opportunity to access educational materials and good curriculum practice, to communicate with advisory and support services, professional associations and colleagues.

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 outlined in the AUP will be imposed.

It is envisaged that the Board of Management and teachers will revise the AUP regularly. Before signing the AUP should be read carefully to indicate that the content is accepted and understood.

The Internet will used in two different ways in school

1. The internet will be used by **teachers** as a resource to support teaching and learning in the classroom. This will include using websites, videos, online educational games and resources.
2. Pupils will learn about the internet and will learn about safe internet usage.
3. Pupils may engage in email projects with children in other schools. During the course of these projects pupils may send video clips, photos and may chat using Skype or other similar technology. Pupils will always be supervised during these projects and the group will never exceed 4 pupils and one teacher. If pupils are participating in any of these projects parents will be notified beforehand.
4. Pupils may research topics on preapproved websites while closely supervised by a teacher. The group will never exceed 4 pupils and one teacher.

Access to the internet depends upon the class level

Junior and Senior Infants

1. Pupils will be **made aware** of the Rules for Computer and Internet Use.
2. Teachers may access on-line resources, videos, interactive games etc.
3. Teachers can visit sites as part of a lesson. Teachers will have visited the site beforehand. Teachers will type web address.
4. Pupils do not have permission to type a web address on their own.

1st and 2nd Class:

1. Pupils will be **taught** the Rules for Computer and Internet Use.
2. Pupils may type in web address provided by the teacher only- this activity will be supervised by the teacher and all addresses checked for correct spelling before pressing enter.
3. Teachers may demonstrate the use of search engines. Pupils may not use search engines themselves.

(Note: Teachers intending to use search engines with the children will have performed the search themselves and opened any links they intend to use prior to accessing them with the children to evaluate their suitability.)

School's 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

- A teacher will always supervise Internet sessions.
- At 1st and 2nd Classes where pupils may input web addresses themselves the pupil teacher ratio sessions will not exceed 1:4
- Websites will be previewed/evaluated for suitability by teachers before being integrated into lessons.
- Access will be allowed to websites approved by the teacher only.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of personal memory devices by pupils in school is not allowed.

Our school guidelines when using the World Wide Web

- Teachers and pupils will only access websites that have been approved by the teacher. In the event of accidentally accessing any unsuitable websites, teachers will immediately turn off the monitor and follow the steps outlined in the reporting system for teachers.

Our school guidelines when using Email

- Pupils will use approved class email accounts under supervision by a teacher.
- All correspondence via email will be read by the teacher before the children receive or send email.
- If pupils are participating in an email project with children from another school parents will be informed of the nature of the project and of its duration.

Our school guidelines when using School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- A teacher will coordinate the publication of student work.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website with out the parental permission.
- Personal information including home address and contact details will be omitted from school web pages.
- The school's email address is www.hopejns.ie

Internet Chat

- Use of internet chat rooms or discussion forums of any kind is not allowed.

Reporting System for Teachers

- Teachers will immediately turn off the monitor if they come across unpleasant material.
- The teacher will inform the Principal and the IT co-coordinator of the incident.
- The Principal and the IT co-ordinator will immediately contact the parents of the child to inform them of the incident.

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.

Rules for Responsible Computer and Internet Use

The school has installed computers with Internet access to help us with our learning. There are 5 Rules which the children will agree to:

1. I will only access the internet with my teacher.
2. I will only access the computer system with the login and password I have been given.
3. I will not bring in USB sticks, CD's or memory devices from outside school to use on the school computers.
4. I will not access other people's files
5. I understand that I will be supervised at all times while using the Internet or email.

Helpful Internet Safety Websites for Parents

- www.webwise.ie
The Internet Safety website in Ireland which provides advice and information for teachers, students and parents to help make online experiences positive and safe.
- www.ncte.ie
The National Centre for Technology Education.
- www.makeitsecure.ie
Make ITsecure is a national awareness and information site focusing on the issue of IT security, specifically phishing; spyware and identity theft.
- www.safeinternet.org
The European e-safety awareness raising network aims at empowering users to benefit from the positive aspects of internet use whilst avoiding the potential risks.

Internet Safety Legislation

There is no specific legislation governing Internet safety at school level. Complicating this issue is the fact that the Internet functions in a global context whereas the law operates in a localised one.

There are, however, a number of legislations that have relevance to Internet safety. They are briefly described as follows:

Data Protection Act 1988

This act was passed in order to deal with privacy issues arising from the increasing amount of information kept on computer about individuals. **Data Protection (Amendment) Act 2003**

This amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.

Child Trafficking and Pornography Act 1998

This act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.

Interception Act 1993 (The Interception of Postal Packets and Telecommunications Messages Regulation Act 1993).

This act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.

Video Recordings Act 1989

This act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer. It would apply where someone in the State supplied this kind of video over the Internet.

Our school Guidelines for Staff when using the Internet and email.

1. Teachers will preview any website they intend using with the children prior to accessing it with the children.
2. Teachers intending to use search engines with the children will have performed the search themselves and opened any links they intend to use prior to accessing them with the children to evaluate their suitability.
3. Staff will not upload, download or otherwise transmit material that is copyrighted.
4. Staff will not disclose or publicize personal or confidential information for example pupils or colleagues home addresses, telephone numbers etc.
5. Staff will not examine, change or use another person's files user name or passwords. Staff will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or management reasons.

6. Staff will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
7. Staff will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
8. School email addresses are for school purposes only