

K.S.P. Internet Acceptable Usage Policy – 2015

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.

Kilkenny School Project will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet:

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

Internet

1. Pupils will access the Internet only with the permission of the teacher.
2. Internet will be used for educational purposes only.
3. Internet sessions will always be supervised by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. Teachers will be made aware of internet safety issues.
6. Teachers will regularly monitor pupils' internet usage.
7. Pupils will receive training in the area of internet safety, and practice accordingly.
8. Pupils will be taught to evaluate the content of internet sites.
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 external storage devices 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.

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.

Social Media

Students may be permitted access to discussion forums and other electronic communication forums approved by the school. These will be used only for educational purposes and will always be supervised.

Students are not permitted to use internet chat rooms.

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action (in line with the school Code of Behaviour), including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil and it will be recorded by the teacher.

School Website

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 primarily on groups and group activities rather than on individual pupils.
5. Pupils may 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 its appropriateness.
7. Permission to publish a student's work will be sought from pupils and from parents/ guardians (at enrolment). This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

Education

Kilkenny School Project N.S. will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st 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 website
- SAFT Internet Safety Awareness Education Programme and exemplars
- 'Cyber-Bullying' series (Prim-Ed)

Filtering

'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. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter seeks to eliminate 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.

Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. Access to websites from all school computers is monitored and regularly reviewed by the NCCA and websites are only allowed through following a verification of their suitability. Kilkenny School Project N.S. uses Filtering Level 4. This Level allows access to millions of websites including games, and also to 'Youtube' which has become widely used in schools for teaching and learning. It blocks access to 'personal websites' and 'Social Networking' websites such as Facebook.

Firewalls

In Kilkenny School Project N.S. ant-virus and firewall software has been installed on all PCs and laptops.

This Policy was adopted by the Board of Management on 4th February 2015.

Signed: Linda Rainsberry

Signed: Mary Nicholson

Date: April 2015

Subject to Periodic Review

This KSP Internet Acceptable Usage Policy will be made available to parents on the school website. (Notice to that effect will be posted in the Bulletin in April 2015, along with the Letter to Parents for all current families.)

From 2016 new parents will be asked to sign the Internet Permission / School Website Form at enrolment of pupils.

Teachers will organise annual in-class pupil sign-up to the Pupil Undertaking (middle and senior classes).

K.S.P. Internet Acceptable Usage Policy - Letter to Parents

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 (Internet Permission / School website Form).

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 Internet usage.

This Pupil Agreement Form includes an undertaking from students to take due care in preventing damage to the devices and technology available for their use in the school.

Mise le meas,

M. Nicholson

Principal

Responsible Internet Use Pupil Undertaking

We use the School computers and Internet connection for learning.

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

- I will take due care with school devices / technology available for my use
- 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
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending 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 social media unless permitted and supervised by a teacher
- 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 know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed:

_____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable Usage Policy

and grant permission for _____
(name(s): son/daughter) 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.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____



School Website

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.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____