



# *St. Brendan's National School*

**Principal:**

Mr. Niall Mulvey

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**Deputy Principal:**

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LOUGHSHINNY,

SKERRIES, CO. DUBLIN

St Brendan's N.S. Loughshinny

# Internet Use Policy



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## **Internet Use Policy**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and parents notified. (please see sanctions).

It is envisaged that this policy will be reviewed annually. The policy will be brought to the attention of parents and any revisions notified. This AUP will form part of the school plan.

## **General**

Internet sessions will always be supervised by a teacher or special needs assistant.

Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

The school will monitor pupils' internet usage.

Students and staff will be provided with training in the area of Internet Safety

Uploading and downloading on non-approved software will not be permitted

Virus protection software will be used and updated on a regular basis

The use of personal floppy discs or cd-roms in school requires a teacher's permission

Students will observe good 'netiquette' at all times and will not undertake any actions that may bring the school into disrepute



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## **World Wide Web**

- Students will use the Internet for educational purposes only
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will never disclose or publicize personal information
- Students will be aware that their usage will be monitored closely
- Students will be advised to inform their teacher if they discover any unsavory material or messages

## **Email**

- Students will use approved email accounts under supervision from a teacher or special needs assistant
- 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, telephone numbers or pictures
- Students will never arrange a face-to-face meeting with someone
- Students will only send or receive email attachments with permission from the teacher

## **Sanctions for Misuse**

Misuse of the internet may result in disciplinary action, including verbal warning, notification of parents, withdrawal of privileges and in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.



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## **Staff Internet Use**

In addition to the AUP for Pupil Internet use in our school, it is necessary to extend the policy to refer specifically to staff of the school.

Computer resources are the property of the school and are not intended for any other use. In general, these computers may not be used for illegal acts, breach of school policies or personal use unrelated to school activities, unless specifically authorised by the Principal

## **Internet Access**

All the employees of the Board of Management and approved users should have access to the computer resources of the school. Access should be available during school opening hours (9.05am to 2.45pm) to the approved users

Internet access is password-protected. Staff with access to the relevant password must never give this information to a pupil of unauthorised user

To use a computer, which is, located within a classroom, the class teacher should be consulted and class work must not be disrupted

Staff can use computers, which are located outside of classrooms when not required for ICT classes

## **Limits on use**

- Users may not use the computing resources to play games or to store, create, play or transmit any offensive, obscene or indecent images, data or other material
- It is not acceptable to attempt to access any files data or records for which you are not authorised by the Principal or his representative
- School computers may not be used to publish or transmit anything libelous, defamatory, or damaging to another computer system or to facilitate children's access to unsuitable material. Such actions will be regarded as a serious disciplinary matter
- It is the responsibility of the staff of the school to ensure, so far as is practicable, that school computers are not used for unauthorized purposes



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- It is not acceptable to engage in any activity which disrupts the intended use of the resources, wastes resources (people, capacity, computer, network, data, etc.), compromises the legal rights of others, modifies, damages or destroys computing resources or the data on them
- Users must respect the laws of Ireland and specifically, but not exclusively be aware of responsibilities under:

**Copyright act (1963) as amended**

**Data protection act (1988)**

**Prohibition of incitement to hatred act (1989)**

**Criminal damage act (1991)**

**Freedom of information act (1997)**

**Child trafficking and pornography act (1998)**

**Employment equality act (1998)**



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## **Conclusions**

This policy on acceptable computer use supersedes all previous policies on acceptable computer use and will be amended from time to time as required. Any member of staff who uses the computer resources is deemed to have made him/her aware of these policies.

1. Title: Internet use in St. Brendan's National School – Acceptable use policy

2. Introductory Statement

A sub-committee of the staff of St. Brendan's has formulated this Draft Acceptable Use Policy

3. *Rational*

The internet is rapidly becoming an increasingly popular research and communication tool at home and at school. Due to the fact that it is an unregulated medium, and has capacity to host any type of information from online communities all over the world the need for information and resources on Internet safety and related issues has never been more essential, just like in the real world, the Internet has access to people and certain and certain kinds of information that are unsuitable for children-and may potentially have a negative impact on children's attitudes, although it is widely believed that the potential benefits of using the Internet as a learning tool far outweigh any risks involved, it is, however, important to be aware of the risk and impact from the outset in order to equip students with the necessary information and skills to navigate safely on the Internet.



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**4. Relationship to characteristic spirit of the school**

In keeping with the school ethos, that encourages equality, participation and respect for difference, the Acceptation Use Policy values all members of the school community and welcomes their roll in its development.

**5. The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.**

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 parents notified.

**6. Pupils General Guidelines:**

- Internet sessions will always be supervised by a teacher or special needs assistant.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will monitor pupil's Internet usage.
- Students and staff will be provided with training in the area of Internet Safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular base.
- The use of personal floppy disks or CD-ROM in school requires a teacher's permission.
- Students will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute
- Access to computers at break times will be limited to games or word processing. Internet access will not be available
- Passwords for Internet access will not be given to pupils or visitors
- Students will use the internet for educational purposes only



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7. Success Criteria: Our school policy on Internet use will be deemed successful of the following criteria are achieved:

- Staff training has been provided on the use of the Internet
- Computers are providing an additional resource for teaching and learning
- Computers are regarded as an effective tool in preparation, planning and record keeping
- Staff understand and use computer resources following training
- Staff encourage pupil use of computer resources.

8. Roles and Responsibilities: The ICT post-holder has responsibility for ICT within St. Brendan's, all issues or problems should be reported to the Post-holder who will co-ordinate a response to the issue, such as consultation with the ICT teacher, seeking technical support of seeking additional funding from the Board of Management.

- The Board of Management has responsibility for ratification of this Acceptable use Policy and for the Provision of funding for additional resources.
- Teachers have responsibility to develop their own ICT skills and to instruct students in appropriate Internet use.
- The Principal has responsibility for informing parents of the Policy and obtaining their consent for their child to avail of ICT resource within the guidelines of the Policy.

9. Timeframe for implementation: It is expected that the Internet will be available throughout the school before Easter 2006. Therefore, this draft policy will be circulated early in April and should be implemented by April 30<sup>th</sup> 2006.

10. Timeframe for review: Users will be consulted on the draft policy at the end of the implementation period and a review will be conducted by end of September 2006. This could be done at an Area Meeting.





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**11. Responsibility for review:** Responsibility for the initial review will be taken by the policy task group and the ICT Post-holder. Any amendments will be included before the policy is finalised.

It is envisaged that the policy will then be subject to an annual review by the ICT Post-holder.

**12. Ratification and Communication:** Once completed and agreed by the staff of the school, the policy will be referred to the Principal.

The Parents Policy Committee – a sub-committee of the Board of Management – will be invited to give input

Finally, the Acceptable Use Policy will be referred to the Board of Management for approval. The Principal will communicate the final Policy to parents. The Acceptable Use Policy then will be communicated to all members of staff and will form part of the School Plan.

The Board of Management adopted this policy on \_\_\_\_\_

Signed: \_\_\_\_\_

(Chairperson of the Board of Management)

Signed: \_\_\_\_\_