**Acceptable Use Policy of Dunhill National School**

**Dunhill,**

**Tramore,**

**Co. Waterford**

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP periodically. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created in 2004, reviewed in 2009 and in 2017 by the Principal, the Teaching Staff and the Board of Management of Dunhill National School in consultation with the Parent’s Council.

**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:

**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 usage.
* Students and teachers 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 basis.
* The use of storage and memory hardware in school requires a teacher’s permission.
* Students will observe good “netiquette” (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

**World Wide Web**

* Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will use the Internet for educational purposes only.
* Students will never disclose or publicise personal information.
* Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

**Email/Internet**

* 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, 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.
* Students will not have access to chat rooms, discussion forums or other electronic communication forums.

**School Website and Facebook Page**

* Please note that the following points apply to the school’s web site and social media profiles, including but not limited to Facebook, Twitter, YouTube, Google+ etc.
* Staff & Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
* The publication of student work will be co-ordinated by a teacher.
* Pupils’ work will appear in an educational context on Web pages or the school’s Facebook Page with a copyright notice prohibiting the copying of such work without express written permission.
* Only group pupil photos (2 or more) will appear on the website. No names will be attached.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* Pupils will continue to own the copyright on any work published.

**Legislation**

The school will adhere to the appropriate ICT legislation

* Data Protection (Amendment) Act 2003
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988

**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 certain cases, suspension or expulsion. The school also reserves the right to report any issues to the appropriate authorities.

**Permission Form**

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

**Dunhill National School**

**Parent/Guardian**

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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