

PRIMROSE HILL NATIONAL SCHOOL

INTERNET ACCEPTABLE USE POLICY

Introduction

The Internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the Internet is unsuitable for children and therefore these guidelines will be followed when using the Internet.

Purpose and Scope

The purpose of this policy is to state what activities and usage are considered acceptable and which are unacceptable at Primrose Hill National School.

This policy applies to all support, teaching staff, pupils as well as visitors to the school. The policy applies to all computer equipment and software owned by the school.

Pupils' use of the Internet

Pupils are responsible for good behaviour on the Internet. Access to the Internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service. However no filtering service is completely fool proof and therefore pupils will be supervised during the use of the Internet.

Staff will ensure to the maximum extent possible, that pupils know and understand that no Internet user is permitted to:

- Use the Internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the up loading or creation of viruses.

Pupil's Use of Email

Children in school must only use email for educational purposes and e-mails will be checked before being sent. Pupils will not be allowed to send personal emails from the school system without permission. In-coming email will be regarded as public and may be examined by any staff member. The use of chat rooms is strictly forbidden.

Organisation and Management of Internet Use

Staff will select appropriate sites which will support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Internet access will be supervised. Teachers will ensure that pupils understand appropriate use of the Internet and are aware of the rules. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Staffs' use of the Internet

Each member of teaching staff and school secretary is provided with a laptop which is the property of the school. Each member of staff is responsible for the care and safe storage of the laptop and other hardware used in their classroom/office. Staff using the school laptop should adhere to the Data Protection Policy. Staff is permitted to take laptops home and while in transit the laptop should be stored in the boot of the vehicle but should be removed when reaching home and stored in a secure location.

It is the responsibility of the person to whom the laptop is issued to maintain it in good condition. No person will in any way alter the filtering preferences.

Use of the Internet is permitted only as needed for teaching/work and should not be used for non-work related undertakings. Any use of the Internet should adhere to the Data Protection Policy. The Board of Management reserve the right to monitor the use of Internet resources.

Staffs' use of Email

Members of staff are encouraged to use various resources in their teaching and learning activities, to conduct research, and for contact with others.

Each member of staff has access to internet as part of his/her work, protected by the use of a confidential password, which should be kept secure. When using the internet all users must comply with all copyright, libel, fraud, discrimination and obscenity laws. All users are expected to communicate in a professional manner.

While the school remains cognisant of the need for an individual's privacy, it cannot guarantee that personal activities and items stored on school property will not be seen through routine reviews or incident investigations.

The school may also from time to time monitor the activities of anyone of the School's network including the review of emails in the case of a suspected breach of these policy guidelines.

A serious breach may be treated as a disciplinary matter

Security

1. Staff must not share their password with any other person
2. Passwords should be changed every 2 months
3. Laptops should not be left unattended nor unlocked in a public place

Inappropriate and Unacceptable Use of the Internet

The following on-line activities are **not permitted**:

1. Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum.
2. Users must not engage in illegal activities while using School IT equipment.
3. Staff must not violate any copyright laws from any country, including illegal downloading of 'pirated' software, publications, recordings, or any other proprietary property.
4. Staff must not engage in any malicious activities whilst using school assets including bullying via email or websites, installing viruses, bugs, e-bombs etc., falsifying your identity, and any other activity which deceives, destroys or demoralizes another user.
5. All data, files, images, recordings, programs, and information on School owned equipment remains in its' ownership.

6. School email addresses must not be used in any social network, club, organization or chat room that is not explicitly part of your job function. Further, personnel are prohibited from discussing School business in these social forums.
7. All gaming, gambling, chain letters, Ponzi schemes, and any other type of personal wagering are prohibited.
8. Initiating 'spam', junk emails or emails with language that compromises the School's reputation is prohibited.
9. Using School asset's in activities for non-related school business is prohibited, including buying/selling on auction and classified advertising websites.
10. All Users are prohibited from visiting pornographic sites, or politically charged sites or blogs.

School Website

At the point of enrolment to PHNS, permission from parent/guardian will be sought for publication on school website of the child's photo/image/work samples on school website. 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 website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff. The publication of student work will be co-ordinated by a teacher.

Signed

Signed

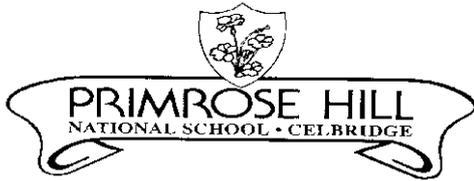
Chairperson, Board of Management

School Principal

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APPENDIX 1



**Primrose Hill N.S.
Hazelhatch Road,
Celbridge,
Co. Kildare.**

**Tel: 01- 6273168
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Email: phns.ias@eircom.net**

Date

Dear Parents,

As part of the school's curriculum, we may be offering pupils supervised access to the Internet. As you are probably aware, the Internet contains a vast amount of information but unfortunately not all of this is suitable for children and so2 we have produced an Acceptable Use Policy specifying our guidelines.

Before being allowed to use the Internet, all pupils must obtain parental permission. We therefore ask that both you and your child sign the enclosed form as evidence of your approval and acceptance of the school rules on this matter. A copy of our Acceptable Use Policy is attached.

Please read the AU Policy carefully.

Name of Pupil _____ Class _____

I allow my child (*Name*): _____ to use the Internet in school and accept school rules on this matter.

Signature of Parent _____

Signature of Pupil _____