**Bunscoil na Toirbhirte**

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**Acceptable Use Policy**

**(Internet policy)**

**Bunscoil na Toirbhirte, Mitchelstown, Co. Cork.**

**Acceptable Use Policy**

Dear Parent/Guardian,

**Re: Internet Permission Form**

As part of the school’s education programme we offer pupils supervised access to the Internet/computing resources. This allows students to access a large array of online educational resources that we believe can greatly enhance students’ learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school’s Acceptable Use Policy which is outlined in this booklet. It is important that this document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family’s right to decide whether or not to allow their children access to the IT resources as defined by the school’s Acceptable Use Policy.

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

Yours Sincerely,

***Michael McCarthy (Principal)***

***This policy was originally ratified by the Board of Management at a meeting held on 5th February 2007. It was most recently revised on the 22/09/22***

**Acceptable Use Policy**

The aim of this Acceptable Use Policy is to ensure that the pupils of **Bunscoil na Toirbhirte** 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 this AUP every 3 years or when deemed appropriate. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

It is important to note that our school’s Anti-Bullying Policy applies to internet usage. Parents are asked to be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

**School’s Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

**General**

* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material, as appropriate to current guidelines.
* Pupils in 3rd to 6th class will receive yearly talks regarding internet safety.
* The school will regularly monitor pupils’ Internet usage.
* 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 personal memory sticks, USBs, or other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
* Internet sessions will always be conducted in a class with teacher/staff supervision.

**World Wide Web**

* Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
* Pupils will use the Internet for educational purposes only.
* Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Pupils will never disclose or publicise personal information.
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.
* Pupils 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.

**E-mail**

* Pupils will use approved class email accounts under supervision by or permission from a teacher.
* Pupils will not send or receive any material that is illegal, obscene and defamatory or that is intended to provoke or intimidate another person.
* Pupils will not reveal their own or other peoples’ personal details, such as addresses or telephone numbers or pictures.
* Pupils will never arrange a face-to-face meeting via the school’s computer(s) with someone they only know through emails or the internet.
* Pupils will note that sending and receiving e-mail attachments is subject to permission from their teacher.
* Chat rooms, discussion forums and other electronic forums will only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.
* Face-to-face meetings with someone organised via Internet chat is forbidden.

**School Website and Affiliated Social Media Accounts**

**• Our website address is** [**www.bunscoilmitchelstown.com**](http://www.bunscoilmitchelstown.com)**. Our Twitter account and Facebook account is ‘Bunscoil na Toirbhirte’.**

**• Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published as per the consent form. Teachers will co-ordinate the publication of this material.**

**• Personal pupil information including surname, home address and contact details will not be included on school social media or website.**

**• Parent(s)/guardian(s) are requested not to ‘tag’ photographs or any other content which would identify any children or staff in the school.**

**• Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.**

**The EU General Data Protection Regulations came into effect in May 2018. Please see our Data Protection Policy for further information.**

* Pupils may be given the opportunity to publish projects, artwork or school work on the school website or school social media accounts
* The website and social media accounts 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.
* The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
* Personal pupil information including surname, home addresses and contact details will be omitted from school web pages and social media pages.
* The school will ensure that the image files are appropriately named – will not use pupils’ full names in image file names or ALT tags if published on the web or social media accounts.
* Pupils will continue to own the copyright on any work published.

**Personal Devices**

**Pupils are not allowed to use mobile phones in school**. Pupils using technology in school must not send messages/photo from these devices.

**Support Structures**

**Sanctions**

Misuse of the Internet will 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.

**School Staff**

* School staff may not use the Internet for personal use during school hours, with the exception of break time.
* School staff are strictly forbidden to access inappropriate material on the Internet at any time.

**Acceptable Use Policy**

**BUNSCOIL NA TOIRBHIRTE, MITCHELSTOWN, CO. CORK**

**Permission Form Template**

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

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsible Pupil Internet Use**

**Pupil Undertaking: (3rd – 6th class)**

**We use the school computers and Internet connection for learning.**

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

1. I will ask permission before entering any Web site, unless my teacher has already approved that site.
2. I will not bring external storage devices such as USB’s into school without permission.
3. I will not use a school email for personal reasons.
4. I will only use email for school projects and with my teacher’s permission.
5. The messages I send will be polite and sensible.
6. When sending email, I will not give my home address or phone number or arrange to meet anyone.
7. I will ask for permission before opening an email or an email attachment.
8. I will not use Internet chat.
9. If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately.
10. I know that the school may check my computer files and may monitor the sites I visit.
11. 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**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parents**

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**BUNSCOIL NA TOIRBHIRTE, MITCHELSTOWN, CO. CORK**

**Internet Permission Form:**

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of child) 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 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 or inadvertently accesses unsuitable material

**Signature: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents/Legal Guardians**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**School Website:**

I understand that my child’s schoolwork/photo/video may be chosen for inclusion on our school’s website and/or affiliated school pages/social media pages. Please tick the appropriate box(es) and sign to confirm that you accept;

* Use of child’s photo/video/schoolwork on School App, school newsletter
* Use of child’s photo/video/schoolwork on school website and on affiliated 3rd party websites (i.e Bunscoil na Toirbhirte. Facebook and Bunscoil na Toirbhirte. Twitter accounts).
* Use of child’s photo/video/schoolwork for publication in third party publications (e.g. Local and national newspapers, FAI/GAA websites etc.).

If you do not wish to have your child’s photograph/video/schoolwork used in any form, please put this information in writing to the school Principal. If, at any stage, you change your mind, it is your responsibility to notify the school in writing.

**Signature: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents/Legal Guardians**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**