

# **Internet Safety: Acceptable Use Policy (AUP)**

**School Name:** St. Joseph's Primary School

**Address:** Murgasty Road, Tipperary Town, Co. Tipperary

**Roll No.:** 09432E

**Phone:** 086-7855932

**School Blog:** <http://stjosephstipp.edublogs.org/>

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 annually. 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 revised in September 2021 by the staff of St. Joseph's Primary School.

## **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**

- 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 students' school 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 personal memory sticks, CD-ROMs, 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.

## **World Wide Web**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). This needs to be taught to classes as appropriate to their age.
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- 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**

- 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 the teacher.

## **School Blog**

- Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The blog will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The school blog does not use facilities such as comments and user-generated content to ensure that they do not contain personal details.
- The publication of student work will be coordinated by a teacher.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- Personal student information including home address and contact details will be omitted from school blog pages.
- The school blog will avoid publishing the first and last names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

## **Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand-held / external devices (mobile phones /USB devices etc.) in school if they have permission from a teacher.

## **Distance Learning (New)**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, SeeSaw or any other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The school has enabled the most up to date security and privacy features which these Online Platforms provide.
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Online Platforms.
- If teachers are using Zoom, the parent's own email address will be used as notification for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

## **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- 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 extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

# St. Joseph's Primary School

Murgasty Road

Email: [stjosephsnstipp@gmail.com](mailto:stjosephsnstipp@gmail.com)

Tipperary Town

Blog: <http://stjosephstipp.edublogs.org/>

Co. Tipperary

Telephone: 086-7855932

Principal: *Ms. Louise Tobin*

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## Letter to Parents/Guardians

September 2021

Dear Parent/Guardian,

### Re: Internet Permission Form

As part of the school's education programme, individual/ groups of pupils may be offered supervised access to the Internet. This would allow student access to a large array of online educational resources that we believe can greatly enhance the 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 available on the school website- <http://stjosephstipp.edublogs.org/>)

It is important that this enclosed 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 Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home and see if there is any way you could make it safer for your own family.

Yours sincerely,

Louise Tobin  
School Principal

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Murgasty Road  
Tipperary Town  
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Principal: *Ms. Louise Tobin*

September 2022

## Permission Form- Please return this form to the class teacher.

Please review the school Internet Acceptable Use Policy (available on our school blog, or by written request from the school) and sign and return this permission form to the Principal/ Class Teacher.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

### Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian

Tick ✓ to accept

1. As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my 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 my daughter's online safety, but the school cannot be held responsible if students access unsuitable websites.
2. 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 students' work on the school website.
3. Digital photographs, audio or video clips of **individual** students will not be published on our school website. Instead, photographs, audio or video clips will focus on **group** activities.

*I understand that it is my responsibility to inform the school **in writing** if I require any changes to be made to the above levels of permission.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Mother's email (BLOCK LETTERS) \_\_\_\_\_

Father's email (BLOCK LETTERS) \_\_\_\_\_