

# **Acceptable Use Policy**

**School Name: Ballinlough NS**

**Address:** Ballinlough  
Kells,  
Co. Meath.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 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 created in November 2013 by the Staff.

## **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.
- 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 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 use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students 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.
- 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.

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work 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 website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

## **Internet Access**

- Children using the internet will be working during class time and will be supervised by an adult (usually the class teacher) at all times.
- If teachers are doing an internet search on an Interactive Whiteboard, they blank the screen
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils
- Pupils will be taught to use the internet responsibly in order to reduce the risk to themselves and others;
- Our Rules for Responsible Internet Use will be posted near computer systems.
- 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.

**Acceptable Use Policy Application**

**Please return to the Principal**

**Ainm:** \_\_\_\_\_

**Seomra:** \_\_\_\_\_ **Rang:** \_\_\_\_\_

***I have read, understand and will abide by the Ballinlough National School Acceptable Use Policy. I understand any violation of this policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken.***

**Síniú:** \_\_\_\_\_

**Dáta:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_