



Information and Communications Technology (ICT) Acceptable Use Policy (AUP) – Student

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Name	Title	Date
Séamus de Lónra	School Principal	
Majella Ní Chruaí	Chairperson of the Board of Management	



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Acceptable Use Policy

Background

Gaelscoil Charrraig Uí Leighin believe in the benefits of curriculum-based Information and Communications Technology and internet use. The purpose of the Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources, and will be protected from harmful and illegal use of the internet.

Gaelscoil Charrraig Uí Leighin will employ several strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

Pupils Access to the Internet

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications and electronic information will be taught and provided for from Junior Infants – 6th class.

- Pupils will not be given access to the internet without teacher supervision
- Pupils will not be permitted to use their own internet-enabled devices (phones, watches etc) within the boundaries of the school
- The school's AUP will be published online and parents will sign the Dialann Ranga regarding awareness of policies and draft policies on the school website.
- Internet will be used for educational purposes only
- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Filtering software will be used to minimise the risk of exposure to inappropriate material. Gaelscoil Charrraig Uí Leighin uses a next generation firewall and filtering technology managed by a national body specialising in technology in education
- The school will regularly monitor pupils' internet usage
- Pupils will receive education in the area of internet safety
- Pupils will be taught to evaluate the content of internet sites
- Teachers will be made aware of internet safety issues
- Uploading and downloading of non-approved material is banned
- Virus protection software will be used and updated on a regular basis
- The use of external storage devices or optical devices in school requires a teacher's permission
- Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher



Email

From time to time, pupils may need to communicate with others electronically for collaboration. If pupils are allowed to use email, the following rules will apply:

- Email will be used for educational purposes only
- Students will only 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, defamatory or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
- Pupils will never arrange to meet someone via school email
- Sending or receiving email attachments is subject to teacher permission

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Designated teachers will manage the publication of material on the school website adhering to the stipulations below.

- Personal pupil information, home addresses and contact details will not be published on the school website
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website
- Teachers will select work to be published and decide on the appropriateness of such

Education and Internet Awareness

Gaelscoil Charraig Uí Leighin will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for pupils. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- Third parties to visit the school to provide training for staff, pupils and parents
- Internet safety bulletins to be circulated to parents when appropriate



Allocated Laptops

Parents' and Guardians responsibilities

It is the responsibility of parents/guardians to ensure:

- a) That your child's laptop is appropriately insured;
- b) That your child's laptop is fully charged and in full working order coming to school daily;
- c) That a suitably protective cover is always used;
- d) That your child's use of his/her laptop is monitored outside of school time, particularly during homework and study times;
- e) That you speak regularly with your child regarding responsibility on line;
- f) That your child's laptop is checked regularly to ensure that it does not contain inappropriate material;
- g) That inappropriate material is removed immediately;
- h) That your child does not use his/her laptop in bed, and that devices are left at bedtime in a central family area
- i) That you are familiar with, and adhere to the recommendations provided by the school's Internet Safety Training
- j) The safety and warranty status of the laptop including the cost of upkeep and repair of the device.

Students' Responsibilities

It is the responsibility of each student to ensure that;

- a) Adequate care is taken to ensure the laptop is not lost or broken
- b) Laptops are fully charged on arrival to school daily
- c) Gaelscoil Charraig Uí Leighin's Technology Acceptable Use Policy is adhered to at all times;
- d) Photographs are never taken without the prior consent of a teacher;
- e) It is the responsibility of the student to report immediately to the school authorities any inappropriate content on their laptop;
- f) Only appropriate educational material should be accessed;
- g) Laptops must be used as an educational tool only;
- h) The configuration of the laptop is not changed in any way;

Consequences

The use of technology resources inside Gaelscoil Charraig Uí Leighin is a privilege. If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff. Pupils found to be engaging in cyber-bullying will be dealt with in accordance with the school's anti-bullying policy.



Appendices