St Canice's Co-Ed NS

Acceptable ICT Usage Policy

Introduction:

This policy, in accordance with the guidelines published by the PDST Technology in Education, outlines our purpose in providing access to the internet and email facilities and explains how the school is seeking to avoid potential problems which may arise through unrestricted internet access.

Pupil accessing the Internet

Internet access is now available to pupils. The school is pleased to offer this tool as an available resource to both pupils and teachers for reference purposes and for researching project materials. Pupils have ready access to thousands of libraries and databases on every subject written.

Electronic information research skills are now fundamental to preparation for living and working in the coming 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.

Pupil use of telecommunications and electronic information will be provided and only be permitted upon submission of permission and agreement forms by parents of pupils and by pupils themselves

Dangers inherent in giving children access to the Internet

There are three main categories of risk associated with Internet usage:

1. Exposure to illegal and/or harmful images and text, whether violent, racist, hate based or of a pornographic nature.
2. Receiving or transmitting messages which are demeaning, threatening or in other ways disturbing to the well being of the child.
3. Being lured into a physical encounter that might threaten the safety and well being of children.

Ensuring Internet access is appropriate and safe

The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- The PDST Technology in Education (NCTE) provides the filtering of inappropriate websites.
- St. Canice's school has chosen Level 4 filtering.

- Google Safe Search will be used

- YouTube can only be accessed in Safety mode

- Each class has a password and username. The class will keep these as they progress through the school

- Children using the Internet will be supervised by the teacher or a designated adult member of staff at all times.

- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.

- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search format.

- The teacher will check her class's history folder of the internet browser once a month.

- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;

- The children will only use the email address assigned to their class.

- Our 'Rules for Responsible Internet Use' will be posted near computer systems.

- The ICT co-ordinator will monitor the effectiveness of internet access strategies;

- The ICT co-ordinator will ensure that checks are made on files to monitor compliance with the school's Internet Access Policy

- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed at the end of every term.

- However, it is not possible to guarantee that particular types of material will never appear on a computer screen. The school cannot accept liability for the material accessed, or any consequences thereof.

- A most important element of our 'Rules of Responsible Internet Use' is that pupils will tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Internet sessions will not be allowed without the close monitoring of the children's activities.

- Unmonitored chat-room sessions are not allowed.

- Registration or the signing of visitor books on web sites is not allowed without the permission of the teacher in charge.

- Pupils are not allowed to bring CD Roms, DVD's, USB drives to school unless requested to do so by the teacher. This protects against the danger of introducing unsuitable materials or viruses externally.

- All laptops will be protected by an up to date antivirus programme. The current software is Eset Endpoint Security.

- Pupils may not log on to the Internet unless a teacher is present and permission has been given.

- Remember that teachers have access to all files and disks used on school computers, including email messages sent and received by pupils. School computers also record details of what pupils have viewed on the Internet.

Safety with regard to e-mail

School email address: stcanices.ias@eircom.net
Each class has its own email address

Electronic mail or e-mail allows pupils to communicate with peers and educationalists around the world. Pupils will learn how to use an e-mail application and be taught e-mail conventions.

E-mail will be used to communicate with others, to request information and to share information

In relation to school projects, key-pals, internet relay chat (IRC) or e-mail correspondences, the following procedures shall apply:

- No personal information about the child, his family, the teachers or the school will be disclosed without the permission of the supervising teacher and without the child's parents giving permission.

- The supervising teacher will monitor all email received before being passed to a child.

- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

- Children will have the e-mail messages they compose checked by a teacher before sending them;

- Pictures or images, which might be used in helping to identify an individual pupil/teacher/parent, may not be transmitted without permission.

- E-mail messages containing information, which makes a pupil uncomfortable, must be reported to the teacher.

Personal Devices:
Pupils using their own technology in school such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images on a mobile phone camera, still or moving, is in direct breach of the school's Acceptable Use Policy.

The School Website:
St. Canice's School website address: **http://www.stcanices.net**

- Our school web site is intended to:
- Provide accurate, up-to-date information about our school;
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, members of the local community and others;
- Celebrate good work.
- Provide pupils with the opportunity to publish their work on the internet.
- It may be used to publish resources for projects.
- All classes may provide work for publication on the school web site.
- Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained.
- All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.
- The IT co-ordinating teacher is responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host.
- Class teachers are responsible for their own blogs and websites.
- The point of contact on the web site will be the school address, telephone number and email address.
- Home information or individual e-mail identities will not be published.
- Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

Procedures which apply to the School Website:
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without written permission.
- Children's telephone numbers, home addresses or other personal information will not appear on the web-site.
- Pupils, who wish to make contact with other Internet users, must use the class email address only and only when supervised by a teacher.
- Pupils are not allowed to register or complete forms on-line.
- Particular care will be taken where photographs of pupils are being used on the school web-site. They will not be accompanied by personal information.

Rules for responsible Internet Use

The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the Computers:
- I will only access the computer system with my class login and password.
- I will not access other people's files without permission
- I will not bring in CDs, DVD's, USB drives or other media from outside school and try to use them on the school computers unless requested to do so by the teacher.

Using the Internet:
- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:
- I will ask permission from a teacher before checking the e-mail
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- If I observe anything which makes me uncomfortable I will report it immediately to the teacher
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- My e-mail may be checked by a teacher;
- I will not give my full name, my home address or telephone number;
- I will not use e-mail to arrange to meet someone outside school hours.
- I will not disclose my e-mail password to others, except to my parents.

Sanctions

- Pupils are responsible for good behaviour on the Internet just as they are in a classroom or on a school corridor. General school rules apply.
- Access is a privilege, not a right and that access requires responsibility. The right of access may be withdrawn following a breach of the rules.
- If any of the above rules are broken, it will result in a temporary or permanent ban on Internet and/or computer use.
- If a teacher feels there is not enough co-operation or a lack of response in the implementation of these rules by an individual or a class, the individual or the class may privileges withdrawn.
- Additional disciplinary action may be taken in line with existing approved school practice on inappropriate language or behaviour.

Note:
This policy will be reviewed by the Board of Management once every year in accordance with circumstance and procedure.
The Board of Management and staff do not accept liability for material accessed through Internet use or the consequences thereof.

Signed: Chairperson: _____   Signed: Principal:_____
                     Fr James Murphy   Ms Maria Comerford

Signed IT Co-ordinator _____   Signed Policy Co-ordinator _____
                  Mr Peter Nolan   Ms Anita Sheehan