

# Acceptable Usage Policy

*Douglas Rochestown Educate Together National School (ETNS) aims to be a centre of excellence in digital learning. As such the school recognises the needs for an Acceptable Usage Policy (AUP) to ensure the safe and secure use of digital media.*

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## School Details:

Name: Douglas Rochestown Educate Together National School  
Address: Carr's Hill, Douglas, Cork  
  
Telephone: 021 489 0122 / 085 2428753  
Email: info@dretns.ie  
Roll Number: 20413N  
Principal: Dr. Alan Sheehan

The school premises consist of the area within the school boundaries/fence at Carr's Hill.  
School start/end times are as follows:

Start Time:	End Time:
8.30 am	1.10 pm/2.10 pm

The school doors open at 8.20am. The school provides supervision of pupils within the school grounds only from 8.20am – 1.20pm for Junior and Senior Infants and from 8.20am – 2.20 pm for all other Classes. Please note that no responsibility is accepted for anyone in the areas outside the school fencing. Please also note that no responsibility is accepted for pupils arriving before 8.20am or for supervising pupils after 1.20pm/2.20pm.

## General Information:

Douglas Rochestown ETNS is under the patronage of Educate Together. It is based on four key principles: Child-centered, Co-educational, Democratic and Equality-based.

Douglas Rochestown ETNS follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

## Aim

The aim of this Acceptable Usage 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 as required. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

## **School's strategy**

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

### *General:*

- Students will be taught about safe internet usage as part of the SPHE curriculum.
- 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 pupils' 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 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).
- 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.

### *Email*

- Students will use approved class email accounts under supervision by or permission from a teacher.
- 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 photos.
- 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 their teacher.

- Internet chat is only permitted with specified people under the supervision of the teacher
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication 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 will be forbidden.

#### *School/Class websites*

- 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/class' website
- The website(s) will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. These will not be published on the school website without parental permission. Content focusing on individual students is not permitted. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school/class website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

## **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 with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy and the Code of Behaviour.

## **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.

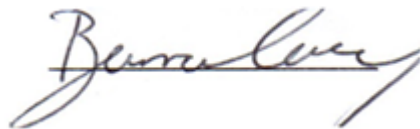
## **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion as per the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Ratification and Review**

The policy was reviewed by the Board of Management on 14<sup>th</sup> October 2015.  
The policy was reviewed by the Board of Management on 7<sup>th</sup> June 2016.  
The policy was reviewed by the Board of Management on 20<sup>th</sup> September 2017.  
The policy was reviewed by the Board of Management on 29<sup>th</sup> August 2018.  
The policy was reviewed by the Board of Management on 21st November 2018.

Signed:



(Chairperson of Board of Management)

## **Communication:**

The policy has been made available to school personnel via the school website ([www.dretns.ie](http://www.dretns.ie)). A copy of this policy will be made available to the Department of Education and Skills and the patron (Educate Together) if requested.