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**Hollymount National School**

**Hollymount, Rathmore, Co. Kerry.**

**Website:** [**www.hollymountns.ie**](http://www.hollymountns.ie)

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Acceptable Use Policy (Access to Internet)

Acceptable Use Policy governing access to internet at school

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school’s Internet and computer 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 appropriate.
This version of the AUP was created in April 2016 and endorsed by the Board of Management. Before you sign the form, the policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children.

**Due to emergency school closures from March 2020, during the COVID-19 pandemic, we have made changes to our teaching and learning approaches to facilitate online learning practices.  This updated document provides guidance for the school community on these changes.**

**School Strategies**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:
General
• Access to internet 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 internet is protected by the firewall provided by PDST - Technology in Education

• The school will regularly monitor pupils’ Internet usage.
• 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 CD-ROMs in school is not allowed.
• Pupils 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.

**World Wide Web**• Pupils will use the Internet for educational purposes only.
• Pupils will be familiar with copyright issues relating to online learning.
• Pupils will never disclose or publicise personal information.
• Pupils 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.
• Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
• Pupils will be taught appropriate use of the internet, using the [www.webwise.ie](http://www.webwise.ie/) teaching materials.

**Email**• Pupils will not have access to email facilities at school. Any emails to other children/schools**/ teachers/ staff**, will be sent through the school email address.

**Internet Chat ( Very restricted use only)**• Pupils will only have access to chat rooms, discussion forums or other electronic communication forums 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 **by teachers and parents**.
• Usernames will be used to avoid disclosure of identity.
• Face-to-face meetings with someone organised via Internet chat is forbidden.
• Skype may be used for contacting other children/schools for project work, or penpals. This will only be done under teacher supervision.

**School Website/ Facebook**• Pupils will be given the opportunity to publish projects, artwork or school work on the school website/ Facebook page.
• The publication of student work will be co-ordinated by a teacher/ secretary.
• Pupils’ work will appear in an educational context on Web pages.
 • Personal pupil information including surnames, home address and contact details will not be used on school web pages.
• Pupils will continue to own the copyright on any work published.

* **Regularly during the school year, parents are requested not to share any photos of other people’s children on their social media, without permission.  This includes photos which they may take themselves at school events, or photos shared by the school.**

\*Administrators of website/ facebook page reserve the right to remove any comments they deem inappropriate.

\*\*Parental permission to publish children’s photographs and first names is sought as part of enrolment pack. It is now included in AUP permission slip.

Social Media/Apps

The following statements apply to the use of messaging, blogging and video

* Use of instant messaging services and apps including Snapchat, WhatsApp, TikTok, G Chat etc. is not allowed in Hollymount National School.
* Students should not download apps onto their iPads that are not for educational purposes. Apps that are not for educational purposes may be removed from the device by a member of staff.
* Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Hollymout National School community.
* Staff and pupils must not discuss personal information about pupils, staff and other members of the Hollymount National School community on social media.
* Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
* Staff and pupils must not engage in activities involving social media which might bring Hollymount National School into disrepute.

**Legislation**The school will provide information on the following legislation relating to use of the
Internet which teachers 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 pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will give instruction on appropriate use of the internet and how to use it safely.
We use the services of PDST - Technology in Education (formerly NCTE), [www.webwise.ie](http://www.webwise.ie/) and [www.safety.ie](http://www.safety.ie/)

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

**Review**This policy was developed in 2016 and will be updated regularly as developments in technology continue to impact on education in particular. Over the past few years we have installed Interactive Whiteboards in all classrooms, and have purchased laptop banks for use by the pupils. Any reviews will involve input from teachers, parents, pupils and Board of Management.

This policy was reviewed by the Board of Management of Hollymount NS on the 9th December 2020.

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Permission Form**Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Hollymount NS.

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or 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 online safety but the school cannot be held responsible if pupils access unsuitable websites.
I accept the above paragraph □                    I do not accept the above paragraph □
(Please tick as appropriate)

In relation to the school website/facebook page, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the website/facebook page. I give permission for my child’s photograph along with their first name to be published on school’s website/facebook page. I understand and accept the terms of the Acceptable Use Policy relating to publishing children’s work on the school website.
I accept the above paragraph □                    I do not accept the above paragraph □
(Please tick as appropriate)

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

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

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