



St. Raphaela's Primary School

ICT – Acceptable Use Policy for Staff.

The use of computers and Internet access has been made available in the school as a resource to promote and enhance the educational experience. It is a valuable resource and staff are encouraged to use it and exploit its potential.

This ICT Acceptable Use Policy establishes guidelines for using school computers and Internet Access in an appropriate way.

Use of Computers/Internet by Staff:

Staff use of computers/Internet in school is primarily intended for educational purposes. Where computers are used for personal purposes such as checking personal e-mail, personal internet access, using disks or files from home computers, staff must observe the following precautions:

- Avoid opening of attachments due to inherent virus risks. Where access to an attachment (e.g. Word document or similar) is necessary, it should be scanned by anti-virus software. Consult the ICT co-ordinator if necessary.
- Staff shall not access inappropriate material on the Internet including but not limited to pornography, obscenity or child pornography.
- Staff shall not access/use chat rooms using school computers or Internet account.
- Staff shall not disclose, use or disseminate any personal identification, information of students or other staff members.
- Members of staff shall not install personal software on school computers.
- The downloading of copyright material via the web or by other software is prohibited.
- Violation of St. Raphaela's Internet Acceptable use Policy in any way may result in the loss of Internet privileges provided by the school.

General Enforcement:

Filtering:

The school will employ the use of filtering/blocking technology as a protective measure. The technology cannot be turned off at the workstation level/server level when a student or staff member is using the Internet for educational or other purposes.

Monitoring:

All users are asked to note that the school reserves the right to monitor, filter and intercept all traffic passing through or stored upon the school network; this includes e-mail and web access. Logs of Internet activity may be recorded and monitored.

Virus detection/prevention:

Files obtained from sources outside the school, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by others, may contain dangerous computer viruses that may damage the school's computer network. If you suspect that a virus has been introduced into the school network, notify the ICT co-ordinator immediately.

School Internet Acceptable Use Policy.

Introduction:

This policy outlines our purpose in providing access to the Internet and e-mail facilities for pupils and teachers. It also details the steps we have taken to avoid potential problems that can arise when internet access is provided in our school.

Internet access is available to pupils. This tool is a valuable resource that can be used to further the educational goals and objectives of both pupils and staff. It provides the ability to search for information from a very wide range of sources world-wide.

We live in an information age and electronic information and research skills are now a fundamental preparation for life. The school will integrate such information and skills as appropriate within the curriculum and provide instruction and guidance to pupils in appropriate use of such resources.

Given that the Internet is dynamic, with information providers changing their material on a constant basis, and also that there is no overall control and no censorship, the school recognises that some of the information to be found on the Internet may be inappropriate for pupils. While pupils will usually be directed to sites selected by and reviewed by the teacher, at times it may be possible to move beyond these sites and access information not selected by the teacher. The school believes that the benefits to pupils from access to the Internet and its resources far exceed the disadvantages. A child is as likely, if not more likely to access inappropriate material through TV videos and magazines, as through Internet access in school.

We believe that a combination of supervision, site selection, site filtering, the development of a responsible attitude to the use of the internet in pupils, and working in partnership with parents, is the most suitable approach to the successful use of the internet in our school.

Before pupils are allowed access to the Internet in school, parents will be sent an explanatory letter together with the rules which form our Internet access policy.

An agreement form must be signed by both the child and the child's parents before Internet access is allowed.

World Wide Web:

The Internet has the potential to provide access from the classroom to educational resources within Ireland and world-wide. The benefits of Internet access in schools include:

- research for class work/projects as assigned by the teacher
- collaborate and share ideas between pupils, both local, national and international.
- Access libraries, online references, art galleries, museums

- Visits to sites with suitable and appropriate educational content
- Publishing and maintaining a school web site.
- Staff development through access to new professional and curriculum related materials.

In using the Internet as a tool, the school hopes to teach pupils about the huge information resources available on-line, as well as being responsible and critical users of this information. Although a filtering system is in place we believe that children should never be given unsupervised access to the Internet. **For this reason full teacher supervision will be maintained where pupils are engaged in using the Internet.**

E-mail:

Pupils will also have the opportunity to exchange information via e-mail. In doing this they will learn:

- what e-mail is
- how to use e-mail; sending a message, receiving a message, replying to a message, about attachments etc.
- e-mail manners - take care, be considerate, stay safe.

School Website:

Pupils may create projects, artwork or writing which is suitable for publication on the World Wide Web. Personal pupil information will not be included on web pages. Where photographs are published on the web site, they will be of a group nature - no individual photographs will be published. Parents will be notified if their child's picture is being published and their permission will be sought before publishing same.

In accordance with the Data Protection Act 1998, the school only publishes pupil information that is relevant to the context of the web page.

Guidelines for Teachers:

Pupils' access to the Internet is for educational purposes and activities. To ensure that pupils benefit from the schools internet resources, and to minimise any risks pertaining to such use, teachers are expected to adhere to the following guidelines:

- Ensure both parents and pupil have signed appropriate permission form before internet access is allowed.
- Ensure the pupil is aware and understands school rules for pupils regarding internet use, and ensure all internet use by pupils is closely monitored.
- It is recommended that teachers only use web sites they have previewed and the content of which they have familiarised themselves with, before using the internet with pupils.
- If use of a search engine is necessary use child-friendly search engines such as Yahoooligans or Ask Jeeves. Google may also be used but teachers should be aware that it may return inappropriate links or content.

- Ensure that pupils' time on the internet is limited and pupils should be given specific tasks to carry out while on the Internet. Do not allow "surfing the web", as such unrestricted use can lead to the pupil accessing inappropriate material either deliberately or accidentally.
- No personal e-mail addresses should be provided for pupils, nor should access to private e-mail addresses by pupils be allowed through the school network.
- Be aware of the possible misuses of on-line access and your responsibilities towards the children in your care; watch for accidental access to inappropriate materials and report offending sites to the ICT co-ordinator.
- If pupils' work is published on a website ensure that no personal information is published with it. Identify pupils' work by first name and class only.
- All photos on a website should be large group photos - no individual photos should be published. Include no personal details that could identify a pupil with such photos.

Pupils' Rules for Online Safety

1. I am responsible for my own behaviour when accessing the Internet, just as I am anywhere else in the school. I know that normal school rules apply.
2. I understand that Internet access is a privilege not a right and that using the Internet requires responsibility.
3. I will not use bad or rude language, or send messages that could hurt another person.
4. I must get my teacher's permission to print, or download any text, images, or other data from the Internet.
5. I will never give out any personal information, such as my home address or phone number on the Internet or while using e-mail.
6. I will tell my teacher straight away if I come across any information that makes me uncomfortable.
7. I understand that teachers can read all files and disks used on school computers, including any e-mails I send or receive. Also, I understand that school computers keep a record of what I have viewed on the Internet.
8. I understand that if any of the above rules are broken, then it will result in a temporary or permanent ban on Internet and or computer use.

Child's signature:

Class:

Date: