



MOUNT ANVILLE MONTESSORI JUNIOR SCHOOL
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Acceptable Use Policy

November 2012

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 the Board of Management and Parent School Council representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage, through tracking logins and activity.
- 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 personal memory sticks, USBs, CD-ROMs, or other digital storage media in school requires a teacher's permission and supervision.
- 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 material to a member of staff immediately.

- 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 by students of 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 pictures.
- 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

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forum 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 organized via Internet chat will be forbidden.

School Website

- Students 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's website
 - The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
 - Website using facilities such as guest books, notice boards 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.
 - Students' 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 not publish any photo without parental permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.

- Personal student information including home address and contact details will be omitted from school web pages.
- The school 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 students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal Devices

All personal devices such as mobile phones, I Phones, all smart phones, I Pads, I Touches, digital camera, Dictaphones and any device capable of recording and /or transmitting audio or video are not permitted to be used in school. If students leave a mobile phone and/or any personal device turned on during the school day and during all school activities, use it in class, send nuisance text messages, take any images with a mobile phone camera, still or moving; the student is in direct breach of the school's acceptable use policy.

Legislation

The school will outline below information on the following legislation relating to use of the Internet which teachers, students and parents should familiarize themselves with:

- Data Protection (Amendment) Act 2003 www.irishstatutebook.ie/2003/en/act/pub/0006/index.html
- Child Trafficking and Pornography Act 1998 www.irishstatutebook.ie/1998/en/act/pub/0022/index.html
- Interception Act 1993 www.irishstatutebook.ie/1993/en/act/pub/0010/index.html
- Video Recordings Act 1989 www.irishstatutebook.ie/1989/en/act/pub/0022/index.html
- The Data Protection Act 1988 www.irishstatutebook.ie/1988/en/act/pub/0025/index.html

Support Structures

The school will inform students and parents of key support structures and organisations such as www.ncte.ie for the most up-to-date information on how to deal with illegal material or harmful use of the Internet.

Sanctions

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

Ratified by the Board of Management on 12th November 2012

Chairperson: Donal Brennan