



Acting Principal Lisa Burke Tel. 044 9384853 Website [www.saplingsmullingar.ie](http://www.saplingsmullingar.ie)

## **Subject: Internet Acceptable Usage Policy**

**Review date: May 2024**

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Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Saplings School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

### **These strategies are as follows:**

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

### **Internet**

1. Internet will be used for educational/Reinforcer purposes only
2. Internet sessions will always be supervised by a teacher/SNA
3. Filtering software will be used to minimise the risk of exposure to inappropriate material. (However, no filtering service is completely fool proof and therefore pupils will be supervised during the use of the internet)
4. The school will regularly monitor pupils' internet usage
5. Teachers will be made aware of internet safety issues
6. Virus protection software will be used and updated on a regular basis
7. 'YouTube' /seesaw/book creator/zoom (and similar sites) can be accessed only under the supervision and direction of the teacher/SNA.
8. The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.

9. Students will also use computers for educational tasks and improving typing skills.

### **Email**

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher/SNA.
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

### **School Website**

Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils

5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
6. Permission to publish a student's work/ Pictures will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
7. Pupils will continue to own the copyright on any work published.

## **Education**

Saplings School will undertake an education programme to educate children on the safe, responsible use of the Internet.

### **Resources that may be used to implement this programme include**

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- SAFT Internet Safety Awareness Education Programme and exemplars

## **Filtering**

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search".

Saplings School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

## **Firewalls**

Windows XP has a built-in firewall. Saplings School has installed firewall software.

**Implementation and Review**

Chairman: Heath Shaw

Date: 10/5/22

A.

Principal: E.A.

Date: 10/5/22

Review Date: Nov 24.

Saplins School Mullingar