

## **Internet Usage Policy**

# **Oylegate N.S. Internet Safety Policy**

### Internet Usage Statement

Educationalists believe in the benefits of Curriculum Internet use. The purpose of the AUP (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.

### School's Strategy:

Oylegate N.S. 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

### Sanctions:

If a pupil deliberately misuses the Internet or Email, this will result in disciplinary action including the withdrawal of access privileges.

Parents/guardians will receive written notification of misuse by a pupil.

### Legislation

The school will provide information on the following legislation relating to use of the

Internet which teachers, students 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

## Acceptable Usage Policy for. Oylegate N.S.

### Internet

1. Internet will be used for Educational Purposes only.
2. Internet sessions will always be supervised by a teacher.
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school will regularly monitor pupils' internet usage and pupils will be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for security and/or management reasons.
6. Pupils will receive training in the area of Internet Safety.
7. Pupils will be taught to evaluate the content of Internet sites.
8. Teachers will be made aware of Internet Safety issues.
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis.
11. The use of pen drives, memory sticks, external storage devices or CD-ROMS in school requires a teacher's permission.
12. Pupils will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any action that may bring a school into disrepute.
13. Students will not visit websites that contain obscene, illegal, hateful or otherwise objectionable materials.
14. Students will be familiar with copyright issues relating to online learning.
15. Students will never disclose or publicise personal information.

### 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.
3. Pupils will not send or receive any material that is illegal, obscene, and 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 / Blog

Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.

The publication of student work will be co-ordinated 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.

Photographs, audio and video clips will focus on group activities. Pupils will not be individually identified in photos, audio or video clips. Video clips may be password protected. Where pupils are identified it shall be by their forename or surname only, never by both.

Personal pupil information including home address and contact details will be omitted from school web pages.

Pupils will continue to own the copyright on any work published.

### Education

Oylegate N.S. will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks - to become Internet Wise.

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". This filter eliminates sites that

contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page. Unfortunately it is also easily removed.

Oylegate N.S. has Filtering software.

## Firewalls

Windows XP has a built-in firewall. Firewall Software can be purchased or downloaded free from the Internet.

Oylegate N.S. has installed Firewall software.