



*Scoil Náisiúnta Mhuire,  
Bawnmore National School,  
Claregalway,  
Co. Galway.*

Tel: 091 798600  
[bawnmorens@eircom.net](mailto:bawnmorens@eircom.net)  
**Roll No: 09069L**

## **Internet Safety & Acceptable Usage Policy**

Educationalists believe in the benefits of curriculum-based internet use. The purpose of this Internet Acceptable Usage Policy is to ensure that pupils 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP regularly in line with developing technological issues. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **School's Strategy**

Scoil Náisiúnta Mhuire employs several strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- **General**
  1. Internet sessions will always be supervised by a teacher
  2. Internet will be used for educational purposes only
  3. Filtering software will be used to minimise the risk of exposure to inappropriate material
  4. The school will regularly monitor pupils' internet usage
  5. Pupils will receive training in internet safety
  6. Pupils will be taught to evaluate the content of internet sites
  7. Teachers will be made aware of internet safety issues
  8. Uploading and downloading of non-approved material is banned

9. Virus protection software will be used and updated on a regular basis
10. The use of personal floppy disks, external storage devices or CD-ROMS in school requires a teacher's permission
11. Pupils will always observe good 'netiquette' (etiquette on the internet) and will not undertake any action that may bring a school into disrepute

- **World Wide Web**

1. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
2. Internet will be used for educational purposes only
3. Students will never disclose or publicise personal information
4. Pupils will be taught appropriate use of the internet, using the [www.webwise.ie](http://www.webwise.ie) teaching materials.
5. 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.

- **Email**

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

- **Internet Chat**

Students are not permitted to use internet chat rooms.

- **School Website and Social Media accounts**

**School website:** <http://www.bawnmorens.ie/>

**School Twitter Account:** Bawnmore N.S.

**School Facebook Page:** Scoil Náisiúnta Mhuire, Bawnmore National School

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website and/or social media accounts. Designated teachers will manage the publication of such material adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published on the school website and/or social media accounts
2. Class lists will not be published
3. Pupils' first name and last name 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 when possible
5. Where mobile phones/ipads are used to take photographs, these will be deleted as soon as the photographs are used for their purpose i.e. uploading to the school twitter account
6. Pupils will be given an opportunity to publish projects, artwork or school work on the school website and/or social media accounts
7. Teachers will select work to be published and decide on the appropriateness of such
7. Pupils will continue to own the copyright on any work published.

- **Personal Devices**

1. The Board encourages parents to request that children leave mobile phones at home as they are valuable and may be lost or stolen.
2. Where it is deemed necessary that a pupil does bring a mobile phone to school, the phone must remain switched off and given to the class teacher at the beginning of the school day. The device must be labelled. The mobile phone may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school tour or sports activities.)
3. Parents are reminded that in cases of emergency, the school office remains the first point of contact and can ensure your child is reached quickly and helped in any appropriate way.
4. As stated in Circular 0010/2013, where a pupil with special educational needs, or with distinct educational requirements, have personal computers/tablets which may have been purchased for them by their parents, these will be permitted to be used within the school, subject to agreement and supervision.

- **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 1998
- The Data Protection Act 199

- **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

- **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, 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.

This policy will be adopted by the Board of Management on \_\_\_\_\_ and will be reviewed regularly as developments in technology continue to impact on education.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Chairperson of Board of Management Secretary/Principal

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

**Permission Forms:**

**Anti-Bullying/Cyber Bullying**

We agree to adhere to the school policy on “**Anti-Bullying**” and to ensure our child is informed on acceptable use of ICT.

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

**Signature of Parent/Guardian**

**Child’s Name:** ..... **Date:** .....

**Acceptable Use Policy for Internet Usage:**

As the parent/legal guardian of the above pupil, I grant permission for my child to access the Internet under a teacher’s supervision.

Signed: ..... Parent/Guardian

**Photographs:**

I give my permission for my child’s photograph or digital video footage to be taken & displayed in the school and be published in the newspapers, school newsletter, school website, school Twitter and Facebook accounts.

Signed: ..... Parent/Guardian