

Belgrove Senior Girls' School
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Roll No. 17148D



Scoil Eoin Baiste Cailíní Sinsear
Bóthar Ghort na Mara Thiar
Cluain Tarbh
Baile Átha Cliath 3
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INTERNET ACCEPTABLE USE POLICY

Belgrove Senior Girls' School is fully networked and has broadband internet access. The network extends to all classrooms, where it is accessible as a teaching and learning aid through the interactive whiteboard, classroom PC, school laptops and other electronic devices including tablet PCs.

This Internet Acceptable Use Policy is applicable to the whole school community, children and adults alike and is intended to cover all online technologies used in the school.

Aim of our Acceptable Use Policy:

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's Internet resources in a safe and effective manner.

Schools Broadband Programme:

Under the nationwide Schools Broadband Programme, our school has the security of the centrally managed services arranged by the Dept. of Education & Skills. This includes the following safety mechanisms:

- Controlled Internet access
- Content Filtering Software, intended to deny access to any inappropriate internet websites
- Virus control
- Firewall

The school also has secure email and spam management arranged and managed by our I.T. Coordinator/ Consultant.

School's Strategy:

In addition to the above, this school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- All school computers have password access.
- The Internet will be used for educational purposes only.
- Pupil use of the Internet or e-mail will be strictly under the supervision of a teacher or of another named adult (e.g. Parent or SNA), working under the direction of a teacher.
- Pupils will only be permitted to send e-mails under teacher direction and will not be permitted to use personal e-mail addresses.
- The use of personal USB keys, DVDs or CD-ROMs in school are prohibited without the permission of the school's IT Co-ordinator / Consultant.

- Pupils, Staff or other approved adult users will be prohibited from revealing their own or other people's personal details, such as addresses, telephone numbers or photographs.
- Additional virus control is installed on all school computers and is updated on a regular basis
- Uploading and downloading of non-approved software will not be permitted, IT Coordinator must be consulted.
- Misuse of the Internet may result in disciplinary action, in accordance with the school's Code of Behaviour.
- No unauthorised use of the school's computers is permitted.
- In the case of both children and adults, the school reserves the right to report any illegal activities to the appropriate authorities.

School Website

Our school website is www.belgroveseniorgirls.ie. Belgrove Senior Girls use the website to celebrate the success stories and great achievements of our students. We use photographs/video/other multimedia to compliment text content on the website.

We advise the following:

- The school newsletter and notices are posted on the website.
- Any publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal pupil 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 pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.
- Photographs of the children will only be displayed on our school website with explicit consent from parents/guardians via the school's Internet Agreement Form (Appendix 1)
- Publication of photographs will comply with Department and Skill guidelines on the safe 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. Sanctions issued will be done so in accordance with the school's Anti-Bullying Policy and Code of Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Pupil Guidelines for Internet Use:

- It is the responsibility of each pupil to obey the rules about computer use and about the use of the Internet.
- You must listen carefully and follow the directions of the teacher at all times.
- You must always have a teacher's permission to use the Internet.
- You must have a teacher's permission before you print or download anything from the Internet.
- No child has permission to send an e-mail without the teacher's direction to do so.
- It would be considered a very serious offence to purposely attempt to access an unsuitable website.
- If you find that you have gone into an unsuitable website, by accident, you must inform the teacher immediately.
- No child is allowed access to school computers/tablets or electronic devices without the permission of a teacher.
- Remember that the school has access to all files and disks used on school computers, including e-mail messages sent and received. School computers also record details of what websites have been accessed.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the school's Code of Behaviour

All parents and pupils will be required to sign the school's Internet Agreement Form. A similar agreement will be signed by all school staff.

Other Relevant Policies

- Child Safeguarding Statement
- Code of Behaviour Policy
- Mobile Phone/ Devices Policy
- Anti-Bullying Policy

Eanáir/ January 2019