

**St. Kilian's German  
Primary School  
Dublin**



**ST. KILIAN'S**  
DEUTSCHE SCHULE DUBLIN

**Computer and Internet  
Acceptable Usage Policy**

This policy is applicable for use of computers, tablets, phones and all other personal electronic devices.

## **Computer and Internet Acceptable Usage Policy**

***Please note that both pupils and staff are bound by this policy.***

Educators believe in the benefits of curriculum-based Internet and digital/electronic device use. The purpose of this Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet and electronic device resources, and will be protected from harmful and illegal use of same. Thus school computing resources include the use of websites that students contribute to in the school context, even when doing so externally from the school.

St. Kilian's Primary School continues to employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet and electronic devices. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

### **Pupil Access to the Internet**

The school is pleased to offer the Internet and electronic devices as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases and similar educational resources throughout the world.

Electronic research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications, electronic information and related devices will be taught and provided for from Class 1 to Class 6. Access to certain sites will only be permitted upon submission of permission forms by parents of pupils.

1. Pupils will not be given access to the Internet or electronic/digital devices without teacher supervision
2. Internet and electronic/digital devices will be used for educational purposes only
3. Internet and electronic/digital device sessions will always be supervised by a teacher

4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will monitor pupils' Internet and electronic/digital devices usage
6. Pupils will receive training in the area of Internet and electronic/digital device safety
7. Pupils will be regularly taught to employ safe searching guidelines
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 data storage devices 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 the school into disrepute
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

### **Email**

Any subject matter to be emailed to a teacher by a student must be sent from a parent's email account or an account approved by student's parent.

### **Internet Chat**

Students are not permitted to use Internet chat rooms, whether on social media or other forms.

### **School Website**

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

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, so much as possible
5. Pupils will be given an opportunity to publish appropriate projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils or parents or guardians. This permission may be withdrawn at any time and the material will be removed as soon as practicable
8. Pupils will continue to own the copyright on any work published but they or their parents/guardians agree herewith to provide it for the school's use, licence and royalty free

### **Education and Internet Awareness**

St. Kilian's Primary School will undertake an education programme to educate our children on the safe, responsible use of the Internet and electronic/digital devices. Cyber-bullying is a significant threat for children. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 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:

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

### **Filtering**

The school will use the Internet provided and filtered by PDST Technology in Education to the greatest extent possible. '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. At St. Kilian's Primary School we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers and all other devices connected to the school's Internet network is monitored and regularly reviewed by PDST. Websites are only allowed through following a verification of their suitability.

### **Identification of Computers and Tablets**

Each computer has a number and the children of each class will be designated a specific computer.

Teachers check computer logs of all information accessed by pupils. An audit of internet usage may be run at any time.

### **Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the unauthorized taking of images with a mobile phone camera/tablet, still or moving or audio recordings are in direct breach of the school's acceptable usage policy and will be subject to sanction.

Exceptions to this part of the policy may only be made in writing by the school management [e.g. the use of portable computers by students in certain circumstances]. In these exceptional circumstances, such personal devices are subject to the AUP of the school.

Mobile phones and any personal devices providing access to the Internet must be switched off during the school day and if parents wish to contact their children they may do so through the office.

### **Support Structures**

The school will attempt to inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet and electronic/digital devices. Parents should also draw on the considerable resources available from the Department of Education and Skills and other trusted sites.

### **User responsibility**

1. The school's computing resources and facilities must be used sensibly by everyone, since misuse by a few has the potential to negatively disrupt any teaching or use of the facilities
2. For many external websites to which pupils contribute (such as Kahn Academy and Kidblog) parental permission will be sought. In some cases parents will be asked to generate unique user names and passwords and the relevant teacher must be informed of said user names and passwords. In other cases after receiving consent

forms from parents the school will generate user names and passwords and will inform the parents of said user name and password. In all cases parents are advised to regularly change passwords and to inform the relevant teacher of such passwords.

3. Use of any programs or materials designed to breach IT security or disrupt the performance of the network is strictly prohibited. Vandalism (any malicious attempt to damage or destroy equipment or data) is forbidden and will result in immediate cancellation of all computer use privileges and disciplinary action. In terms of the Code of Behaviour, vandalism may be considered a serious breach of the school rules.

4. Use of the network or access to the Internet in order to obtain, distribute or store offensive, obscene, disruptive or threatening materials is strictly forbidden and will be subject to serious sanction under the Code of Behaviour.

5. Pupils will not attempt to gain unauthorised access to the school's computer system or to any other computer system through the school computer system or go beyond their authorised access. This includes attempting to log on to another person's account or accessing or interfering with another person's work or files.

6. Pupils will not make any deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

### **Inappropriate Language**

Restrictions in the use of inappropriate language apply to public messages, private messages and material posted on Web pages or any other means of electronic publication. Pupils will not use rude, inflammatory, threatening or disrespectful language. Users will not engage in personal attacks, that distress or annoy another person. Users will not use any language likely to bring them or the school into disrepute. These restrictions apply in full to personal devices used within the school buildings and when contributing to school resources from home.

### **Sanctions**

If a pupil breaks the rules set out in this policy, such as (but not limited to) deliberately misuses of the Internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges.

Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school management.

## **A Safe Future**

Given the rapidly changing nature of electronic and other communication devices the spirit and letter of this school policy will apply to any future devices enabling electronic communications and/or Internet access.

This policy was adopted by the Board of Management on

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

Chairperson of Board of Management

Head of Primary and Kindergarten

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

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

Date of next review: \_\_\_\_\_

## Permission Form for use of Computer and Internet by Pupils of St. Kilian's Primary School

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Head of Primary School.

**Name of Student:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

### Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Student's Signature:** \_\_\_\_\_

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

### Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

**Signature:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_