

St. Joseph's Primary School
Dungarvan
Co. Waterford



Scoil Naomh Seosamh
Dúngarbhán
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Web Policy

The aim of this Web 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 are considered a school resource and privilege. If the school Web Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

Strategy

The school uses a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. The strategies are as follows:

- Internet sessions will always be supervised by a teacher.
- Filtering software and systems will be used to minimise the risk of exposure to inappropriate material.
- Internet use by pupils will always be monitored.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- Permission from the class teacher is required to use personal memory sticks, CD-ROMs and other storage media in school.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- Downloading of materials or images not relevant to their studies is in direct breach of the Web use policy.
- Students 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.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Students will report accidental access to inappropriate materials in accordance with school procedures.

E-mail and communication

- Students will use approved class email accounts under supervision by a teacher.
- Sending and receiving e-mail attachments is subject to permission from the class teacher.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.

- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers.

School Website

- Pupils may be given the opportunity to publish school work on the school website after review by the class teacher.
- The website and photo archive will be regularly checked to ensure that no content compromises the safety of pupils or staff.
- Web publication of student work will be co-ordinated by a teacher and will be in an educational context.
- The school will use digital photographs focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including address and contact details will not be included on school web pages.
- The school website will avoid publishing the first name and last name of individuals in any photograph.

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, still or moving, are in direct breach of the school's acceptable use policy.

Legislation

The school has available information on the following legislation relating to use of the Internet that teachers and other staff members should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Child Trafficking and Pornography Act 1998

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 should such a need arise.

Sanctions

Misuse of the Internet will 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 Web Policy has been approved by the Board of Management of St. Joseph's

_____ Date: _____

Chairperson, Board of Management