

# St John the Baptist Junior Boys' National School

Roll No: 19006Q

## Pupils and the Internet – Acceptable Use Policy

### Introduction

This policy regarding acceptable use by pupils of the internet ("AUP" which includes the acceptable use policy in place from time to time) was adopted by the Board of Management of St John the Baptist Junior Boys' National School

### Definitions

Patron: The word "Patron" means the Catholic Archbishop of Dublin or the person with powers of governance if the diocese is vacant or impeded.

Department: The word "Department" means the Department of Education and Skills.

Board: The word "Board" refers to the Board of Management of St. John the Baptist Junior Boys' School, Seafield Road West, Clontarf, Dublin 3.

Parents: Parents as defined in this document are as defined in the Education Act 1998

School: The word "School" as used in this Policy refers to St. John the Baptist Junior Boys' National School, Seafield Road West, Clontarf, Dublin 3, Roll No. 19006Q.

Staff: The word "Staff" as used in this Policy refers to all staff, teaching and non-teaching, who are employed in or by the School and includes those who volunteer assistance in any School activities.

### Aim

The aim of the AUP is to ensure that pupils benefit safely and positively from the learning opportunities offered by internet access.

### Context

The School has first class information technology hardware and software, including smart panels, iPads and age appropriate materials, which have been funded through a combination of Department grants and voluntary contributions from Parents. The School has purchased a number of licences for interactive learning and these enhance the educational experience of the pupils as well as being a vital aid to effective teaching.

The Board, conscious of the primacy of child protection and parental/guardian wishes in the matter authorises:

- (a) access to the internet by a pupil using School information technology resources; and
- (b) The use on the School website of (i) any material produced by a pupil or (ii) any image of a pupil,

once permission has been received from a parent or legal guardian of the pupil and always subject to the provisions of the AUP.

### **Use of the Internet**

- 5.1. A teacher will supervise each internet session.
- 5.2. The School has installed filtering software or equivalent on computers to reduce the risk of exposure to inappropriate material.
- 5.3. The School has installed virus protection software on computers and update this on a regular basis.
- 5.4. The teacher supervising an internet session will endeavour to visit prior to the session each website which is to be viewed during the session. While it is impossible for the teacher to verify the age appropriate nature of every link to each such website, the teacher will be alert to the risk of a pupil using a link and will terminate the session promptly if he or she is in any doubt about any website.
- 5.5. The pupil may only use a personal memory stick or other digital storage medium if he has obtained the prior approval of the teacher.
- 5.6. Each pupil must use the internet in an age appropriate and respectful manner.
- 5.8. A pupil may only upload or download software or access a website if he has obtained the prior approval of the teacher.
- 5.9. A pupil may not disclose or publicise personal information, whether about himself or any other person when using any School information technology resources.
- 5.10. A pupil may use an approved class email account under the supervision of a teacher, but may not otherwise access email when using any School information technology resources.
- 5.11. A pupil may not access any chat room, any social networking facility (such as Facebook or Twitter) or similar online facility.
- 5.12. Any teacher may monitor the use of the internet by any pupil at any time. The teacher will encourage each pupil to tell the teacher if the pupil sees material which makes the pupil uncomfortable in any way.

## **DVD's**

On wet days, when the children cannot play outdoors, teachers occasionally show a DVD in class. Such DVDs will have G or U certificates.

## **Digital recording devices**

Pupils are not allowed to bring digital recording devices of any kind to school. If activities are to be recorded this will be done by a staff member using school iPad only.

## **The School Website**

6. The School is proud of the work done by its pupils. The School website provides a window for the world, including Parents, siblings, relatives and friends, to view School achievements. However, as anyone can access the website, the Board has decided that the following rules will apply: -
  - 6.1. Any project, artwork or schoolwork of a pupil may only be placed on the School website if his parent or guardian has given prior written consent (which may be a general consent).
  - 6.2. A photograph, audio clip or a video clip including an image of a pupil may only be included on the School website if his parent or guardian has given prior written consent.
  - 6.3 Subject to such consent having been given, the decision of whether to put any material onto the school website is a matter for the Principal after discussion with the class teacher.
  - 6.4. The School shall take care to minimise the risk that any third party viewing the School website could identify any particular boy. For example, if a photograph of a group activity is being used to illustrate an article about a School event then the article shall not name any individual boy.
  - 6.5. Under no circumstances may the home address or other contact details of any pupil be used on any part of the School website. No reference to the name or other identifying information of a pupil may be used in any file name or ALT tag. No reference may be made to the name of the class teacher in any photograph – the year (e.g. Senior Infants) is the only specific reference which may be used.
  - 6.6 The School's preference is to use photographs showing group activities, usually including more than one boy in each photo. Individual photos may be used (e.g. Halloween costumes) but care will be taken to avoid the potential for identification (e.g. individual photos will not be used if there is any information on the website about a boy winning a costume competition).
  - 6.7. The Principal will review the content of the website from time to time. The Principal and the Board welcome any suggestions about how the content may be improved. If any Parent has any concern about the appropriateness of the content of the website, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.

## **Pupil Breach**

- 7.1 If a pupil fails to comply with any of these rules then the class teacher will endeavour to explain the matter to him. If the breach is repeated or if the breach is serious, the class teacher will bring the matter to the attention of his parents/guardian and to the attention of the Principal.
- 7.2 The Principal has the right to withdraw internet access privileges or to give the pupil a formal warning. The usual disciplinary options may also be used.
- 7.3 In appropriate cases, the Board may bring matters to the attention of relevant statutory authorities, such as Tusla and An Garda Síochana.

## **Conclusion**

- 8.1 The Internet is part of a positive education experience for young boys. The School, in cooperation with parents and the State has made substantial investments in recent years to provide state of the art information technology facilities. This AUP is to assist in the proper use of the internet and the School website in a manner which is appropriate given the ages of the pupils.

The Board has appointed the Principal, Fiona Sheridan, as the webmaster. Please contact the Principal:

Email: info@belgrovejbs.ie

Telephone: 01-8336539

Post: St John the Baptist Junior Boys' National School, Seafield Road  
West, Clontarf, Dublin 3

## Internet Access Permission and General Consent Form

**School:** St John the Baptist Junior Boys' National School

Name of Pupil: \_\_\_\_\_

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

Teacher: \_\_\_\_\_

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. I confirm that I have read the acceptable use policy ("AUP").   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I grant permission for my son/the boy in my care to access the internet in accordance with the AUP. I understand that internet access is intended for educational purposes only. I confirm that if the School follows the AUP, I will not hold the School responsible if my son/the boy in my care accesses or sees any unsuitable material.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I give permission for my son/the boy in my care to view DVDs with a G or U certificate.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. In relation to the School website, I accept that if the School considers it appropriate the School may choose my son's/the boy in my care's schoolwork or image (for example, digital photograph or digital video) for inclusion on the School website. I understand and accept the terms of the AUP relating to the publication of a pupil's work and/or images on the School website. | <input type="checkbox"/> | <input type="checkbox"/> |

Signature  
Parent/Guardian 1 \_\_\_\_\_

Signature  
Parent/Guardian 2  
(If possible) \_\_\_\_\_

Contact Number \_\_\_\_\_

Date \_\_\_\_\_