

BSP Acceptable Use Policy (AUP)

The aim of this AUP is to ensure that all Bray School Project pupils, teachers and internet users will benefit from learning and communication 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

School and parent representatives will revise the AUP regularly. Before signing please read the AUP carefully to indicate that the content is acceptable and understood.

AUP

School Strategy

- Internet sessions will always be supervised by a teacher or responsible adult.
- Websites will be previewed before being integrated into lessons.
- Access will be allowed only to a listed range of approved sites and to minimise the risk of exposure to inappropriate material.
- Pupils' internet usage will be monitored regularly.
- Training in research techniques specific to the internet will be provided.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks or CD-ROM's or other digital storage media in school requires teacher's permission.
- Pupils will treat others with respect at all times and will not do anything to bring the school into disrepute.

World Wide Web

- Pupils will use the internet for educational purposes only.
- Pupils will not publish personal information i.e. names, addresses, phone numbers etc.
- Pupils will not interfere with another person's files, user name or passwords.
- Pupils will not upload, download or transmit material that is copyrighted.
- Pupils will visit approved sites only.
- Pupils will report any objectionable material to a teacher or supervisor.
- Pupils' use of the web will be monitored.

E-Mail

- Pupils' use of e-mail will be with teachers' permission and under supervision

Internet Chat

- Internet Chat Rooms will NOT be used except for possible discussion forums on Scoilnet – the internet portal for Irish Education.

School Website www.brayschoolproject.ie

- Pupils will be given the opportunity to publish projects, artwork or school work on the website.
- The publication of this work will be coordinated by a teacher or responsible adult.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Photographs of individual pupils will only be published on the school website with parental permission. Photographs will focus on group activities.
- The school will ensure that the image files are appropriately named – they will NOT include pupils' names in file names or ALT tags if published on the web.
- Personal pupil information including home addresses and contact details will NOT be featured on the school website.
- Pupils will continue to own the copyright on any work published.

Data Protection Act

- The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information on the school website.

Legislation

- Staff, parents and pupils should familiarise themselves with the relevant legislation:
 - i. Data Protection (Amendment) Act 2003
 - ii. Child Trafficking and Pornography Act 1998
 - iii. Interception Act 1993
 - iv. Video Recordings Act 1989
 - v. The Data Protection Act 1988

Sanctions

- Misuse of the Internet may result in disciplinary action, including written warnings and withdrawal of access privileges. Bray School Project also reserves the right to report any illegal activities to the appropriate authorities.

Parent/Guardian Permission Form

Bray School Project

Please complete and return this form to the principal.

Name of Pupil: _____

Class: _____

Pupil

I agree to comply with the school AUP (Acceptable Use Policy) on the use of the Internet. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: _____ Date: _____

Parent

As the parent or legal guardian of the above pupil, I have read the Acceptable use policy and grant permission for _____ to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent/guardian signature: _____ Date: _____

Home Telephone: _____

School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on our school's Web site. I understand and accept the terms of the AUP Acceptable Use Policy relating to publishing photographs of children and their work on the school Web site. Please sign and confirm that you are aware of this.

Parent/guardian Signature: _____ Date: _____