



Glebe National School

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Acceptable Use Policy

The aim of this Acceptable Use 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 is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

This version of the AUP was created in September 2020

By The Principal, Board of Management and All members of Staff

School's Strategy

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

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- 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, CD -ROMs, or other digital storage media in school requires a teacher's permission.
- 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 not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable 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.

Email / Google Drive

- Students will use approved Gsuite accounts under supervision by or permission from a teacher.
- Parents must sign written consent annually, prior to accessing school Gsuite accounts.
- School Gsuite accounts and drive are to be used for educational purposes only.
- The Gsuite account provided by the school to each student is the property of Glebe National School and all content will be monitored by staff at the school.
- If a student receives any inappropriate emails, he/she should inform the class teacher and/or a parent/guardian.
- Students will not knowingly 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 address or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email digital content is subject to permission from their teacher and parents/guardians.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- Websites using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of pupil's work will be coordinated by a teacher.
- The school will use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

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 is in direct breach of the school's Acceptable Use Policy.

Sanctions

Misuse of the Internet may 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.

