

North Dublin Muslim National School  
Ratoath Road  
Cabra  
Dublin 7  
20152L

Internet Acceptable Use Policy  
September 2015

## **Internet Acceptable Use Policy (IAUP)**

The internet acceptable use policy of the North Dublin Muslim National School is applicable to the parents, staff members, children and management of the school. Teachers, parents and management of the school were consulted in the review of the policy.

The aim of this Internet Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school's IAUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The ICT resources may not be used for illegal acts or for any activity that would be contrary to the ethos of the school. Users should be aware that records are kept and could be made available in specific circumstances.

## **School's Strategy**

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

- Pupils will treat others with respect and will observe good "netiquette" (i.e., etiquette on the internet) at all times.
- Pupils will not undertake any actions that may bring the school into disrepute.
- Access to internet 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.
- The school internet is protected by the firewall provided by the PDST.
- The school will regularly monitor pupils' internet usage.
- Pupils 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.
- Staff using personal CD-ROMs or memory sticks in school must ensure that any such devices are virus free and that they will not cause damage to school equipment in any way. The school is not responsible for loss or damage caused to personal ICT equipment caused by its presence or use within school.
- The use of personal CD-ROMs or memory sticks in school by any staff member should be for an educational purpose only. The content of such devices should be legal, appropriate and in keeping with the school ethos at all times

## **Rationale for Internet Usage**

The school recognises the value of ICT in education; each classroom is supplied with an interactive whiteboard and computer, and banks of laptops and tablet computers are shared between classes. While much of the ICT work carried out by pupils involves offline apps and computer programs, pupils will have access to web sites world-wide offering educational resources, news and current events. Staff will have the opportunity to access educational materials and to communicate with the advisory and support services.

## **World Wide Web**

- Pupils will seek permission to use the internet from the supervising teacher.
- Pupils will be supervised by a teacher/parent or Special Needs Assistant while using the Internet.
- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the internet for educational purposes only.
- All users must take care not to infringe on copyright procedures.
- Pupils will never disclose or publicise personal information.
- Pupils will be aware that any usage of the internet, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

## **Email & Online Drive**

- Pupils will use approved class email accounts under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone.
- Pupils will note that sending and receiving of email attachments is subject to permission from their teacher.
- Staff will be provided with a school email account. This account should be used for professional purposes only, and will only remain active while the staff member is employed at the school.
- Staff is provided with an online drive for the storing and sharing of teaching materials and other resources.
- Staff may contribute to the shared drive and access the contributions of others, but should only delete their own contributions.

## **School Website**

- The school website will provide pupils with the opportunity to publish their work on the internet and to promote the school.
- All classes will provide work for publication on the school website on a monthly basis.
- All teachers of the North Dublin Muslim National School have individual responsibility to ensure that group and class work should be uploaded to the school website by the end of each month.
- Careful consideration should be given to ethos sensitivities before selecting work to upload. Management should be consulted prior to posting material if there is any doubt about its suitability.
- Digital photographs, audio or video clips that are used on the school website will, where possible, focus on groups of children and group activities rather than individuals.
- Photographs of individual pupils will not be published on the school website without parental consent. Video clips may be password protected.
- Personal pupil information including surnames, home address and contact details will not be used on the school web pages; only first names of pupils will be used.
- The point of contact on the website will be the school address, telephone number and e-mail address.
- Staff will be identified by their title and surname unless they request otherwise.
- Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.
- School website address is [northdublinmuslimnationalschool.scoilnet.ie](http://northdublinmuslimnationalschool.scoilnet.ie). It can also be accessed through [ndmns.com](http://ndmns.com) which hosts staff email, the school calendar and shared drive.

## **Internet Chat (Very restricted use only)**

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- 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 on the internet chat is forbidden.
- Skype may be used for contacting other children/schools for project work, or penpals. This will only be done under teacher supervision.

## **Sanctions**

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Legislation**

The North Dublin Muslim National School will provide information (on request) on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:

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

## **Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. Teachers will give instruction on appropriate use of the internet and how to use it safely. We use the services of the PDST and [www.webwise.ie](http://www.webwise.ie).

## **Communication of school placement policy to school community**

A copy of the Internet Acceptable Use Policy is made available on the school website. All staff and any other adults involved in supervising children accessing the internet will be provided with the Internet Acceptable Use Policy. The policy can also be viewed in the office by appointment.

## **Policy review**

This policy will be reviewed by the school during in 2018 or sooner if required.

## **Ratification and Implementation**

The review of this policy was ratified by the Co-Managers in October 2015.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_