

*Scoil Tóla Naofa
Sionna
Contae An Chláir*



St. Tola's N.S
Tullyglass
Shannon
Co. Clare

Dear Parent / Guardian,

Re : Internet Permission Form

As part of St. Tola's National School's education programme, we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in St. Tola's National School Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Under the Department and Educations and Science's guidelines, it is recommended that ICT is used in all classes and is evident throughout all subjects in the curriculum. To develop this, children in St. Tola's will be given the opportunity to use the Internet in class, to further their education and to find further information on topics covered through classwork activities.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your home, and see if there is any way you could make it safer for your own families.

If you have any queries, please don't hesitate to contact me through school.

Thanking you in advance.

Yours sincerely,

David Quinn.
ICT Co-ordinator.

St. Tola's National School Tullyglass, Shannon, Co. Clare

INTERNET 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

This version of the AUP was created on the 9th December, 2004 by Teacher's Representative, Parent's Representative and a representative from the Board of Management.

School's Strategy

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

General

- A teacher or other adult authorised by the Principal will always supervise Internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material
- The school will regularly monitor pupils' Internet usage.
- 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 personal floppy disks or CD-ROMs in school requires a teacher's permission
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarize themselves with”

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

Support Structures

The school will inform students and parents of key support structures and organizations that deal with illegal material or harmful use of the Internet.

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.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will use the Internet for educational purposes only
- Students will be familiar with copyright issues relating to online learning
- Students will never disclose or publicise personal information
- 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

- Students will use approved class email accounts under supervision by or permission from a teacher
- 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 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 attachments is subject to permission from their teacher.

Internet Chat

- Students 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
- Fact-to face meetings with someone organized via Internet chat will be forbidden.

School website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web
- The publication of student work will be co-coordinated by a teacher
- Pupil's work will appear in an educational context on Web pages with copyright notice prohibiting the copying of such work without express written permission
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected
- 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

**St. Tola's National School
Tullyglass, Shannon, Co. Clare**

Internet Use Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil: _____

Class: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school and on the attached Responsible Use Internet handout.

Pupils Signature: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website

I accept the above paragraph

I do not accept the above paragraph

Signature: _____ Date: _____

Address: _____ Tel: _____