

Internet Usage Permission Form (while on school premises) 2015/2016

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

School Name: Sandford Park School, Ranelagh, Dublin 6.

Name of Student: _____

Class/Year: _____

Student's Declaration:

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.

Student's Signature: _____

Date: _____

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/daughter to access the Internet. I understand that Internet access is designed 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.

Signature: _____ Date: _____

Address:

Telephone:aaaa(H)_____ (M)_____
(W)_____

In relation to the **school website**, I understand and accept that, if the school considers it appropriate, my son's/daughter's photograph or schoolwork may be chosen for inclusion on the school's website.

Parent/Guardian Signature: _____

Date: _____

Acceptable Use Policy (AUP) for students

Sandford Park School

Introduction

As the rationale for having an AUP is primarily to promote good practice, responsible and safe use of the Internet, it is therefore an important document for the following reasons:

- It educates students, parents and teachers about the potential of the Internet as a valuable learning resource
- It defines the parameters of behaviour and specifies the consequences of violating those parameters
- It identifies the school strategy on promoting the safe use of the Internet and addresses the risks associated with its use
- It provides schools with legal protection from liability

The following has been modelled on the document: "Be Wise on the Net – Information and Advice for Schools" published by: The National Centre for Technology in Education Dublin City University, Glasnevin, Dublin 9. The NCTE was established under the auspices of the Department of Education and Science in 1998.

The aim of the 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's AUP is not adhered to, the 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 fully understood.

School's Strategy

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

General

- Students and teachers will be provided with training in the area of Internet safety. A PowerPoint presentation on Internet safety is given to each form group by their form teacher at the beginning of the academic year.
- Internet sessions will always be supervised by a teacher.
- Filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- The school will monitor pupils' Internet usage through the use of individual usernames for each student.
- 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 CD-ROMs, USB drives and external drives 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.

- Use of other social networking sites is not permitted.

World Wide Web (WWW.)

- 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.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students will be allowed access to chat rooms, discussion forums or other electronic communication forums that have been approved by the Schools Broadband Network (provided by HEAnet).
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and with the permission of the supervising teacher.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.
- Use of social networking sites is not permitted.

Legislation

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

- Child Trafficking and Pornography Bill 1997
- 1993 Interception Act
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

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

Sanctions

Misuse of the Internet will result in disciplinary action, 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.

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow students vast educational opportunities by helping them for example, to locate material that meets their educational needs, communicate with subject experts and participate in school projects with students in similar circumstances or from different cultures.

In addition to the educational aspects of the Internet, students will learn valuable skills for participation in the information age which may be useful for their chosen career. The Internet is a global computer network which is not controlled by any organisation. This means that information may change, disappear, and be controversial or potentially harmful. Although the school actively seeks to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access objectionable material. Usage of the Internet therefore requires responsibility on the part of the user and the school. These responsibilities are outlined in the school Acceptable Use Policy.

For the reasons stated above, it is important that the enclosed policy is read carefully and signed by a parent/guardian and the student. To this end, the school supports and respects each family's right to decide whether or not to allow access to the Internet as defined by the school's Acceptable Use Policy.

Yours sincerely,

Edith Byrne
Principal