



St. Anne's National School,  
Shankill,  
Co. Dublin.  
Telephone: 2825565

Principal: John Fingleton  
[www.stannesshankill.com](http://www.stannesshankill.com)

## Acceptable Use Policy for Information Technology

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 Therefore, if the school A.U.P. is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the A.U.P. - will be imposed.

The A.U.P. should be read carefully to ensure that the conditions of use are understood.

### 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.
- Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will endeavour to 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 memory sticks, CD-ROMs, or other digital storage media in school requires the school'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

- 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.



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- 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 Communication

- Students will only have access to messaging or other electronic communication fora that have been approved by the school.
- Electronic communication will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.

### 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Websites using facilities such as guestbooks, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be coordinated by a person appointed by the school.
- Pupils' work will appear in an educational context on Web pages.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named - will not use pupils' names in image file names or ALT tags if published on the web.

### Personal Devices

- Pupil's Mobile phones, tablets, smart watches and any other smart devices must be switched off and handed to the class teacher at the beginning of the day and will be returned to the pupil at the end of the school day.
- 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.
- Parents' videoing of school activities such as sports days, plays etc. is strictly for personal use and

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Principal: Mr. John Fingleton  
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may not be published on a public website.

### Legislation

The school encourages parents / guardians to familiarise themselves with the following legislation relating to use of the Internet:

- 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 organisations 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.

### Ratification & Review

This policy was reviewed and ratified by the Board of Management on the 25<sup>th</sup> of April 2024.

*Justin Kilcullen*

Justin Kilcullen  
Chairperson

*John Fingleton*

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Principal

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