

Acceptable User Policy 2025

Lawrencetown National School



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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.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 regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was revised during Term 1 2025/6 by staff and management in consultation with parents to take account of new technologies and the school website.

Strategy

The school employs a number of strategies in order to maximize 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 minimize the risk of exposure to inappropriate material.

- We have opted for Filtering 4 option — which allows access to a wide range of websites and categories, while blocking potentially liable, objectionable or controversial content.
- Class Ipad are linked to teachers central Ipad which can monitor what is happening on each specific device.
- The school teacher will closely monitor pupils' internet usage when using digital devices.
- Students and teachers will be provided with training in the area of Internet safety. This is incorporated as part of our Stay Safe programme.
- Parents will be offered information and training on cyber 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 and other digital storage media in school will not be allowed in order to reduce risk of cyber attack.
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times, will respect others at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web.

- Students will not 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, i.e. research purposes.
- Students will be familiar with copyright issues relating to online learning (pupils will check if images are permitted to be copied for project work).
- Students will never disclose or publicize 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 account with teacher approved password, under supervision or permission from a teacher. The school uses google classroom, allowing an administrator to maintain control and access to all stored and viewed information.
- 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.
- Students will not have access to chat rooms, discussion forums or other electronic communication forums.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher.
- Pupil's work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission

- Digital photographs audio or video clips of individual students may be published on the school website. However, full names will not be included with the photograph. The majority of photographs will focus on group activities. Video clips may be added to the website.
- 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.

School Facebook Page

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with wider audience of school life via possible communication tours, photos of pupil 's projects. notice boards. etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes. email, website & now Facebook

Those using our social networking site must abide the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be considered offense, inappropriate or harmful comments/content will be removed immediately.
- Users should not ask to become "friends" with staff as failure to respond may cause offense
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children

- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook page.

Personal Devices

Under our ICT Policy, personal devices are not allowed in school without the expressed permission of the class teacher and the written permission & indemnification of the parents. This occurs during exceptional circumstances and/or project work.

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 phone camera, still or moving is in direct breach of the school's Acceptable Use Policy.

Legislation.

Teachers, students and parents should endeavour to familiarise themselves with the following legislation:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- 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 and withdrawal of access privileges. The school also reserves the right to report any illegal activities to the appropriate authorities.

Maintaining the Internet AUP

The Internet AUP will be reviewed and updated on a regular basis. Any changes to the policy will be communicated to school staff, parents/guardians and school management.

Pupil Guidelines for Internet use.

Each pupil will be made aware of these guidelines and put on display in each classroom.

- Pupils are responsible for good behaviour on the Internet just as they are in a classroom or on a school corridor. General school rules apply.
- Access is a privilege, not a right and that access requires responsibility.
- Do not use bad language, and do not send messages that could be offensive to another person.
- You must get the teacher's permission to print or download any text, images, software or other data from the Internet.
- Never give out personal information such as your home address or telephone number.
- Never make arrangements for an unsupervised meeting with another person on-
- If you receive a message that makes you feel uncomfortable, it must be reported to the teacher. On no account should you respond to such a message.
- Be familiar with these rules and how to use the Internet before going on-line. If you have any questions about these rules, please ask your teacher so you can understand.

This Policy was reviewed and adopted by the BOM on the 29 9 25

This policy will be reviewed by the BOM on a bi-annual basis.

Chairperson of the
BOM

Principal Lawrencetown National
School

Marie Naughton

Andrew O Regan

Signed

Signed

Date:

Date

Permission Form.

Please sign and return this permission form to the Principal.

School Name:_____

Name of Pupil:_____

Class/Year:_____

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.

Pupil's Signature:_____ Date:_____

Parent/Guardian.

As the parent or legal guardian of the above pupil, I 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 Yes No (Please tick appropriate).

I accept that, if the school considers it appropriate, my child's schoolwork/photograph (without name) may be chosen for inclusion on the 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 Yes No (Please tick appropriate).

Signature:_____ Date:_____

Address:_____ Telephone No:_____

Lawrencetown N.S.,

Lawrencetown,

Ballinasloe,
Co. Galway.
29/09/25

Dear Parents.

Re: Internet Permission Form.

As part of the 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 the school's Acceptable Use Policy. The full document is available in the school or on request. The Internet is filtered. We have opted for "Filtering 4" which allows access to a wide range of educational websites and categories, while blocking potentially liable, objectionable or controversial content. We have strict guidelines in place: In brief:

- Internet sessions will always be supervised by a teacher.
- Students will use the Internet for educational purposes only.
- Students will not send or receive unsuitable emails.
- Personal details will not be revealed, such as addresses, telephone numbers or pictures.

Pupils' guidelines for Internet Use will be on display in each classroom. 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.

Permission Form enclosed. Parents and pupil please sign.

Yours sincerely,

Andrew O'Regan
School Principal.