



Our Lady's Grove Primary School

Information and Computer Technology Acceptable Use Policy

Our Lady's Grove Primary School has an Information and Technology Acceptable Use Policy in place to ensure that all children benefit from learning opportunities offered by the school's internet and digital media resources in a safe and effective manner.

My name is _____

- I will only go on websites approved by my teacher
- I will never visit an inappropriate site on purpose
- If I accidentally access an inappropriate site or image, I will minimise the page and tell my teacher immediately, without attracting the attention of those around me
- I will use the internet and digital media for educational purposes only
- I will always use a safe search engine such as 'image bank' on www.scoilnet.ie to look up images
- I will always use my own words and I will not copy directly information from the internet into my own work
- I will never download images or words that have nothing to do with my school work
- I am fully aware that everything I do on a school desktop/laptop/tablet is monitored by the school
- I will never access social media sites in school

In and Out of school

- I will adhere to the school's Mobile Phone and Electronic Device Policy
- I will never send text messages, emails or comments that are harmful and hurtful to another person
- I will never give out my name, address and/or phone number to anyone online
- I will not share personal information about another person online
- I will always use my Username and not my real name on websites so that I can protect my identity
- I will never arrange to meet in person anyone I meet online
- I will not use my phone to take photos of people without their permission
- I will not upload any photos without getting permission
- My password is my own and I will not share it - even with my best friend
- I will never login as someone else
- I will always tell my parents if I receive anything from the internet that makes me feel uncomfortable or threatened

Permission Form

Child's name: _____

Class of 20_____ *(Year of Graduation)*

I understand everything in this Acceptable Use Policy. I will do my best to obey the rules so that I can access the internet and use digital media in school.

➤ **Child**

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 my teacher and parents.

Pupil's Signature: _____ **Date:** _____
(3rd- 6thClass)

➤ **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 photo (without names) may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ **Date:** _____

Ph. No. : _____