Acceptable Use Policy (AUP) Template

1. School Logo
2. Address
3. Telephone
4. Email
5. Website
6. School Name
7. Date of Commencement
8. School Co-ordinator
9. The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

1. When using the internet pupils, parents and staff are expected:
* To treat others with respect at all times.
* Not undertake any actions that may bring the school into disrepute.
* Respect the right to privacy of all other members of the school community.
* Respect copyright and acknowledge creators when using online content and resources.
1. This Acceptable Use Policy applies to pupils who have access to and are users of the internet in **School Name**.

It also applies to members of staff, volunteers, parents, carers and others who access the internet in **School Name**.

1. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
2. **School Name** will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases **School Name** will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.
3. **School Name** implements the following strategies on promoting safer use of the internet :
* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
* Internet safety advice and support opportunities are provided to pupils in **School Name** through our [INDUCTION, PASTORAL CARE, ICT, PEER MENTORING programmes].
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.
* **School Name** participates in Safer Internet Day activities to promote safer more effective use of the internet.
1. This policy and its implementation will be reviewed annually by the following stakeholders:
* Board of Management, teaching staff, support staff, pupils, and parents
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* Board of Management
1. This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.
* The school will monitor the impact of the policy using:
* Logs of reported incidents.
* Monitoring logs of internet activity (including sites visited).
* Internal monitoring data for network activity.
* Surveys and/or questionnaires of pupils.
* Surveys and/or questionnaires of pupils, parents, and teaching staff.
1. Should serious online safety incidents take place, [INSERT NAME OF RESONSIBLE INDIVIDUAL] should be informed.
2. The implementation of this Internet Acceptable Use policy will be monitored by [INSERT NAME OF GROUP / INDIVIDUAL].

NB. Content Filtering

Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. Within the content filtering service provided, schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their particular situation, age group of pupils etc.. Schools can choose from these six levels, and the chosen level of content filtering is implemented by the Schools Broadband team for the school.

If schools subsequently want to change the level that is applied, they can do so by a formal written communication from the school to the Schools Broadband Service Desk, which is the single point of contact for all schools in relation to schools broadband. Content filtering systems classify websites into different ‘categories’, and these categories are used to control which category of website is allowed for schools on the different filtering levels. Level one is the most restrictive (as outlined below), while level six is the ‘widest’ level available as it allows access to websites such as Youtube, personal blogging and social networking. The six levels are summarised below, all six levels block access to inappropriate material in categories such as pornography, violence, etc. See more at the PDST Technology in Education website.

NB. Choose the level of content filtering being implemented by the Schools Broadband team for the school below. If you are unsure what level your school us on, you can contact the Schools Broadband Service Desk (1800 33 44 66). You may also wish to reconsider your filtering level as part of this process. You can change your filtering level by downloading and returning the Content Filtering Changes form available on the PDST Technology in Education Content Filtering page. Completed forms should be returned to the Broadband Service Desk (address details are included on the form).

1. **School Name** has chosen to implement the following level on content filtering on the Schools Broadband Network:
* Level 1 This content filtering level allows access to a specific list of educational and related websites and other websites commonly used by schools. Level 1 is used by a very small number of schools, as it is generally perceived as being a little too restrictive by most schools.
* Level 2 This level allows access to a wide range (i.e. millions) of educational and other websites but it blocks websites belonging to the ‘games’ category.
* Level 3 This level allows access to millions of websites including games but blocks YouTube, and blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
* Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
* Level 5 This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
* Level 6 This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
* Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.
1. Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.
2. Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Please continue…

Further Suggestions.

1. Put together a small group to work on the AUP.
2. When first draft is completed get the BOM to review. (Stakeholders)
3. It is for all at present but thereafter it will only have to be addressed to incoming students and their parents.
4. Ensure you place on your website
5. Review other schools – via website searches
6. If required speak with other Principals

 NB. Here are a couple of examples of a google search “Examples of Schools AUP” <https://www.stkevins.ie/sites/default/files/images-docs/AUP%20policy.pdf>

<https://stfinianscollege.ie/about-us/internet-acceptable-use-policy-st-finians-college-2020-2021-iaup/>

What you need. Source <https://www.pdst.ie/sites/default/files/Webwise%20AUP%20Guidelines.pdf>

AUP Guidelines - Developing internet policy in your school

Components of an AUP

Internet Safety: Acceptable Use Policy Template

Permission Form Template

Sample Letter to Parents/Guardians

AUP checklist