

Enrolment Form

Name of Pupil :	Date of Birth :
Pupil's PPS Number :	Age at School Entry :
Address :	Proposed entry date :
	Nationality :
	First language spoken at home :
Father's name :	Occupation :
Mother's name :	Occupation :
Home Number :	Childminder/other relative's number :
Father's mobile number :	Father's work number :
Mother's mobile number :	Mother's work number :
Name of Playschool/Nursery :	Number of years in Playschool :
	Number of children in your family :

Medication :YES NO

Please give details and specify if the medication needs to be taken in school in the space below.

Any difficulties with:

Hearing Vision Speech Other

Referral to other Agencies : Has your child been referred to an other outside agency (speech therapist, social worker, psychologist, specialist?)

School Trips: I hereby give permission for my child to go on all school trips and tours, unless otherwise stated at a future date.

YES NO

School Photographs: I hereby give permission for my child to have her photo taken with her classmates on school occasions or for school purposes, unless otherwise stated at a future date.

YES NO

Please furnish a copy of Baptismal and Birth Certificates

Scoil Bhríde AUP (Acceptable Use Policy) on the use of the Internet.

The aim of this AUP 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the Board of Management and Teachers will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

The members of the ICT Committee of Scoil Bhríde created this version of the AUP in September 2005.

School's strategy :

- The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows.
- A teacher will always supervise Internet sessions.
- Websites will be previewed / evaluated using the NCTE's website evaluation model before being integrated into lessons.
- Access will be allowed only to a listed range of approved sites.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of personal software or CD-ROMs in school is not allowed.

World Wide Web:

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, user name or passwords.
- Students will be aware that any usage, including distributing or receiving of any 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 or permission of 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 refrain from sending on chain letters or forward messages without the permission of the sender.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat:

- Students will only have access to moderated chat rooms or discussion forums such as those found on the ScoilNet website.
- Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be supervised.
- User names will be used to avoid disclosure of identity.
- Face to face meetings with someone organised via Internet chat will be forbidden.

School Website:

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web
- A teacher will coordinate the publication of student work.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission
- Photographs of individual students will not be published on the school website. Instead photographs will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published

Data Protection Act:

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school only will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information on the school website.

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.

Dear Parent,

Re: Internet Permission Form

We recently upgraded our Internet connection to Broadband. As part of the school's IT programme we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

The Internet is a global computer network that offers a wealth of resources. Pupils can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful. To minimise the risk of children accessing any of this material, on the advice of our IT Consultants, we have installed a firewall.

The Internet will be used to further educational goals and objectives, but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to allow their children access the Internet in school.

During school, teachers will guide pupils toward appropriate materials. The ScoilNet website which is available at <http://www.scoilnet.ie> is designed to assist schools to access information and resources relevant to the needs of Irish education. The school may choose to use ScoilNet as the starting point for Internet access. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, magazines and other potentially offensive media.

We would be grateful if you could read the enclosed AUP Acceptable Use Policy and then complete the permission form, which follows.

Yours sincerely,
Séamus O'Connor,
Principal, Scoil Bhríde

Please complete and return this form to the principal.

Name of Pupil:

Class/Year:

Pupil

I agree to comply with the school AUP (acceptable Use Policy) on the use of the Internet. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature:

Date:

Parent

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my daughter to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent Signature:

Date:

Home Telephone: