

Coláiste Pobail Acla

Polranny

Achill

Co. Mayo

School Roll Number: 76150V

**ICT Acceptable**

**Use Policy (AUP)**

**Development of Policy**

25/03/14 - 31/03/14: Initial research & draft - Máire

02/04/14: Discussion of initial draft and further development – working group of Anita, Kevin S., Máire & Breege

07/04/14 – 11/04/14: Consultation Period: with staff, students, and Parents’ Council

07/05/14: Policy finalised by working group following feedback from consultation

14/05/14: Sent to BOM and ratified by BOM

**Issue Date of Finalised Document : May 7th, 2014**

**School Name:** Coláiste Pobail Acla

**Address**: Polranny, Achill, Co. Mayo

The aim of this ICT 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 annually. 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 created on: May 7, 2014

By: Coláiste Pobail Acla

**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 by a teacher.
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* Students are forbidden from bypassing the school’s internet filtering system.
* The school will regularly monitor students’ 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
* Teacher permission is necessary for use of school’s ICT and Hardware.
* Parents/Guardians are encouraged to work with their children to promote best practice in the use of the Internet and ICT

**Risks Associated with Internet Usage:**

• Exposure to illegal or harmful material

• Receiving unsolicited messages/images-cyberbullying

• Being lured into a physical encounter

**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 school related 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.

* Students who inadvertently receive such material must report it to a member of staff.

• 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 Chat while using the school’s broadband services:

* Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
* Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.
* Face-to-face meetings with someone organised via Internet chat will be forbidden.

**School Website**

* Students 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 publication of student work will be coordinated by a teacher

• .The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

• Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.

• Students’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

• 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 without the parental permission. Video clips may be password protected.

• Personal student 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 students’ names in image file names or ALT tags if published on the web.

• Students will continue to own the copyright on any work published.

**Personal Devices**

A student using their own technology in school is subject to teacher approval. In instances 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.

**Inappropriate use of School Internet or Networks and technology equipment**

Students are responsible for appropriate use of the Internet, school network and resources (including, but not limited to, computers, printers, and digital cameras).

Therefore they must not

* View, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents/guardians to see. Should students encounter such material by accident, they must report it to their teacher immediately. If the item is an email, it should be saved.
* Access or participate in chat rooms, social networking sites or multi-user environments, download games, subscribe to or access ‘peer to peer’ servers to download music files. Students should not check, send or receive Internet email (Hotmail, Gmail, etc.) unless a teacher grants prior permission. Students will use approved class email accounts under supervision by or permission from a teacher.
* Use email for chain mailing, chatting or school-wide messaging.
* Give out any personal information including names, addresses, telephone numbers or credit card informationpertaining to oneself or any other person
* Engage in any commercial, for-profit activities.
* Violate copyright laws. Materials accessed through the Internet must be properly cited and referenced in a student research assignment.
* Download or install any commercial software, shareware, or freeware onto network drives or disks.
* Copy other people’s work or intrude into other people’s files saved on the Coláiste Pobail Acla system.
* Waste school resources by printing excessively or consuming limited hard drive space or network space.
* Use the Internet in any way that disrupts the service or its operation for others.
* Intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the ICT Coordinator.
* Create or wilfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
* Attempt to gain unauthorised or illegal access to Coláiste Pobail Acla technology resources.
* Attempt to gain access to the Coláiste Pobail Acla system beyond your authorised access by entering another person’s password or accessing another person’s files.
* Download, install or run any software without the express direction/permission of your teacher or the ICT Coordinator.
* Damage or vandalise Coláiste Pobail Acla technology equipment or software in any way.

 \*Personal technology equipment brought to school is subject to the procedures outlined in the Student AUP.

**Consequences for Inappropriate Use of the Internet or of Network or of Technology Equipment**

Internet access is a privilege and not a right. Users have the responsibility to use the Internet and all Information technology resources and equipment in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation, may include one or more of the following:

* A warning followed by clarification of the appropriate use guidelines.
* Loss of access to Coláiste Pobail Acla technology resources, including Internet access for at least 15 days.
* Notification of parents/guardians by phone or personal contact
* Referral to school administration for disciplinary action.
* The school also reserves the right to report any illegal activities to the appropriate authorities.
* In extreme cases may involve suspension or expulsion

Students who have lost Internet or network privileges may not use personal equipment while at school, nor may they ask other students to use school resources since they have lost their access.

**Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

• Data Protection (Amendment) Act 2003

• Child Trafficking and Pornography Act 1998

• Interception Act 1993

• Video Recordings Act 1989

• The Data Protection Act 1988

**Links with other school policies:**

* Anti-Bullying Policy
* Anti-Cyberbullying Policy
* Code of Behaviour
* Data Protection Policy
* Enrolment Form
* MSL ETB Internet and Network Usage Policy

**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.

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**Review Date: May 2015**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chairperson of Board of Management)

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Principal)

**Permission Form: Internet Access & Use - Acceptable Use Policy**

Please review the attached school ICT Acceptable Use Policy, sign and return this permission form to the Principal.

School Name : Coláiste Pobail Acla

***Name of Student:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Class/Year:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

I agree to follow the school’s ICT 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.

**Student’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above student, I have read the ICT 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 schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the ICT Acceptable Use Policy relating to publishing children’s work on the school website.

**I accept the above paragraph** □ **I do not accept the above paragraph** □

*(Please tick as appropriate)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_

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