



## INTERNET AND COMPUTER ROOM USE POLICY

### Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 24<sup>th</sup> October 2006 by Mr. Doyle, Ms. O'Connell and Ms. O'Connor

### School's Strategy

The school employs certain 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 minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' 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.

#### **School's Acceptable Use Policy Template – Updated March 2006**



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### 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 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 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

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication 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.



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- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### Personal Devices

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 mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

### 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

### 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, 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.

### **Direction to students on using the computer room.**

The school has provided computers for use by students, offering access to a vast amount of information for use in studies.



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At home the parents, not the school, are responsible for their children's use of the Internet.

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Students are required to abide by the following rules in the computer room

1. Check your work station before you boot up your computer. Make sure it is clean and tidy.
2. After booting up make sure that the desktop is in order and the settings are in order.
3. In the event of a problem with 2 or 3 above report the matter to your teacher immediately, otherwise you will be held responsible for the problem at the workstation.
4. Following the teacher's instructions and do not access the Internet unless instructed to do so.
5. Do not access games on the computer.
6. Leave the work station as you would hope to find it.
7. Food or drink **is not** permitted in the computer room
8. It is a serious offence to interfere with any piece of equipment in the computer room.
9. It is a serious offence to interfere with another student's work saved on the computer.
10. Any interference with the computer settings will be punished by a fine of €50.
11. It is a serious offence to access inappropriate sites

**The Internet is a wonderful tool but be aware, everything is out there: the good and the bad, the beauty and the beast, the wrong and the right, the true and the false.**