

# **Coláiste Éamonn Rís**

## **Acceptable Use Policy for Computers**

### **Rationale**

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

The AUP should be read carefully to ensure that the protocols contained therein are accepted and understood.

### **Introduction**

Computing facilities are provided for the educational benefit of students and the professional development of staff. We want all our students to recognise and realise the full potential of this medium and become productive members of a future society in which computer use is an increasingly important component. The school will provide training for students in computing and internet use, and also will make users aware of the Acceptable Use Policy. Behaviour which interferes with these objectives will be deemed unacceptable.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the internet enables students to explore thousands of libraries, databases and other resources.

The school expects that staff will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to internet resources will be structured in ways, which point students to those resources, which have been evaluated by staff prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students using school-provided internet access must first have the permission of, and must be supervised by, the school's professional staff. Students using school computers are as responsible for good behaviour online as they are in a classroom or any other area of the school. The same general rules for behaviour and communications apply.

The purpose of school-provided internet is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the school. Access is a privilege, not a right. Access entails responsibility.

## **School Strategy**

The school will employ a number of strategies in order to maximise learning and reduce the risks associated with the use of computers in the school.

### **General**

1. Internet sessions will always be supervised by a teacher.
2. Filtering software is used to minimise risk of exposure to inappropriate material.
3. The school will monitor usage by the students.
4. Virus protection software is in place and regularly updated.
5. Memory sticks are used by permission of the teacher.
6. Students and teachers will be provided with training in the area of Internet safety.
7. Students must abide by the Code of Conduct for the Computer Room and the terms of the Acceptable Use Policy.

## **World Wide Web**

For internet use, the following rules apply:

- The internet will be used for educational purposes only
- No e-mails can be sent or received unless authorised and checked by a teacher.
- Pupils are not allowed to enter chat rooms or discussion forums of any kind.
- Pupils must never disclose personal information over the internet.
- Pupil photographs will not be published on the school website/blog, without parental consent.
- No personal information of any pupil or staff member will be published on the school web site/blog.
- Pupils are not allowed to delete any files or to alter any setting on the computers unless instructed by a teacher.
- 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 not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading by students of 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.

### **Personal Devices**

- Students 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 on request 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

### **Misuse**

Damage to any software or hardware by students will result in students having to pay for the damage caused. Misuse of the computers may result in disciplinary action, including written warning, withdrawal of computers use and in extreme cases suspension or expulsion.

## **Computer Room Code of Conduct**

- No admission is allowed under any circumstances unless supervised by a member of staff.
- All food and drink must be left in your bag and under no circumstances is food or drink to be consumed in the room.
- Each student must sit at the computer allocated to him by the class teacher for all computer classes.
- Any student who misuses the facilities (furniture, hardware, software etc) will be banned from the computer room.
- Any malicious damage will have to be fully compensated for by the student responsible for the damage.
- Any hardware/software problems encountered by a student must be immediately reported to the class teacher.
- All internet usage is monitored and students in violation of the school policy regarding Internet Usage will be answerable to School Management.
- Students are only permitted to print documents with the approval of the teacher.
- Do not remove any equipment or supplies from the room.
- Do not change any software preferences (desktop pattern, time, homepage location etc.).
- Do not create excessive noise or engage in disruptive activities.
- Do not bypass system security.
- Do not use foul language, racial slurs, sexual innuendo or upload pornographic material.
- Do not use or send viruses, Trojans, worms or other hacking software.
- Return the keyboard, monitor, mouse and chair to their original positions and remove all printed material from the room at the end of class.

## Coláiste Éamonn Rís Acceptable Use Policy

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

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

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

### Student

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 the school.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son 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 students access unsuitable websites.

I accept the above paragraph ☐

I do not accept the above paragraph ☐

[www.wexfordcbs.ie](http://www.wexfordcbs.ie)  
[www.bokerboys.blogspot.com](http://www.bokerboys.blogspot.com)

Coláiste Éamonn Rís has recently updated its website and it is now live with up to date events, reports, photos, calendars, policies and other useful information. It also has an active blog.

Coláiste Éamonn Rís has a clearly defined Acceptable Use Policy. Please note the following:

- Students may be given the opportunity to upload projects, artwork or school work in accordance with clear policies and approved processes regarding the content that can appear on the site
- The school may use digital photographs, audio or video clips of students focusing on school activities.
- Personal information including home addresses and contact details will be omitted from the website/blog.
- The Website/blog will be checked regularly to ensure that there is no content that compromises the safety of students or staff.

Having noted the above points in relation to the school website/blog, **please tick below:**

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#### Mission Statement

To develop responsible individuals who will participate fully in a changing society and to carry out this task in a Christian environment

I give my consent that, if the school considers it appropriate, my child's picture and/or school work may be chosen for inclusion on the website/blog.

☐

I do not want my child's picture and/or school work to be included on the website/blog.

☐

Student's Name

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Parent(s)/Guardian(s)

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## **Letter to Parents/Guardians to accompany A.U.P. / A.U.P. Permission Form**

*Dear Parent/Guardian,*

### **Re: Internet Permission Form**

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely

## **Review of Policy**

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when revising the AUP.

1. Have AUP implementation issues arisen since the AUP was previously revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
  - A student is found using a chat room to arrange a face-to-face meeting with a friend.
  - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
  - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' internet safety training needs being met?

Drafted: 24<sup>th</sup> August 2006

Approved:

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Due for review: 2014