

2010

Coláiste Abbáin

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# [ACCEPTABLE USE POLICY]

This document contains Coláiste Abbáin's policy in relation to safe and effective use of the school's Information Technology resources.



## Coláiste Abbáin

### Acceptable Use Policy

The aim of this 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 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 indicate that the conditions of use are accepted and understood.

The school will employ a number of strategies in order to maximize 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.
- “ 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 or CD-ROMs in school requires a teacher's permission.
- “ Students will observe good etiquette on the Internet at all times and will not undertake any actions that may bring the school into disrepute.

## **World Wide Web**

- “ Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- “ Students will use the Internet for educational purposes only.
- “ Students will be familiar with copyright issues relating to online learning.
- “ Students will never disclose or publicise personal information.
- “ 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, and 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, telephone numbers or pictures.
- “ Students will never arrange a face-to-face meeting with someone.
- “ 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 or other electronic communication forums 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.

## **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:

- “ Child Trafficking and Pornography Bill 1997
- “ 1993 Interception Act
- “ Video Recordings Act 1989
- “ The Data Protection Act 1988

## **Support Structures**

The school will inform students and parents of key support structures and organizations 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.



# COLAISTE ABBAIN

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Dear Parent/Guardian,

As part of the school's education programme we offer students supervised access to the Internet. This will allow them to access to a large array of learning resources that will help them generally with their education.

While we recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become Internet Wise.

**This process is the responsibility of the school and the parent/guardian.**

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children,

It is important that you read the school's Internet Policy and sign the attached document. There is also a document for pupils to sign. Parents should discuss this document with their sons/daughters to ensure that they clearly understand the school rules with regard to Internet usage.

Yours sincerely,

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Senan Lillis

School Principal



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

Name of Pupil: \_\_\_\_\_

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

### **Pupil**

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.

Pupil's Signature: \_\_\_\_\_

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

### **Parent/Guardian**

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter to access the Internet. I understand that Internet access is designed for educational purposes.

I also understand that 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.

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

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

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

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