

Presentation Secondary School, Mitchelstown

Acceptable Use Policy

For use of the internet within the school

Rationale

This policy is to promote good practice and safe, responsible use of many aspects of the internet. It was developed to notify students and their parents/guardians about acceptable use and student responsibilities when using ICT facilities in Presentation Secondary School. It forms an agreement between the student, the parent/guardian and Presentation Secondary School. It makes parents/guardians aware that by signing the Acceptable Use Policy they consent to their daughter using the ICT and internet facilities in the school. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Aims

- To outline the rules and regulations regarding the use of ICT facilities in Presentation Secondary School.
- To promote a sense of respect and responsibility in students regarding ICT facilities.
- To pledge as far as possible safe use of the internet to ensure that students will benefit from learning opportunities offered by the school's internet resources.
- To make parents aware of the ICT facilities in Presentation Secondary School and to notify them of the responsibilities and expected behaviour of their daughter.
- To provide a secure and protected environment for learning.
- To outline sanctions that will be imposed in cases whereby there is misuse of or damage to ICT facilities.

Terminology used in this document

AUP: Acceptable Use Policy

ICT: Information Communication Technology

Hardware: Physical parts of a computer e.g. monitor, mouse and keyboard

Operating Software: Software that manages the resources of a computer and allows the application software to run.

Applications Software: Programs that run on a computer e.g. word, spreadsheets

Peripherals: Hardware such as printers that are connected to a computer.

LAN: Local Area Network.

Server: A powerful computer that controls access to all other computers.

Internet: Worldwide connected network of computers used to share information.

Email: Electronic Mail

Wi-Fi: Wireless fidelity. Data is exchanged between devices wirelessly.

School 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 (as supplied by the NCTE) will be used in order to minimise the risk of exposure to inappropriate material.
- The school may monitor students' Internet usage to ensure safe and appropriate use.
- 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 the permission of an ICT teacher.
- Students will treat others with respect at all times and will not undertake any actions that may bring their name or that of the school into disrepute.

Hardware, software and peripherals

- All computers, software and peripherals accessible by students are subject to the AUP policy. These resources are not the personal property of students but an important shared resource.
- Students may use any program available from the Start Menu of the OS or programs available from desktop shortcuts to complete tasks and assignments.
- Students are forbidden to interfere with any OS settings such as changing desktop backgrounds or to remove programs or shortcuts.
- Hardware is to be treated with respect and students must not damage any equipment. This includes the computer, monitor, mouse, speakers, scanners and projectors.
- Students should report any computer failure or damage when they start work to the teacher.
- Students are not allowed to download any program from the internet, install any program from a CD-ROM/DVD or any other source. This includes plug-ins for playing games or music.

LAN

- Each student, upon entering the school, will be given access to their own private password-protected account on the LAN. This will allow them to create, modify and store documents on the school servers.
- Students are forbidden to use the LAN facilities to store, print material that is illegal, hateful, rude, offensive or sexually explicit.

- Students are not allowed to print, display or circulate by electronic means any materials that would be considered bullying or intimidating in nature.
- Teacher permission is required before students print any material.
- Under no circumstances should students make any changes to LAN settings or interfere with any cables or connections.
- Access to computer rooms, use of LAN and the internet is only allowed with the express permission of the teacher for each such access.

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).
- 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, for security and/or network management reasons.

E-Mail

- 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 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.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Where images of individuals are used, no personal information such as his/her name will accompany that image.
- Pupil's work will appear in an educational context on webpages and may include a copyright notice prohibiting the copying of such work without express written permission.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Personal student information including home address and contact details will be omitted from school webpages.
- Pupils will continue to own the copyright on any work published.

Social Media

- Presentation Secondary School is currently represented on social media such as Facebook and Twitter. It is the view of the school that having an official presence on social media sites can provide a platform for the school to encourage responsible use as well as lend credibility when engaging with parents, prospective parents, staff, students and the wider community.
- The social media presence of Presentation Secondary School aims to foster a sense of pride and school spirit as well as promote the school to prospective parents and students.
- Social media will be regularly checked to ensure that there is no content that compromises the safety or good name of pupils or staff.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Where images of individuals are used, no personal information such as his/her name will accompany that image.
- Personal student information including home address and contact details will be omitted from school social media sites.
- Presentation Secondary School reserves the right to set the strength level of the Facebook profanity filter and to add additional words and names to the page's blocklist. Presentation Secondary School also reserves the right to delete or ban any follower of its social network sites without notice if those followers behaviour is deemed to be irresponsible or inappropriate.

Computer Rooms

- Access to computer rooms is only allowed with the express permission of the teacher for each such access.
- Interfering with any furniture or fittings in the computer rooms is strictly forbidden.

- **Drinks, food and school bags are not permitted in the computer rooms.**
- Students are not allowed to interfere with multimedia projectors or the teacher's computer.
- Waste paper must be placed in the recycling bin.
- At the end of class students must place their chairs neatly at their workstation.

Health & Safety

- Students will report any loose, frayed or stray cables to the teacher.
- Students are not allowed to reach behind computers or other peripheral devices to plug or unplug anything.
- Students should sit properly and comfortably in their chairs.
- Students must follow teacher directions in the case of an emergency; leave the room in an orderly manner.
- Under no circumstances should a student return to the room until instructed by a teacher to do so.

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.

Ratified by staff-----

Signed by the Chairperson of the Board of Management_____

Date:_____

Acceptable Use Policy Permission Form

Please review the Presentation Secondary School Internet 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 of the rules outlined.

Student 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 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 that the school cannot be held responsible if students access unsuitable websites.

I 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 chose for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph *(Please tick as appropriate)*

Signature: _____

Date: _____

Address: _____

Phone: _____
