

Cabinteely Community School



I.T. Acceptable Use Policy

(Reviewed 2011)

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the schools internet resources in a safe and effective manner. Internet use and access is considered a school resource and a privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the school and parents representatives will revise the AUP annually. Before signing the AUP should be read carefully to indicate that content is accepted and understood.

The version of the AUP was created on 31st August 2002 by the school authorities of Cabinteely Community School and was updated in May 2011.

Schools Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

Internet sessions will always be supervised.

Before using the Internet a student must at all times have the permission of a teacher.

Filtering software and or integrated management systems will be used to minimise the risk of exposure to inappropriate material.

The school will regularly monitor and archive pupil's internet usage by checking user files, temporary internet files and history files.

Permission must be sought from a teacher before any information is printed from the internet.

Eating and drinking is forbidden in the computer rooms at any time.

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 memory sticks, DVDs or CDs in school requires a teacher's permission.

The Internet

Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.

Students will report any of the above material to a teacher or supervisor.

Students will not spend time on non-educational matters and will use the Internet for educational purposes only.

Students will not upload, download or otherwise transmit material that is copyrighted.

Students will not disclose or publicise personal confidential information for example classmates' home addresses, telephone numbers, name and location of the school without the teacher's permission.

Students will not examine, change or use another person's files, user name or passwords without the other person's and their teacher's explicit permission.

Students will be aware that any usage, including distributing or receiving any information, school related or personal, may be monitored for unusual activity, security and/or network management reasons.

Students will use the approved class email accounts only under the supervision of their teacher.

Students will read their class emails regularly and remove superfluous emails from the server.

Students will not reveal their own or other peoples personal details, such as addresses or telephone numbers or pictures.

Students will not arrange to meet someone outside school via school email.

Students will note that sending and receiving email attachments is subject to permission from their teacher.

Students will only have access to moderated chat rooms or discussion forums such as those found on the Scoilnet Website.

Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be supervised.

Pupils may not use Facebook or other social network sites via school email.

User names will be used to avoid disclosure of identity.

School Website

Pupils will be given the opportunity to publish projects, artwork or school work on WWW.

The publication of student work will be co-ordinated by a teacher.

Pupils work will appear in educational context on webpages with a copyright notice prohibiting the copying of such work without express permission.

Photographs of individual students will not be published on the school website. Instead photographs will focus on group activities.

Personal pupil information including home address and contact details will be omitted from school web pages.

The pupil will continue to own the copyright on any work published under the Data Protection Act.

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information if it is relevant in the context of the web page.

Parents and visitors may access pupil involvement through the magazine, the galleries and news on the school website.

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.

This policy was adopted by the Board of Management on _____ [date].

Signed: _____ Signed: _____

(Chairperson of Board of Management) (Principal)

Date: _____

Date: _____

Internet Permission Form

Please complete and return this form

Pupil

As a school user of the Internet, I agree to comply with the rules on it's use. I will use the school network in a responsible way and observe all the restrictions explain to me by the school.

Pupils Signature

Class

Date

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son/daughter to use electronic mail and the internet. I understand that pupils will be held accountable for their own actions. I also understand that some information on the internet may be objectionable and I accept responsibly for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent's Signature

Date

Pupils Name

Form/Class

Home Telephone

