

# Acceptable Use Policy For School Computers

Loreto Secondary School Balbriggan

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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

This version of the AUP was created 5/11/04 by Ms E Greene, Mr C Garvey, Ms L McKenna in consultation with all staff members

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## **School's 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:

***All students and teachers using the Internet will familiarise themselves with this AUP***

## **General**

- Pupils may not access the Internet without supervision.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school reserves the right to monitor pupils' internet usage.
- 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 "netiquette" (i.e., 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 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, 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.
- Pupils' work will appear in an educational context on Web pages
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

## **Legislation**

The school encourages teachers, students and parents to become familiar with the following legislation relating to the use of the internet :

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **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.***

**Support Structures**

The school encourage students and parents to be informed of key support structures and organisations that deal with illegal material or harmful use of the internet. The school has a content filter and a firewall in place to minimise the risk of harmful use of the internet.

## **Loreto Secondary School Internet permission form.**

Please review the attached school Internet 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 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 the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph**                      I do not accept the above paragraph  
(Please delete as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

**I accept the above paragraph**                      I do not accept the above paragraph  
(Please delete as appropriate)

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

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