Acceptable Use Policy for Computers and Internet
Curragh Post Primary School
(AUP)

Introduction:

This Acceptable Use Policy for Computers and the Internet is a guide to the use of computers in Curragh Post Primary School and to the use of laptop computers provided by the school to some students for use in school and at home. It is intended that readers of the policy will understand the circumstances in which students and staff are provided with access to computers for educational purposes.

Scope:

This Policy applies to all students who from time to time will be in contact with school computers and the Internet. The Policy also offers support and guidelines to staff using computers with their students.

Relationship to Mission Statement:

Curragh Post Primary School's Mission Statement is as follows:

Our School values the gifts and talents of students and staff in their development in an atmosphere of equity, caring and mutual respect. Can we achieve this? Yes, we can. Is Feidir Linn.

This Acceptable Use Policy for Computers and the Internet is another framework within which "the development of whole people, empowered to lead effective lives in the wider society" is enhanced. The use of computers / the internet allows students vast educational opportunities by helping them to locate material that meets their educational needs, communicate with subject experts and participate in school projects with students in similar circumstances or from different cultures. In addition, students will learn valuable skills for participation in the information age which may be useful for their chosen career. With responsible and monitored use, useful and appropriate information can be sought and assimilated by individuals and groups.

Aims of this Acceptable Use Policy:

The main aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the schools computers and Internet resources in a safe and effective manner. Internet use and access is considered an essential school resource and privilege. Appropriate sanctions will be imposed on any student who abuses the resource and fails to comply with this policy.

It is envisaged that school management, staff and parent representatives will revise the A.U.P. regularly. Parents / guardians and pupils will agree to abide by the terms of the school's "Code of Practice for Students in Curragh Post Primary School" and sign the Computers / Internet permission form to indicate that the conditions of use are accepted and understood (See Appendix attached).

School's Strategy:

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

General:
- Students will not normally be permitted to enter or use computers in the Computer room, or, indeed, any room where there is a computer / internet access unsupervised.
- Changing of computers' settings will not be permitted.
- The use of floppy disks or CD-ROMS or memory sticks or other digital storage media requires a teacher's permission.
- Students will normally save all work into personal folders on the school's network system and onto a memory stick.
- Internet sessions will always be supervised by a teacher in school. Parents / guardians will be the responsible party for school laptops used at home.
- 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.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Downloading of music will not be permitted.
- 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 intentionally visit 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 be familiar with copyright issues relating to online learning.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Downloading materials or images no relevant to their studies is in direct breach of the school's Acceptable Use Policy.
- 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 with permission of 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 or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone through email or the Internet.
- Students will note that sending and receiving email attachments is strictly subject to prior 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 be only 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.

Personal Password Protected Folders:
- Students will use their personal folders for educational purposes only.
- Students will not send / save any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person.
- Students will be aware that personal password protected folders may be monitored for unusual activity.

Legislation:
The school fully subscribes to and can help interested parties in accessing the relevant legislation listed below. Teachers, students and parents should familiarise themselves with the legislation listed: Child Trafficking and Pornography Bill 1997; Interception Act 1993; Video Recordings Act 1989 and The Data Protection (Amendment) Act 1988.

Support Structures:
The school will inform students and parents / guardians, as appropriate, of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions:
Misuse of computers and / or Internet may result in disciplinary action and the School Code of Conduct applies. Sanctions may be applied as follows:
- Verbal warning;
- Written warning;
- Suspension from the specific class for a named short period of time;
- Exclusion from the specific class for a named long period of time;
- For serious breaches of the Policy, suspension / expulsion from school can be applied in accordance with existing policy.
- The school also reserves the right to report any illegal activities to the appropriate authorities. In the event of this being deemed necessary, parents / guardians will be contacted.

Conclusion:
The Board of Management of Curragh Post Primary School, in devising and approving this Acceptable Use Policy, is determined to ensure that the use of computers and the Internet by all within the school community is conducted within a broad educational, multi-disciplinary framework and in a healthy, safe and secure setting.

Policy Approved: *27th May 2013*

Policy Review Date: **January 2017**
Appendix to Acceptable Use Policy re: Computers and Internet

Dear Parent(s) / Guardian(s),

Re: Internet Permission Form

As part of the school's education programme, we offer students supervised access to computers and the Internet. This will allow students vast educational opportunities by helping them, for example, to locate material that meets their educational needs, communicate with subject experts and participate in school projects with students in similar circumstances or from different cultures. In addition to the educational aspects of the Internet, students will learn valuable skills for participation in the information age, which may be useful for their chosen career.

The Internet is a global computer network, which is not controlled by any organisation. This means that information may change, disappear, be controversial or potentially harmful. Although the school actively seeks to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access objectionable material.

Usage of the Internet, therefore, requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy for Computers and Internet. For the reasons stated above, it is important that the enclosed policy and the attached "Code of Practice for Students in Curragh Post Primary School" are read carefully and that the form is signed by a parent(s) / guardian(s), as well as by the student him / herself.

We appreciate that parent(s) / guardian(s) are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to allow access to the Internet as defined by the school's Acceptable Use Policy for Computers and Internet. Please review the attached Acceptable Use Policy for Computers and Internet and the "Code of Practice for Students in Curragh Post Primary School" sign and return this permission form to the school principal.

Yours truly,

_____   Date: _____
E. Gaughran.
Principal.

Enc.
Code of Practice for Students in Curragh Post Primary School
The computer network system and non networked computers and laptops are owned by the school and they are made available to students to further their education and to staff to enhance their professional activities, including teaching, research, administration and management. The school reserves the right to monitor or delete any files that may be held on its computer system / laptops / any computers owned by the school and to monitor internet site usage.

Parents / guardians and students requesting computer and Internet access will sign a copy of this code of practice and return it to the Principal for approval.

1. Access to the Internet is only permitted via an account that has been provided and authorised by the school. Your password should not be disclosed to any other person.
2. Conscious and deliberate access by using accounts and passwords other than those you are authorised to use will lead automatically to disciplinary action.
3. All activities that attack, corrupt or threaten the integrity of any of the school's computers are forbidden. These include hacking, cracking, deliberately spreading viruses, manipulating and deleting files other than your own and creating macros, installing unauthorised programmes and / or deleting an application installed by the school on a computer..
4. You are responsible for the content of the e-mails that you send. Content of a hate based, violent, sexist, racist or pornographic nature is not permitted under the school's A.U.P. Forwarding e-mail content from an original sender without seeking their permission prior to sending is considered an invasion of privacy and is not allowed.
5. Never use Internet access on the school's computers for personal financial gain, gambling, subversive political purposes or personal advertising.
6. School e-mail accounts only should be used, all other Web-based e-mail applications are blocked.
7. The copyright of materials found on the Internet must always be respected. As a student, you must always ask for permission if you wish to download or upload material. Always remember to acknowledge the source of any Internet material you have cited or copied in your work.
8. As a student, if you are personally insulted, abused, libelled or harassed on the Internet, you should immediately report it to a teacher. The school has the responsibility to inform the Internet Service Provider about the issue. The I.S.P. will in many cases be able to trace the sender.
9. Posting anonymous messages and forwarding chain letters is forbidden. If students have permission to send a spam for educational purposes, make your purpose clear to the receivers.
10. Never use any school computer to access or spread inappropriate materials such as pornographic, racist or offensive text and images.
11. Never reveal your personal details via the Internet, including name, address, phone number or bank account details. This includes never sending a personal photograph.
12. You should immediately report to a teacher if you encounter undesirable material during any kind of communication on the Internet.

Please note that any deliberate violations of any of this code may lead to student(s) access to the Internet / computers being stopped.

Name of Pupil: _____

Class: _____

<u>Pupil</u>
I understand and agree to follow the school's Acceptable Use Policy for Computers and Internet. I will use the computers and Internet in a responsible way and obey all the rules as outlined in the Policy. I, also, agree to report any misuse of the system / school laptop to a staff member at the earliest possible opportunity.

_____ **Date: _____**
Pupil's Signature

<u>Parent(s) / Guardian(s)</u>
As the parent(s) / guardian(s) of the above pupil, I / We have read the Acceptable Use Policy for Computers and Internet and grant permission for my son / daughter to access Computers / Internet. I / We understand that Internet access is designed for educational purposes. I / We, also, understand that the precautions outlined in the Policy, if adhered to, will provide reasonable safety in respect of the use of the Internet / Net. I / We also, understand that, while the Internet service provider operates a filtered service, it is impossible for Curragh Post Primary School to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network or through a non networked computer (e.g. laptop). I / We also, agree to report any misuse of the system to a staff member at the earliest possible opportunity.

_____ **Date: _____**
Parent(s) / Guardian(s) Signature

<u>Parent(s) / Guardian(s)</u>
In relation to the school website, I / We understand that, if the school considers it appropriate, my / our schoolwork may be chosen for inclusion on the school's website. I / We also, understand and accept the terms of the Acceptable Use Policy relating to publishing student's work on the school website.

_____ **Date: _____**
Parent(s) / Guardian(s) Signature