

Rosemont School, Blackrock Internet Acceptable Use Policy

Developed: November 2008

Reviewed: Sept 2011

Due for Review: 2014

Aim of Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner and to promote good practice, and responsible and safe use of the Internet. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 ensure that the conditions of use are accepted and understood.

This AUP is based on the work of the National Centre for Technology in Education.

Goals/ objectives of Policy

- Define for Students and staff what computer usages are acceptable, and not acceptable.
- Give pointers for students and staff on how to keep safe while using the internet
- Give pointers for students and staff on how to use the internet in a respectful and socially acceptable manner.
- Give pointers for students and staff on how to keep information private.
- First year students will be given a session on safety on the internet on their induction day.

Policy Content

School's 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

- Acceptable use of the Internet is the responsibility and duty of each student.
- Student Internet sessions will always be authorised 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 memory sticks for school work, which are required by each pupil for data storage, may be monitor by the subject teacher.
- The use of personal memory sticks, CD-ROM's requires teacher's permission.
- Students and Staff will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Student Council have, with teacher's consent, permission to use Internet for the work of the Council.
- Students who avail of after school study have permission to bring personal laptops and use the Internet for educational purposes only.
- The School has the right to monitor or password protect school computers and decide on use of Internet and computers in the school.

World Wide Web

- Students and staff will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students and staff 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).
- Students will never disclose or publicise personal information. Parents need to be aware of this outside of school hours.
- Downloading materials, images or videos 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, security and/or network management reasons.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students and staff 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 internet communications. Parents need to be aware of this outside of school hours.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.

School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school may use digital photographs, audio or video clips focusing on group activities on the website. Content focussing on individual students will not be published on the school website without the parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' and/or teachers names in image file names or ALT tags if published on the web.
- Copyright on any work published resides with the school.

Personal devices

Pupils using their own technology in a unacceptable way, such as leaving a mobile phone turned on during the school day or using it to send nuisance text messages, sending any inappropriate material via Bluetooth (or any other protocol, such as infrared), or the unauthorized taking of still or moving images with a mobile phone camera is in direct breach of the school's acceptable use policy. This is directly contrary to the Rosemont Anti-Bullying Policy and will be dealt with appropriately.

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:

- [Data Protection \(Amendment\) Act 2003](#)
- [Child Trafficking and Pornography Act 1998](#)
- [Interception Act 1993](#)

- [Video Recordings Act 1989](#)
- [The Data Protection Act 1988](#)

Support Structures

The school will inform students and parents of key support structures on how to access the internet safely.

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.

Roles and responsibilities of teachers, parents and students

Teachers:

- Adhere to the school's Acceptable Use Policy
- Promote responsible use of the Internet
- Encourage the use of the Internet to achieve greater academic success
- Supervise students use of the Internet
- Become trained in the area of Internet safety
- Individual records of violation of AUP will be kept if a student is continually in breach of the AUP policy

Students:

- Adhere to the school's Acceptable Use Policy
- Take responsibility for use of the Internet
- Endeavour to use the Internet for educational purposes whenever possible for greater academic success
- Become trained in the area of Internet safety
- Use time spent on the Internet effectively to maximise learning opportunities

Parents:

- Are aware and promote responsible use of Internet at home
- Promote responsible use of the Internet at home and at school
- Encourage pupils to use the Internet to achieve greater academic success

Pastoral Care Team

- Encourage responsible use of the Internet
- Encourage the use of the Internet to achieve greater academic success

Principal and Deputy – Principal

- Oversee and monitor the use of the Internet in the school
- Ensure adequate filtering software and/or equivalent systems are in place
- Ensure that Virus protection software is used and updated on a regular basis.
- Continual Professional Development(C.P.D) with regard to Internet Safety for parents, teachers and students

Board of Management

- Oversee and approve policy
- Review changes as evaluated by staff
- Facilitate ongoing pursuit of best practice

Success Criteria

1. Students use the Internet to maximise learning potential
2. Students take responsibility for their own use of the Internet and do so in a responsible way
3. Co-operation between teachers, students and parents regarding use of the Internet

Monitoring Procedures

- Teachers supervise students' use of Internet and report any breaches in AUP to Management.
- Sanctions may be applied on students for lack of co-operation with AUP as a result of which Class teacher, Parent and Management will be notified

Review Procedures

- Review every two years to update policy with developments in ICT etc