

ACCEPTABLE USER POLICY (AUP) (draft)

Scoil Dara
Church Street, Kilcock, Co Kildare.

The aim of the Acceptable User Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.

Internet use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions- as outlined in the AUP - will be imposed.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 the policy of the school that all technology used to access the school's computer network and the internet will be used in a manner which is responsible, legal, and ethical.

It is envisaged that school, parent and student representatives will revise the AUP annually and present the revised edition to the Board of Management for ratification and adoption.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on May 2011 by Scoil Dara staff, Parents Council and Student Council.

SCHOOL' S STRATEGY

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

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and / or equivalent systems will be used in order to maximise the risk of exposure to inappropriate material. Users are required to report immediately to either the Deputy Principal or Principal any breach of the filtering software to comes to their notice.

- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- All work should be saved under the user's authorised account and password. The password should not be given to any other person.
- Student use of computer and internet must be appropriate to the user's educational activity.
- Uploading and downloading of non-approved software will not be permitted.
- The written permission of the Deputy Principal or Principal is required to download software, even where this is free of charge.
- 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 a teacher's written permission.
- Users may not tamper with nor seek to tamper with the school computer system / network nor access, delete or destroy any files, or data that are not their own property.
- Use of the school computer system or internet for personal financial gain, gambling, political purposes or advertising is not permitted.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- The school reserves the right to monitor the use of the school's computer system / network, including access to websites, intercept e-Mail and delete inappropriate material where it believes unauthorised or inappropriate use of the school's computer system may be taking place or where it believes the

system is or may be being used for illegal purposes or for storing unauthorised or unlawful text or imagery.

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).
- Students will never disclose or publicise personal information about themselves or other persons.
- Downloading materials or images not relevant to their studies is in direct breach of the school's acceptable user policy (AUP).
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for security and / or network management reasons.

Email

- Students will use approved personal or class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy, intimidate or belittle 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 written permission from their teacher.
- Students will not have any access to chat rooms, discussion forums, messaging or other electronic fora unless such is specifically authorised by a teacher who will specify precisely what is to be available to the individual student and the duration of the period of authorisation.
- Usernames will be used to avoid disclosure of identity.

School Website

- Students will be given the opportunity to publish projects, or other school work on the World Wide Web in accordance with clear policies and approved 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 students or staff.
- Website using 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 designated teacher.
- Students' 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 will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without written parental consent. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named, and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

USE OF COMPUTERS IN THE SCHOOL

- (a) No admission is allowed to the computers in the computer rooms, library, special tuition rooms unless supervised by a teacher or other designated member of the school staff
- (b) No food or drink is to be brought into any room by a student where that student will be using a computer.
- (c) Students will be required always to sit at the specific computer allocated to them.

- (d) Any hardware / software problems encountered by a student must be reported immediately to the supervising teacher / member of staff.
- (e) Students may only print documents with the permission of the supervising teacher / member of staff
- (f) Students are requested to take special care of computer facilities in the school and to co-operate fully in arranging chairs in correct positions at the end of the period of computer use.

Personal Devices

Students will be in direct breach of the school's acceptable user policy (AUP) if in school they bring their own technology, such as a mobile phone, to class, or use it to take unauthorized images (still or moving) or to send nuisance or offensive text messages.

LEGISLATION

The school will provide information on the following legislation relating to the use of the Internet and teachers, students and parents should familiarise themselves with:

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

SUPPORT STRUCTURES

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

SANCTIONS

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion from school. The school will reserve the right to report any illegal activities to the appropriate authorities.

