

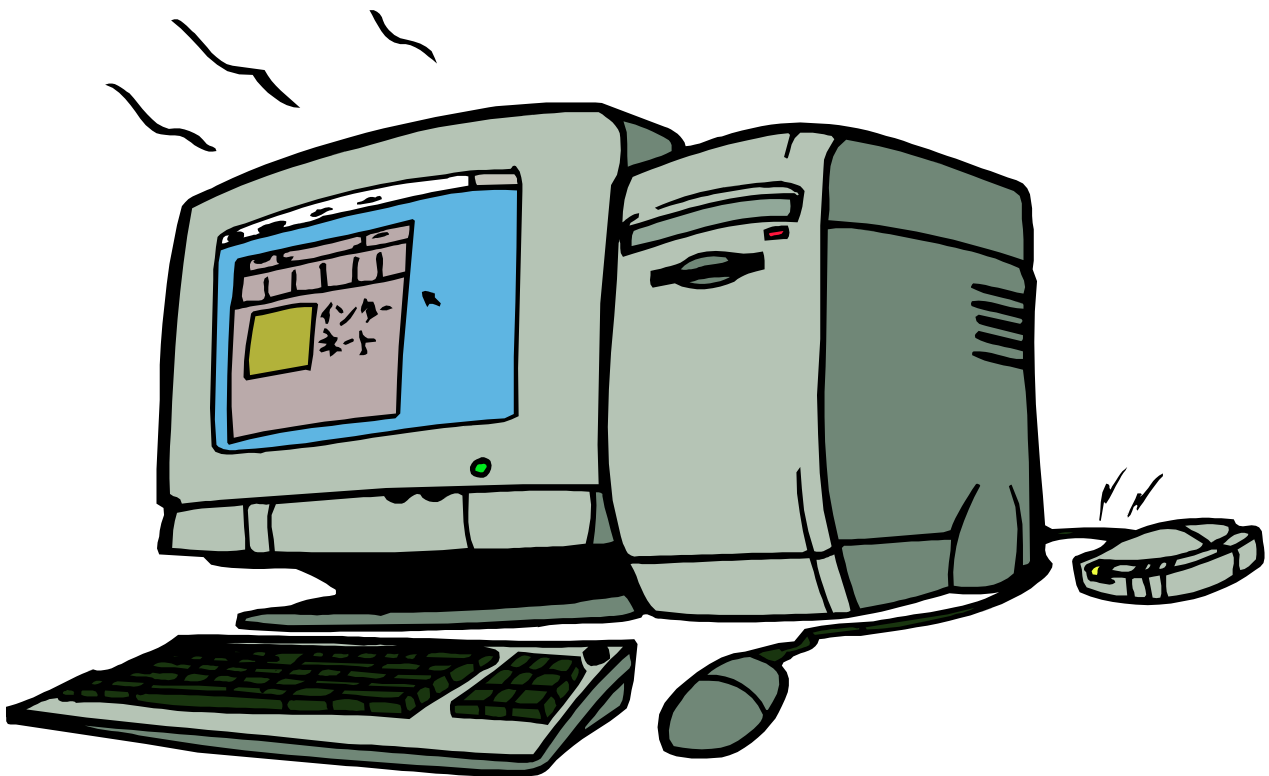


ICT Department

Coláiste Mhuire

Askeaton
Co. Limerick

Acceptable Usage Policy



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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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

This version of the acceptable Use Policy has been adopted by the Board of Management on the 28th November 2013.

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:

General

- Internet sessions will always be supervised 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 personal Memory sticks, floppy disks or CD-ROMs, other digital storage media or "Cloud" storage 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. Attempts to circumvent school filtering and security systems are a direct breach of the schools acceptable usage policy.

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.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable usage 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 will not send or receive any material that is illegal, obscene, or 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.

Communication Technologies

- The use of mobile phones, including smart phones is not permitted under the school code of behaviour.
- At present the use of Tablets, laptops, netbooks or other mobile computing devices is not permissible. Devices not in ownership of the school will not be given access to school networks or infrastructure.
- Laptops and netbooks assigned to students for the support of their studies are subject to the Acceptable Usage Policy at all times and are to be used only for the support of school activities and assignments.
- Due to the Broadband for schools filtering, social networking sites are not available through school networks.
- Should students use their own technology in school, they should follow the rules set out in this document. They will only use personal hand held/ external devices (phones, cameras, USB devices) in school if they have permission.

School Website

- Pupils will 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 website.
- 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.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- 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.

Update to Acceptable User Policy regarding use of teleconferencing

Reasonable Use

Our school utilises teleconferencing during periods of school closure. Distance learning is a way of learning remotely without being in regular face-to-face contact with a teacher in the classroom. There are many benefits to teaching and learning in this way, and students and teachers have the tools and expertise to use teleconferencing to sustain learning. Our school provides a video conferencing option for our students and staff. It is expected that students and staff will use the platform in a professional and ethical manner for the purpose of teaching, learning and assessment.

The use of teleconferencing requires students and teachers to observe the following rules in order to ensure that both staff and students benefit from this way of teaching and learning. Students and Staff should never;

1. Post, stream or transmit any content, including live video, that violates this Policy in such a way that is offensive to students / staff.
2. Do anything illegal, facilitate any illegal activity, or promote violence.
3. Do anything that threatens, exploits or otherwise harms children or fellow students.
4. Engage in any activity that is harmful, obscene, or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material, or criminal activity.
5. Engage in any activity that is fraudulent, false, or misleading.
6. Engage in any activity that is defamatory, harassing, threatening or abusive.
7. Store or transmit any data or material that is fraudulent, unlawful, harassing, libelous, threatening, obscene, indecent or otherwise inappropriate.
8. Send unauthorized messages or irrelevant material.
9. Misrepresent a user's identity or affiliation with any entity or organization, or impersonate any other person.
10. Harvest, collect, or gather user data without consent.
11. Violate or infringe any intellectual property or proprietary rights of others, including copyrights.
12. Violate the privacy of others or distribute confidential or personal information of others.
13. Engage in any activity that is harmful or disruptive to the operation of on-line classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumventing restrictions on use due to regulations or account closures.

If school authorities are made aware of any abuse or infringement on these rules, the school will investigate the issue and take immediate, appropriate action where warranted in line with the school's Code of Behaviour.

Legislation

This AUP covers all electronic communication systems and Internet usage within Coláiste Mhuire and is mindful of the relevant legislative Acts appropriate to Information and communication Technology.

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 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. The school also reserves the right to report any illegal activities to the appropriate authorities.