



## **Acceptable Use Policy**

**School Name: Scoil Cholmcille**

**Address: Greencastle  
Co. Donegal**

### **Introduction**

Scoil Cholmcille recognises the need for its staff/children to have access to the Internet and Email in order to successfully enhance their learning environment. Technology is an essential part of many people's lives, enhancing productivity and creativity. This Acceptable Usage Policy (hereinafter known as the 'AUP'.) applies to all users of Scoile Colmcille's ICT Facilities (desktop or portable) and is intended as a guide to acceptable and unacceptable practice.

### **Aims**

The aim of this Acceptable Use 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 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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. The AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **Rationale**

This policy exists for the protection and guidance of Scoil Cholmcille and Scoil Cholmcille staff by giving users ground rules for acceptable use of the equipment etc. so there are no misunderstandings. They should also provide guidelines if, for example, misuse occurs. The AUP also demonstrates to potential parents/children that Scoil Cholmcille is professional in its approach to managing users and/or facilities.

All Scoil Cholmcille's ICT facilities and information resources remain the property of Scoil Cholmcille and not of particular individuals. By following this AUP we will help to ensure ICT facilities are used:

- 1 legally
- 2 securely
- 3 without undermining Scoil Cholmcille

- 4 effectively
- 5 in a spirit of co-operation, trust and consideration for others
- 6 So they remain available.

## **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:

### **(1) General Use**

ICT equipment and facilities belong to Scoil Cholmcille and are naturally provided for work use. You are trusted to make reasonable personal use of them as long as this does not:

- 1 interfere with job performance;
- 2 give rise to additional cost;
- 3 interfere with the activities of other users;
- 4 support any work other than that of Scoil Cholmcille;
- 5 Breach any rules relating to content (see section 4 Use of the Internet).

### **(2) 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.
- 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, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **(3) Fault/Incident Reporting**

The primary purpose of reporting faults/incidents is to help prevent further problems and not to attach blame. All faults/incidents on ICT Equipment must be reported immediately upon discovering the fault and will be dealt with in due course.

### **(4) Care of equipment/Health & Safety**

All users of ICT in Scoil Cholmcille are asked not to re-arrange how equipment is plugged in (computers, power supplies, network cabling, modems etc.) without first contacting the Principal.

Users are asked not to take food or drink into rooms which contain specialist equipment like servers (See Note 4).

Mobile working equipment (i.e. Laptops/PDA's/Mobile Phones) are the sole responsibility of the user, careful attention should be drawn when handling aforementioned equipment as they are not as robust as a desktop computer.

#### **(5) World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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 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.

#### **(6) 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.

#### **(7) Internet Chat**

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

## **School staff**

- School staff are strictly forbidden to access inappropriate material on the internet at any time..

## **School Website**

- Students 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's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by a 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 of focusing on group activities. Content focusing on individual students will not be published on the school website with out the parental permission.. Photographs, audio and video clips will focus on group activities. 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 name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – 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.

If you leave your PC unattended without logging off/locking, you are responsible for any misuse of it while you're away.

ALWAYS check floppy disks/USB flash drives for viruses, even if you think they are clean (contact the ICT Unit to find out how). Computer viruses are capable of destroying Scoile Colmcille's information resources. It is better to be safe than sorry.

## **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

**How is it published**

This document is available to all parents. Copies will be given to new staff on induction and is readily available for current staff.

**Reference Material**

Guide to using Email

[http://www.emailaddresses.com/email\\_guide.htm](http://www.emailaddresses.com/email_guide.htm)

This policy has been ratified by the Board of Management of Scoil Cholmcille on

Date

7/5/17  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

P. O. Kelly  
\_\_\_\_\_  
\_\_\_\_\_

## Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

School Name \_\_\_\_\_

*Name of Student:* \_\_\_\_\_

*Class/Year:* \_\_\_\_\_

### Student

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.

Student's Signature: \_\_\_\_\_

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

### Parent/Guardian

As the parent or legal guardian of the above student, 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 students access unsuitable websites.

**I accept the above paragraph  I do not accept the above paragraph**   
*(Please tick 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 website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

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

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

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

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

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

\_\_\_\_\_

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