Internet Acceptable Usage Policy - St. Paul's CBS Secondary School

Acceptable Use Policy for Students

1. Introduction

The aim of the St. Paul's CBS *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. Internet use and access is 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 staff, student and parent representatives will revise the AUP as necessary. This policy was drawn up by a staff committee. The Staff, Student Council and the Board of Management, were consulted during the formation of the policy.

This policy should be read in conjunction with the school's Anti-Bullying policy.

2. 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:

3. General

- All Internet sessions must 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.
- Students and teachers who use the Internet must be aware of issues relating to 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. Personal USB Keys or CD-ROMs must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher. The school reserves the right to read all disks and to check them for viruses.
- 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 .Network etiquette at St Paul's CBS should promote the following:
  - ✓ Be polite;
  - ✓ Use appropriate language;

- ✓ Do not swear, use vulgarities, or any other inappropriate language;
- ✓ Do not reveal your personal address or phone number or the personal addresses or phone numbers of others;
- ✓ Illegal activities are strictly forbidden.
- Students should always back up own work.

4. World Wide Web

- Students must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must use the Internet for educational purposes only.
- Students must be familiar with copyright issues relating to online learning.
- Students must never disclose or publicise personal information.
- Students must 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.
- Online shopping is prohibited unless carried out for a specific school-related purpose and under the supervision of a teacher.

5. Email and Text Messaging

- Students are not permitted to access email or webmail accounts or to set these up through the school network unless carried out for a specific school-related purpose and under the supervision of a teacher.
- Text messaging through mobile phone companies via the Internet is forbidden.
- ICQ instant messaging (messaging through chat rooms, Twitter accounts, etc) is forbidden.

6. Internet Chat

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

Our mission is to support the school community in its pursuit of excellence and in so doing to continue the caring and Christian ethos of Edmund Rice.

7. Bullying- Internet Mobiles:

Hate mail, harassment, nasty personal comments, discriminatory remarks and other antisocial behaviour are prohibited on the network regardless of whether it is accessed using school or personal equipment. St. Paul's CBS reserves the right to discipline the student for actions taken off-campus if they are intended to have an adverse effect on a student or staff member or if they adversely affect the safety and well-being of a student or staff member while in school. Any student using Information and Communication Technology (ICT) for the purpose of insulting or defaming a teacher, student or any other member of staff associated with the school and/or bringing the school into disrepute in any fashion will have the case referred to the Board of Management.

Posting of photographs or references to staff members on the internet or any social networking site is strictly prohibited and will be viewed as an extreme breach of this policy.

8. School Website
- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by school personnel who will select and edit it as appropriate.
- Photographs published on the website will normally focus on group activities.
- Personal student information including home address and contact details will be omitted from school web pages.
- Students will continue to own the copyright on any work published.
- *Photographs* of students participating in school activities may be published on school web pages unless parents have requested in writing that this not be done.

8. Legislation

Students, parents and teachers should familiarise themselves with legislation relating to the use of the Internet. The following legislation is available on www.bailii.org or relevant Irish Government sites:
- Data Protection (Amendment) Act, 2003
- Data Protection Act 1988
- Child Trafficking and Pornography Act., 1998
- Interception Act, 1993
- Video Recordings Act, 1989

9. Sanctions for Misuse

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

Signed: _____   Date: _____
          Chairperson

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