Information and Communications Technology(ICT) Safety: ACCEPTABLE USE POLICY

Colaiste Phobal Roscrea

Corville Road Roscrea , Co. Tipperary

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's ICT resources in a safe and effective manner. ICT use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 bi-annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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

• 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 students' Internet usage.

• Uploading and downloading of software will not be permitted.

• Virus protection software will be used and updated on a regular basis.

• The use of personal 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.

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.

• 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.

Email

• Students will not send or receive any material that is illegal, obscene and 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.

School Website

• The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

• The school will endeavour to use digital photographs, audio or video clips focusing on group activities.

• Personal student information including home address and contact details will be omitted from school web pages.

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images, still or moving, with a mobile phone camera, recording or publishing or distributing of images, or inappropriate references on social media is in direct breach of the school's acceptable use policy. Mobile phones and all electronic equipment capable of accessing the internet, recording voice or images are prohibited. Please refer to the schools Mobile Phone policy for further details.

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

http://www.oireachtas.ie/documents/bills28/acts/2003/a603.pdf

• Child Trafficking and Pornography Act 1998

www.oireachtas.ie/documents/bills28/bills/2004/2204/b2204s.pdf

• Interception Act 1993

 http://www.oireachtas.ie/documents/bills28/acts/2011/a311.pdf

• Video Recordings Act 1989

http://www.oireachtas.ie/documents/bills28/acts/1998/a2298.pdf

• The Data Protection Act 1988

http://www.oireachtas.ie/documents/bills28/acts/2003/a603.pdf

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 ICT will result in disciplinary action, including written warnings, withdrawal of access privileges and may result in suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Adoption and Communication

The Board of Management adopted this policy at a meeting on March 8th 2018 and the policy is available on the school website.

PERMISSION FORM

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

School Name: **Colaiste Phobal**

Name of Student: _____

Class/Year: _____

Student

I agree to follow the school's Acceptable Use Policy on the use of Information and Communications Technology. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ **Witnessed By:** _____

Date: _____ **Parent/Guardian**

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 permit ❏ I do not permit ❏ my son/daughter to access the internet as defined by the school's AUP.

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, information about my child and/or 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 or involvement in school activities on the school website.

I accept the above paragraph ❏ I do not accept the above paragraph ❏

(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Dear Parent/Guardian,

Re: Supervised use of ICT

As part of the school's education programme we offer pupils supervised access to ICT. This allows students access to a large array of online educational resources which we believe can greatly enhance students' learning experience.

However, access to and use of ICT requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and student and returned to the school.

Although the school takes active steps to promote safe use of ICT, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material. The school respects each family's right to decide whether or not to allow their children access to ICT as defined by the school's Acceptable Use Policy.

Yours sincerely,

Mr. Michael O' Connor

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