



Internet Acceptable Use Policy (AUP) for Sancta Maria College

1. Aim

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.

This policy refers to school technologies but should be read in conjunction with the Code of Behaviour, Anti-Bullying policy and the Mobile Phone Policy (which govern technological devices owned by students).

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

2. School 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 outlined in the following paragraphs.

3. General

- Internet sessions must be supervised by a teacher, librarian or study supervisor.
- Students will use computers and computer networks solely for the purpose of education and academic research. Students must not tamper with or reconfigure any computer software without the permission of the teacher.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- 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.
- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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.

4. World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- 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.
- Online shopping is prohibited.

5. Email

- Students will use approved class email accounts under supervision by or with permission from a teacher.
- 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, telephone numbers or pictures unless given specific permission by a teacher.
- Students will never arrange face-to-face meetings 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 teachers.
- Email should not be used for:
 - i. Personal gain or profit
 - ii. Representing oneself as someone else
 - iii. Propagating chain messages
 - iv. Knowingly altering or destroying the integrity of any information
 - v. The defamation of, or allegations about, any individual or organisation.
 - vi. Copyright infringement.
 - vii. Commenting on any pupil or staff member
- Absolute confidentiality cannot be guaranteed. Any emails or files stored, sent or received may be accessed by those other than the intended recipient.

6. 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.

7. School Website

- Students will be given the opportunity to publish projects, art work or school work on the school website in accordance with clear policies and approval processes regarding the content that can be loaded onto the school 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.
- Content focusing on individual students will not be published on the school website without parental permission. Photographs, audio and video clips may be password protected.
- 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.

8. Personal Devices

Personal devices may be used with the consent of the class teacher.

9. 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

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

Students are reminded of the Code of Behaviour in particular. Any student using ICT for the purpose of bullying a fellow student, insulting or defaming a teacher or any other member of staff associated with the school and/or bringing the school into disrepute in any fashion will be immediately suspended, pending a full meeting of the Board of Management.

11. Permission Form

Please read carefully the school's Acceptable Use Policy and sign and return the permission form to the Principal.

Signed: _____

Date: _____

This policy was adopted by the Board of Management of Sancta Maria College, Ballyroan, Rathfarnham, Dublin 16 on June 3rd 2014.

Signed: John Shortt _____

(Chairperson of Board of Management)

Date: June 3rd 2014

Signed: Gerardine Kennedy _____

(Principal)

Date: June 3rd 2014

This policy will be reviewed in 2015/2016.