

## **Acceptable Use Policy (Internet & Email):**

Anyone who uses internet in Colaiste Choilm must be aware of the Acceptable Use Policy of the school and abide by it. It is envisaged that the AUP be part of the contract for pupils and staff. The policy is as follows:

# **Internet and E-mail Acceptable Use Policy**

The aim of this Acceptable Use Policy is to ensure that pupils, and all other users, will benefit from learning opportunities offered by the schools 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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. It is the responsibility of the individual to familiarise themselves with the AUP before using the school internet resources, and in using the resource it is assumed that they accept, understand and agree to the conditions of use as indicated in the AUP.

## **Schools 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:

- 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.
- 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 or CD-ROMs in school requires a teachers 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.

## **World Wide Web**

- Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Users 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.

## **Email**

- Students will use approved email accounts under supervision by or permission from a teacher.
- Users will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Users will not reveal their own or other peoples personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face to face meeting with someone.
- 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.

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork, or school work on the World Wide Web.
- The publication of student work will be coordinated 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.

## **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:

- Child Trafficking and Pornography Bill 1997
- 1993 Interception Act
- Video Recordings Act 1989
- The Data Protection Act 1988