ACCEPTABLE USAGE POLICY

Aim of AUP

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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

This version of the AUP was created on 17th May 2018 by the ICT Committee.

School's AU 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. Our filtering system is provided by HeaNET,
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety. Each student will be issued a unique Computer Network Account username and password. This will grant them access to the schools ICT resources at a student's security level. Students must use only their username at all times (unless a specific account has been put in place for group work)
- Students and teachers will be provided with training in the area of internet usage and safety.
- Uploading and downloading of non-approved software will not be permitted. All relevant requests must be made to the ICT Coordinator in writing.
- Virus protection software will be used and updated on a regular basis.
- The use of 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. Our filtering system makes this almost impossible.

- 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 Usage 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 use approved 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.

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.

- 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

- 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.

- Website using facilities such as guest-books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details?

- The publication of student work will be coordinated 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 without 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.

Student Personal Devices

This section refers to personal devices such as: phones, cameras, iPods, etc.

- Student's personal devices, unless authorized by a teacher, are not to be switched on school premises. Each student must ensure all devices are switched off in the school building. Mobile phone usage is permitted in the school yard during break times only. Devices in "Silent" or "Vibrate" mode are not considered "off."

- The unauthorized capture of images, video or audio is in direct breach of the School's AUP.

- Connecting or attempting to connect to the school's network system (wired or wireless) without authorization is in direct breach of the School's AUP.

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 with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Usage Policy.

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
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

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 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.

Date of Policy:

This policy was adopted by the Board of Management on 17th May 2018.

Signed: _____   Signed: _Karin Fleming_
Chairperson of Board of Management   **Principal**

CRESCENT COLLEGE COMPREHENSIVE S.J.

Permission Form

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

Name of Student: _____ **Class/Year:** _____

Student

I agree to follow the school's Acceptable Usage 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 Usage 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 Usage 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: _____

_____

CRESCENT COLLEGE COMPREHENSIVE S.J.

Letter to Parents/Guardians

Dear Parent/Guardian,

Re: Internet Permission Form

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

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

Although the school takes active steps to promote safe use of the Internet, 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 the Internet as defined by the school's Acceptable Usage Policy.

Having read the terms of our school's Acceptable Usage Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,
School Principal

AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?

2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?

3. Given that an AUP is in place, can the school confidently address the following scenarios?
   - A student is found using a chat room to arrange a face-to-face meeting with a friend.
   - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
   - A student publishes defamatory information on a personal website about a peer.

4. Has the AUP had a positive impact on curriculum delivery?

5. Has internal or external expertise assisted the formulation or reformulation of the AUP?

6. Has the school discussed the use of the Internet with parents and guardians?

7. Has the AUP as a code of Internet use transferred to home use?

8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?

9. Are teachers' and students' Internet safety training needs being met?