



Coláiste na Carráige

**Acceptable Usage
Policy**

AIM

The aim of this Acceptable Usage Policy (AUP) is to ensure that pupils and staff of Coláiste na Carraige can benefit educationally from the ICT and Internet resources available in the school in a safe and effective manner. Internet use and access is considered a school resource and privilege. Abuse of or inappropriate use of the resources will be dealt with according to the sanctions outlined in the AUP.

School Strategy for safe and effective use of the Internet and ICT.

General

- Internet sessions will always be supervised by a teacher.
- Student activity and access to the internet will be monitored by a filtering programme such as AB Tutor Control.
- Staff and students will receive advice and direction on safe internet use.
- Students will not be allowed to download software without the administrator's/teacher's permission.
- Students should only use their own memory storage device (memory stick) on the school equipment and bringing in other material such as DVDs\CDs which are not related to schoolwork is prohibited.
- Virus protection will be installed and kept updated on all laptops and PC's.
- Each student will be given a unique user name in first year. This username will remain theirs until they leave the school. Each student will create their own password which they should not divulge to anyone.
- Each pupil will sign a declaration as part of the Code of Behaviour that they will abide by the rules of the computer room, the use of the schools ICT facilities and internet usage.
- Food and\or drink is strictly forbidden in the computer room or when using any school ICT equipment.
- Coláiste na Carraige has its own Anti-Bullying policy. Bullying of any type is forbidden, including cyber bullying. Students are advised that if they are being bullied, they should follow the following code:
 - Don't Reply
 - Keep the message or text,
 - Block the sender
 - Tell someone you Trust

Internet Usage

- Students are forbidden from visiting websites that contain obscene, illegal, racist, hateful or objectionable material.
- Students will report accidental accessing of inappropriate materials.
- The internet will be used for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will not disclose personal information (addresses, telephone numbers, date of birth) about themselves or other students, staff or members of the public on the internet.
- Downloading images or materials not relevant to their studies is strictly forbidden.
- Email may only be used with the permission of and under the supervision of the teacher.
- Students will not send or receive any material which is obscene, illegal, defamatory or intended to annoy or intimidate another person (cyber – bullying).
- Students must never arrange face to face meetings with someone unknown to them via email or internet.
- Only chat rooms which have been authorised by the school may be accessed and then only under supervision from a teacher.
- Students are not allowed to attempt to bypass the filtering software through the use of proxies or any other such websites.
- Students are not allowed to upload images\videos or any other material to the internet without that person's express permission.
- The use of school ICT equipment to engage in bullying or intimidating behaviour is strictly forbidden and will be dealt with under the schools Anti Bullying Policy. Students who are the victim of this are advised to not reply, keep the message, block the sender and report the issue to a teacher.

Legislation

The school operates under the following legislation acts relating to the use of the Internet which teachers, students and parents should be aware of:

- Data Protection (Amendment) Act 2003
- Data Protection Act 1988
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video recordings Act 1989

Sanctions

Misuse of the Internet or school ICT equipment will result in disciplinary action being taken against the offender. This may include verbal and written warnings, withdrawal of access privileges, detention and/or suspension. The school will also be obliged to report any illegal activity using school ICT facilities to the appropriate authorities.

This policy was adopted and ratified by the Board of Management of Coláiste na Carraige.

Signed: _____

Signed: _____

Chairperson of BOM

Principal

Date: _____

Date: _____

Date of next review: _____