

NORTH PRESENTATION SECONDARY SCHOOL

ICT ACCEPTABLE USAGE POLICY

Rationale

The aim of this Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed

School AU Strategy The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include:

GENERAL

- Internet sessions should always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- 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 own username at all times (unless a specific account has been put in place for group work).
- Each student may be issued with a school email account for educational purposes only.

- Students and teachers will be provided with training in the area of internet usage and safety.
- Uploading/downloading and installation of non-approved software will not be permitted. All relevant requests must be made to the ICT coordinator.
- 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 or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will not disclose or publicise personal information, unless for educational purposes (eg college application)
- 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 made 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/INTERNET COMMUNICATION

- Students will use approved class email accounts under supervision by or permission from a teacher
- Students will not use school email for personal reasons. Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher.
- Students will not send or receive any material that is illegal, obscene and/or 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, unless consent has been received.
- Students will note that sending and receiving email attachments is subject to permission from their teacher

SCHOOL WEBSITE

SCHOOL SOCIAL MEDIA

- Subject to permission from parents/guardians, students' photos and work may be published on social media.
- School social media will be moderated to ensure there is no content that compromises the safety of students or staff
- The school will endeavour to focus on group activities when using digital photographs, audio or video clips. Content focussing on individual students will not be published without parental consent.
- A School Social Media Team will be set up to implement the above.

STUDENT PERSONAL DEVICES

- Students are advised to leave personal devices at home. If they are brought to school they must be turned off and stored in their locker for the duration of the school day i.e. 8.50am-3.55pm.
- Students' personal devices are not to be used on school premises unless under the direct supervision of a teacher.
- The unauthorized capture of images, video or audio of **both students and teachers**, is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.
- The school accepts no responsibility for loss of or damage to personal devices on the premises.

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 and internet resources may result in disciplinary action, including written warnings, withdrawal of access privileges, confiscation of personal devices and, in extreme cases, suspension or expulsion. This list is not exhaustive.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

PERMISSION FORM

Please review the attached North Presentation Secondary School Internet Acceptable Use 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 Signature: _____

Date: _____

Parent/Guardian:

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my 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)

Parent/Guardian Signature: _____

Date: _____

Approval This policy has been approved by North Presentation Secondary School Board of Management.

Signed: _____

Date: _____

Chairperson, Board of Management