

Acceptable Use Policy (AUP) of the Internet at Dunshaughlin Community College

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and a privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.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 indicate that the conditions are accepted and understood.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risk associated with the user of the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software/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.
- Students and teachers will be provided with training in the area of Internet safety.
- 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 USB keys are not allowed in the school, all students have access to a Sky Drive account.
- 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, or cause hurt or embarrassment to any member of the school community.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students will be familiar with copy right issues relation to online learning (Information Literacy). Students will never disclose or publicise personal information including passwords.
- Students will be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity and/ or network management issues.
- Students will not use any social networking websites unless it is part of a supervised learning experience by a teacher.

Email

1. Students will not send or receive any material that is obscene, defamatory* or that is intended to annoy or intimidate another person.
2. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures or passwords.
3. Students will never arrange face-to-face meeting over the Internet.
4. Use of chat rooms within the school is forbidden.
5. Students will check their email every day.

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 co-ordinated 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.

Digital Devices

- The school acknowledges that, as a high technology 21st century school that students may use advanced digital devices such as iPads, tablets or laptops to engage in learning.
- The use of appropriate digital devices is permitted for learning purposes only, in the classroom with the permission of the teacher.
- Students are prohibited from viewing or allowing others to view on a digital device, material which is obscene, defamatory or inappropriate. In circulation spaces the use of a digital device is confined to educational purposes only. The playing of games is prohibited. The taking of photographs using a digital device is strictly prohibited.
- In such circumstances sanctions set out in the above policies will apply.
- Please be advised that the College will take no responsibility for a personal digital device taken onto the campus by a student.

The college aims to promote responsible use of such devices which do not breach existing policies on student behaviour.

Legislation

The school will provide information on the following legislation relating to the use of the Internet with which teachers, students and parents should familiarise themselves:

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

Details of these acts can be obtained from:

<http://www.oireachtas.ie/>

<http://www.irishstatutebook.ie>

<http://www.oasis.gov.ie/>

Sanctions

- Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

*** Defamation — also called calumny, vilification, traducement, slander (for transitory statements), and libel (for written, broadcast, or otherwise published words) — is the communication of a statement that makes a claim, expressly stated or implied to be factual, that may give an individual, business, product, group, government, or nation a negative**

Permission Form

Name of Pupil: _____

Address: _____

Class/Year: _____

I agree to follow the school's Acceptable Use Policy on the use of the Internet which is available for you to read on our website under 'About Us' and under 'School Publications'.

I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____

Date: _____

As the parent or legal guardian of the above pupil, I have read the Acceptable Use 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 that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph: Yes / No
(Please circle 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 school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

**I accept the above paragraph: Yes / No
(Please circle as appropriate)**

Signature: _____ (Parent/Guardian)

Date: _____

Address: _____

Telephone: _____

INTERNET PERMISSION FORM

Dear Parent/Guardian,

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 Use Policy (enclosed). It is important that this enclosed document is read carefully, signed and returned to the school reception as confirmation of your acceptance of our policy.

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 Use Policy.

Having read the terms of our school's Acceptable Use 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,

Shane Foley

Principal.