

Acceptable Use Policy

*Our Lady Queen of the Apostles
Clonburris,
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The aim of this Acceptable Use Policy (AUP) is to ensure that pupils 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 Therefore, if the School AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the AUP will be revised on a regular basis. 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 compiled in April 2014.

School's 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:

General

- Internet sessions will 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.
- 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 personal disks, USB and memory sticks/cards, CD-ROMs/DVDs, or other digital storage media, in school requires a teacher's permission.
- Students will observe good "netiquette" – ie. etiquette on the Internet – at all times, will treat others with respect 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.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- 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 materials or images not relevant to their studies is in direct breach of the School's Acceptable Use 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 class 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 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' Work

- Pupils 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 pupils or staff.
- Websites using facilities such as guest-books, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.
- 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.

Photographs

- The School will endeavour to use digital photographs, audio and/or video clips that focus on group activities. Content focusing on individual students will not be published on the School website without parental permission. Video clips may be password protected.
- Digital photographs, audio and/or video clips that appear on the School website are subject to copyright and cannot be copied and/or used in any other setting without express written permission.
- Digital photographs, audio and/or video clips captured by parents/guardians, family members and friends of groups of children in school, or engaged in any school-related activity, cannot be used on any social media site without express written permission from the parents/guardians of every child in the group.
- Personal pupil 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 pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Mobile Phones and Other Personal Electronic Devices

Students who bring mobile phones and other personal electronic devices into school will do so in accordance with the School's Mobile Phone Policy and Personal Electronic Device Policy. The unauthorized taking of images – still or moving – with any camera or mobile phone camera is in direct breach of the School's Acceptable Use Policy.

Legislation

Should teachers and parents wish to familiarise themselves with legislation relating to the use of the Internet, the School will advise how to access the relevant legislation including:

- 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 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.