

Coláiste an Chroí Naofa Information and Communication Technology (I.C.T) Acceptable Use Policy(AUP)

Aim of A.U.P

The aim of this Acceptable Use policy is to ensure that pupils will benefit from the learning opportunities offered by the I.C.T resources of the school in a safe and effective manner.

It is envisaged that school and parent representatives will revise the AUP periodically.

Network use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions imposed.

The version of the AUP was created on April 2004 by the I.C.T Task Group.

General

- At the commencement of each year pupils will be reminded of the schools AUP relating to I.C.T facilities.
- Students and teachers will be provided with training in the area of Internet use and safety.
- Computer settings (backgrounds, screensavers, colour schemes, ect..) should only be changed only by the system administrator.
- The permission of a teacher is necessary prior to the use of personal disks.
- Students will observe good “netiquette” (i.e., etiquette on the Internet) at all times.
- Internet sessions will always be supervised by a teacher.
- Filtering software or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The downloading and/or installation of software can be done only by the system administrator.
- Virus protection software will be used and updated on a regular basis.
- Use of the network may be monitored.

World Wide Web

- Students should not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Where this occurs accidentally it should be reported immediately to the supervising teacher.
- Students will be familiar with copyright issues relating to on-line learning.

- Students will never disclose or publicise personal information such as real name, address, telephone number or picture.

Email

- Students will use e-mail only with the expressed permission of the supervising teacher. The sending of attachments requires separate permission.
- Students will not send or receive any material that is illegal, obscene or defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other peoples personal details such as real name, address, telephone number or picture.

Internet Chat

- Students will only have access to chat rooms, discussion forums or other electronic communications forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for education purposes and will always be supervised.
- Usernames or Nicknames only are used to avoid disclosure of identity.
- Face-to-face meetings arising out of Internet chat rooms or the use of e-mail should not be arranged.

Sanctions

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

Dear Parent/Guardian,

As part of our education Programme pupils use the ICT resources of the school, including the Internet. This will allow students to locate material that meets their educational needs, to communicate with subject experts and to participate in school projects with students in similar circumstances or from different cultures. In addition to the educational aspects of the Internet, we believe that students will learn valuable skills for participation in the information age which may be useful for their chosen career.

The Internet is global computer network which is not controlled by any organization. This means that information may change, disappear, and be controversial or potentially harmful. Although the school actively seeks to promote safe use of Internet, it recognises the possibility that students may accidentally or deliberately access objectionable material.

Use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school Acceptable Use Policy (enclosed). For the reasons stated above, it is important that the enclosed policy is read carefully and signed by each parent or guardian.

We appreciate that parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects the right of each family to decide whether or not to allow access to the Internet as defined by the school's Acceptable Use Policy.

Yours sincerely

É. Ó Donnabháin
Primhoide

Permission Form

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

School Name: Coláiste an Chroí Naofa

Name of Pupil: _____

Class/Year: _____

Pupil:

I agree to follow the school's Acceptable Use Policy on the use of the I.C.T resources of the school. I will use the Network (including the Internet) in a responsible way and obey all the rules explained to me by the school.

Pupils Signatures _____

Date: _____

Parent/ Guardian

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 to access the ICT resources of the school, including the Internet. I understand that every reasonable precaution has been taken by the school to provided for online safety but that the school cannot be held responsible if pupils access unsuitable materials, including websites

Signature: _____

Date: _____

Date of Review: _____

Signed by Chairperson: _____

Date: _____

