Terenure College
Secondary School
Dublin 6W

Information & Communications Technology Acceptable Usage Policy (AUP)

Terenure College Senior School acknowledges the educational value of Information and Communication Technology and recognises its potential to enhance and support the curriculum and facilitate new learning environments.

AIM

The aim of this **Information & Communications Technology Acceptable Usage Policy** is to ensure that pupils will benefit from the learning opportunities offered by our school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and asset.

Before signing, we ask that you read the AUP carefully to ensure that the conditions of use are accepted and understood.

GENERAL

- Internet sessions will always be supervised by a teacher.
- Filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' school-based internet usage.
- Staff and pupils will be informed of good Internet practice, including use of e-mail. Internet users will not undertake any action that may bring the school into disrepute.
- 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 memory sticks, CD-ROMs, or other storage devices in school requires a teacher's permission and scanning by the school for viruses.
- 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

- Staff and pupils will not visit Internet sites that contain obscene, illegal, racist, hateful or otherwise objectionable materials or sites that may be deemed offensive.
- Pupils will immediately report to their teacher accidental accessing of inappropriate materials on the school premises and close down the webpages.
- Pupils will use the Internet for educational purposes only.
- All users will be familiar with copyright issues relating to on-line learning.
- Pupils will never disclose or publicise their own or other people's personal information, for example: addresses, telephone numbers or pictures.
- All users will be aware that any usage, including distributing or receiving information, school related or personal, may at any time be monitored by the school for unusual activity, security and/or network management reasons.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Downloading materials or images not relevant to their studies, is in direct breach of Terenure College's acceptable use policy.

E-MAIL

- Pupils may use approved e-mail accounts assigned to their class under supervision.
- Staff or students will not send or receive any material that is illegal, obscene, abusive, and defamatory or that is intended to annoy, threaten 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 e-mails or the Internet.
- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.
- Students will never use their email addresses (or their fellow student's or teacher's email addresses) in a way that brings the College's name into disrepute or to cause them hassle.
- Students will never sign up for electronic newsletters or equivalent using their own or other College email addresses without the express approval of their teachers.

INTERNET CHAT

Students will only be permitted to access chat rooms, discussion forums, news groups, messaging or other electronic communication for purposes which have been approved by the school. These 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 may create projects, artwork or writing which would be suitable for publication on the World Wide Web. Such work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The publication of student work will be co-ordinated by a teacher.
- The home addresses or telephone numbers of pupils will not appear with such work.
- Particular care will be taken to maintain anonymity where photographs of pupils are being used on the school website.
- Terenure College will always endeavour where possible to use digital photographs, audio or video clips that focus only on group activities.
- Personal information (including home addresses and contact details) will be omitted from school web pages.
- Terenure College's website will not publish the last name of individuals in a photograph. Terenure College 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.

LEGISLATION

The school conforms to the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with:

- 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 filtering software that deal with illegal material or harmful use of the Internet.

SANCTIONS

Our Internet Access Policy is an integral part of overall Senior School Policy and is to be read in conjunction with the Code of Behaviour. All pupils, staff and other users are required to follow the conditions laid down in this policy. Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Agreement

We ask that all pupils return an Acceptable Use Policy Form which is signed by themselves and co-signed by their Parent or Guardian.

This document should be read in conjunction with the Code of Behaviour, College Regulations and all other relevant School Policies.

Adopted by the Manager: 21st July 2014, to be reviewed: July 2016

The following partners were consulted in the creation of this policy: Staff (17.9.2013), Students (October 2013), Parents (20.10.2013).

Information & Communications Technology

Acceptable Use Policy Form

Name of Pupil: ....

Class/Year: ....

Pupil

I agree to follow the *Terenure College's Acceptable Usage Policy* on the use of information & communications technology (ICT) which includes the use of the Internet and email. I will use the Internet and my email account in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: ....

Date: ....

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the *Acceptable Usage Policy* and grant permission for my son (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 pupils access unsuitable websites.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my son's schoolwork may be chosen for inclusion on the 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 ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

Parent / Guardian Signature: ....

Date: ....

***Please detach this Form & return it to your son's Form Master.
Thank you.***