



INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

ICT Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's computing resources in a safe and effective manner. Network and Internet use and access are 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 a School and Parent Representative Committee will review the AUP annually.

At the beginning of each academic year, each student and his/her parents will be required to sign and return the *ICT Permission Form*. Before signing, this AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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:

Rules

- Students will only be granted access to School computing resources once they and a parent/guardian have agreed to the terms of the School's acceptable usage policy (this document).
- Internet sessions will always be supervised.
- 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 floppy disks, CD-ROMs or other storage devices in school requires a staff member's permission.
- 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.
- Students will choose a secure password and will ensure this is not shared with other students.
- Students will be responsible for activities conducted using their personal network accounts.
- Any use of the School's computing resources or Internet connection that could be considered 'Bullying' is in breach of this policy and will be treated accordingly.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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.
- Students will not try to circumvent the World Wide Web content filters in any way to access blocked content.

Email

- Students will use approved 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 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.

Students' Data

The school will provide students with limited storage for their own files on the network. However, it is the **responsibility of each student** to ensure they have a proper back-up of all important data.

School Website

- Pupils may be given the opportunity to publish projects, artwork, schoolwork or records of school activities on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher or School staff member.
- 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, audio and video clips will normally focus on group activities. Digital images, audio or video clips of individual students may be published on the school website unless parents have advised the School in writing that they do not want this. 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

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.

Legislation

Teachers, students and parents should familiarise themselves with the following legislation relating to use of the Internet:

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

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