

Holy Family Senior School

Ennis, Co Clare

Roll Number: 07315N

Email: info@hfss.org

Website: <http://www.hfss.org/>

Acceptable Usage Policy

Principal: Sarah Barnes
Co-ordinator: Hugh Connolly
May 2014

This policy will be reviewed yearly in line with the Anti Bullying Policy

Signed:

_____ Chairperson BOM

Date:

Aim

The aim of this Acceptable Use Policy 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 Therefore, if the school Acceptable Use Policy (AUP) is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.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 school and parent representatives will review the AUP annually in line with the Anti Bullying Policy. . 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 revised May 2014 by the ICT Coordinator Hugh Connolly and was presented to staff for approval before going on to the Board of Management.

School's Strategy

The school employs 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 always be supervised by a teacher.
- Filtering software from the Schools Broadband Network and Google SafeSearch are in place 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 USB memory sticks/pen drives, CD-ROMs, or other digital storage media in school requires a teacher's permission and supervision. All such storage media must be scanned for viruses in advance of use.

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- In accordance with Section 3 of our Anti Bullying Policy, once off offensive or hurtful public messages, images or statements on a social network site or other public forum where that message can be viewed and/or repeated by other people will be regarded as bullying behaviour.

World Wide Web

- Students will be supervised at all times when on the internet.
- 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 only use approved school email accounts under teacher supervision.
- 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.

Communications and Communications Devices

Mobile Phones

- Mobile phones may be brought to school.
- It is the school policy that mobile phones must be switched off before entering the school grounds and must not be switched on until after the school day and pupils have left the school grounds.
- Pupils are not permitted to make or receive calls, receive or send texts, tweets or any other form of communication using a mobile phone in line with our Mobile Phone Policy.
- Students found in breach of school policy in this regard will have their phones confiscated and parents and guardians will have to collect same from the Principal's office.

Ipads

- iPad use is permitted in classrooms under teacher supervision.
- Pupils must not change any settings on the iPad.
- Restrictions are in place and access to web browsers and YouTube is not permitted.
- Pupil use is restricted to educational apps preinstalled.
- Installing Apps is not permitted.
- Use of the camera app to record images and video is only permitted with teacher instruction.
- Images and video recorded on iPads must not be uploaded to any external site without teacher permission.

School Website

- Access to uploading content to the school website is restricted to teachers.
- Personal student information will be omitted from school web pages.
- Student names will not appear alongside photos.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students 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 organisations that deal with illegal material or harmful use of the Internet.

PDST/NCTE <http://www.pdsttechnologyineducation.ie/en/>

Webwise <http://www.webwise.ie>

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. Our policy on mobile phones and anti bullying where applicable will also apply.

Holy Family Senior School Internet Permission Form

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

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet 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 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 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 child'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)

Signature: _____ **Date:** _____

Address: _____

Telephone: _____
