

Holy Faith Secondary School

Clontarf



Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This policy should be read in conjunction with the following policies:

(1) Admissions, (2) Anti-Bullying (3) Data Protection and (4) Guidance and Counselling Policy.

This version of the AUP was revised on 12th October 2015 by Deirdre Gogarty (Principal) and Miriam Kearney (ICT coordinator).

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet in school. These strategies are as follows:

General

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Internet sessions will always 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 in school.
- 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 memory sticks and other storage devices is not allowed on the school ITC system.
- The school ICT system may not be used for private/personal purposes.
- The use of public chat rooms is not allowed.
- 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.

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.

Email

- Students will use an approved school/class email account only, under the supervision of 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 E-mails or the Internet.
- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.

Cyber Bullying

Students should not engage in the following behaviour:

- Abusive texting
- Silent, abusive or constant telephone calls, texts, mail or voice mail
- Abuse of Face Book, Twitter, Snapchat, Instagram, Yik Yak and other websites and social media
- Posting negative / hate comments / polls
- Creating fake sites
- Inappropriate texting, photography or filming, using mobiles /cameras

Legislation

The school will provide information on the following legislation relating to us on 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 Recording 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.

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.

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