

ICT Acceptable Use Policy



"Live as free people"

St Peter's Community School

Approved November 2017

SCOPE

This policy pertains to the whole-school activity of students using Information Communication Technology (ICT) facilities in St. Peters Community School.

RELATIONSHIP TO SCHOOL'S MISSION STATEMENT

Mission Statement

St. Peter's is a vibrant, dynamic and caring school, committed to the academic, personal and spiritual development of all its pupils. It has a Christian ethos within which other traditions are welcomed and respected. We encourage excellence by fostering a love of learning, and by promoting a rich and diverse range of educational opportunities.

We believe in empowering and equipping our pupils to become well qualified and rounded individuals who can thrive in, and contribute to, an ever changing world.

ICT is used within the framework of an integrated and cross cultural approach and is available to students to enhance the learning process thus contributing to the overall aims of St. Peters mission statement.

RATIONALE

This policy is to promote good practice and safe, responsible use of many aspects of the internet. It was developed to notify students and their parents/guardians about acceptable use and student responsibilities when using ICT facilities in St. Peter's Community School. It forms an agreement between the student, the parent/guardian and St. Peter's. It makes parents/guardians aware that by signing the Acceptable Use Policy they consent to their son/daughter using the ICT and internet facilities in the school.

AIMS

- To outline the rules and regulations regarding the use of ICT facilities in St. Peter's Community School.
- To promote a sense of respect and responsibility in students regarding ICT facilities.
- To pledge as far as possible safe use of the internet to ensure that students will benefit from learning opportunities offered by the school's internet resources.
- To make parents aware of the ICT facilities in St. Peter's and to notify them of the responsibilities and expected behaviour of their son/daughter.
- To provide a secure and protected environment for learning.
- To outline sanctions that will be imposed in cases whereby there is misuse of or damage to ICT facilities.

POLICY CONTENT

The purpose of this document is to address all rights, privileges, responsibilities and sanctions associated with use of the internet. It sets out the guidelines and obligations that must be agreed to and observed by students accessing and using the ICT facilities in St. Peter's Community School.

St. Peter's Community School offers ICT facilities to enhance learning opportunities for students through access to the LAN, the internet and by CD/DVD learning software.

For students to benefit from ICT resources in a secure and valuable way, this Acceptable Use Policy (AUP) must be read and understood fully by the student and their parent/guardian. If the parent/guardian is in agreement with the terms of the AUP they must sign the Form of Permission. A student will only have access to the ICT facilities on presentation of the signed Form of Permission to the School Management. Infringements of the AUP will result in sanctions as outlined. The AUP will be updated and modified as required.

Definitions

AUP:	Acceptable Use Policy
ICT:	Information Communication Technology
Hardware:	Physical parts of a computer e.g. monitor, mouse and keyboard
Operating Software:	Software that manages the resources of a computer and allows the application software to run.
Applications Software:	Programs that run on a computer e.g. word, spreadsheets
Peripherals:	Hardware such as printers that are connected to a computer.
LAN:	Local Area Network.
Server:	A powerful computer that controls access to all other computers.
Internet:	Worldwide connected network of computers used to share information.
WWW:	World Wide Web can be considered a virtual library of information.
Email:	Electronic Mail
FTP:	File Transfer Protocol-Method of sending information across the internet.
Wi-Fi:	Wireless fidelity. Data is exchanged between devices wirelessly.

Hardware, Software and Peripherals

All computers, software and peripherals accessible by students are subject to the AUP policy. These resources are not the personal property of students but an important shared resource.

- Students may use any program available from the Start Menu of the OS or programs available from desktop shortcuts to complete tasks and assignments.
- Students are forbidden to interfere with any OS settings such as changing desktop backgrounds or to remove programs or shortcuts.
- Hardware is to be treated with respect and students must not damage any equipment. This includes the computer, monitor, mouse, speakers, scanners and projectors.
- Students should report any computer failure or damage when they start work to the teacher.
- Students are not allowed to download any program from the internet, install any program from a CD-ROM/DVD or any other source. This includes plug-ins for playing games or music.

LAN

The LAN allows sharing of resources.

- All work must be stored on memory sticks. Work stored on the desktop will be deleted.
- Students are forbidden to use the LAN facilities to store, print material that is illegal, hateful, rude, offensive or sexually explicit.
- Students are not allowed to print, display or circulate by electronic means any materials that would be considered bullying or intimidating in nature.
- Teacher permission is required before students print any material.
- Under no circumstances should students make any changes to LAN settings or interfere with any cables or connections.
- Access to computer rooms, use of LAN and the internet is only allowed with the express permission of the teacher for each such access.

The Internet

The internet is an important resource for research and educational purposes. However there are a number of risks associated with it. Internet searching can expose the student to inappropriate data - such things as violence, sexually explicit material, racism and contact with unsuitable persons. St. Peter's employs a number of strategies to reduce these risks. The term internet in this AUP can be understood to mean the WWW as it is the most commonly used aspect of the internet.

- The internet is available for research and learning purposes.
- Internet sessions are supervised at all times by a teacher.
- In conjunction with the school's Broadband Programme Content Filtering is employed. This allows access to online content that is categorised as appropriate for schools while blocking access to certain web pages/websites or types of content that are categorised as inappropriate for schools.
- If the filtering software restricts access to a genuine site, a student can ask the teacher to have it unblocked. The site is checked for suitability and may be made available.
- Uploading and downloading of non-approved software is not allowed.
- Students will report accidental accessing of inappropriate materials to their teacher.
- Students are not permitted to access social networking sites such as 'bebo' or 'myspace'.
- Students are forbidden to make known any personal information or personal details of other students or staff members or enter into arrangements with strangers on the internet.
- Students will be aware of copyright issues.

E-mail

Electronic mail services may be available for classes when needed. Students do not have e-mail addresses with St. Peter's Community School domain name. The same rules of the internet apply to students using Hotmail or any other mail providers.

Internet Chat

- Newsgroups and chat rooms, discussion forums are forbidden unless agreed to by the school for educational purposes.
- Face to face meetings with someone organised via the internet is forbidden.

Personal devices

Students leaving mobile phones turned on or using them in class such as sending text messages or taking pictures is in direct breach of the AUP.

ICT Rooms

- Access to computer rooms is only allowed with the express permission of the teacher for each such access.
- Interfering with any furniture or fittings in the computer rooms is strictly forbidden.
- Drinks and food are not permitted in the computer rooms.
- Students are not allowed to interfere with multimedia projectors or the teacher's computer.
- Waste paper must be placed in the recycling bin.
- At the end of class students must place their chairs neatly at their workstation.

HEALTH AND SAFETY

- Students will report any loose, frayed or stray cables to the teacher.
- Students are not allowed to reach behind computers or other peripheral devices to plug or unplug anything.

- Students should sit properly and comfortably in their chairs.
- Students must follow teacher directions in the case of an emergency; leave the room in an orderly manner. Under no circumstances should a student return to the room until instructed by a teacher to do so.

LEGISLATION

Parents/Guardians should familiarise themselves with the following legislation:

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

Links to the full text of these acts are available in the Resources for Schools section on www.website.ie.

SUPPORT STRUCTURES

Students should discuss with their teacher any questions they have relating to the internet.

SANCTIONS

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

ROLES AND RESPONSIBILITIES

Board of Management

- To ensure that the policy is developed and evaluated at regular intervals.

Principal

- To review the policy annually with the ICT Co-ordinator and Management.

ICT Co-ordinator

- To organise the distribution of the Policy and Form of Agreement to parents/guardians.
- To co-ordinate the return of the Forms of Agreement.
- To supply teachers and special needs assistants with a list of pupils whose parents do not wish them to have internet access.
- To review policy annually in conjunction with teaching staff.

Teachers

- To familiarise themselves with the AUP policy.
- To ensure only pupils whose parents have approved admission to ICT facilities have access.

Parents/Guardians

- To familiarise themselves with the policy.
- To complete the Form of Agreement within a specified time.
- To support the school in implementing the policy.

Students

- To use the ICT and internet facilities in a responsible manner and to abide by the terms of the AUP.

IMPLEMENTATION PROCEDURE

Following consultation with all parties this policy will be implemented.

SUCCESS CRITERIA

- Students will use ICT facilities responsibly in accordance to the rules and regulations as set out in the AUP.
- Students will use the ICT and internet facilities to enhance their educational experience.
- A secure and protected environment for learning will be provided.

MONITORING PROCEDURE

The ICT Co-ordinator will monitor the implementation of the policy. The Principal will keep the Board of Management informed of same.

REVIEW PROCEDURES:

This policy will be reviewed by the ICT Co-ordinator each academic year. This review will take place at the beginning of the school year.