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# CBC Monkstown Park

## Acceptable User Policy



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The Board of Management of CBC Monkstown Park has adopted the following acceptable user policy within the framework of the school's overall Code of Behaviour. This policy replaces all previous Acceptable User Policies in the College. Relevant policies include the College Anti-Bullying Policy; College Code of Behaviour; Dignity in the Workplace Policy. The following legislation is relevant to this policy: The Data Protection (Amendment) Act 2003; Child Trafficking and Pornography Act 1998; Interception Act 1993; Video Recording Act 1989; Data Protection Act 1998.

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. The use of mobile communication technologies is also referred to in this policy. Internet use and access is considered a school resource and privilege. Therefore, if the Internet Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the Internet Acceptable Use Policy will be imposed.

It is envisaged that school and parent representatives will revise the policy annually. Before signing, the Internet Acceptable Use Policy should be read carefully to indicate 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 the risks associated with the Internet. These strategies are as follows:

### **General**

Students will only use ICT and mobile technologies and communications to enhance his educational experience and to engage in positive, appropriate communication with the community inside and outside CBC.

- 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.
- 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 storage devices or other digital storage media in school requires a teacher'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.

### **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.

### **E-Mail**

- Students will use approved class e-mail accounts under supervision by or permission from a teacher.
- Students should not attempt to log into another person's account or access another person's files.
- Students will not send or receive any material that is illegal, obscene and 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.
- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.

### **Communications**

- The use of mobile phones by Junior Cycle students for any purpose is not permitted on the College grounds. If it is necessary to bring a phone to the College it should be turned off for the duration of the school day including small break, lunch time and stored in the student's locker.
- The use of Mobile phones by Senior Cycle students is permitted on the College grounds before school, at small break and at lunch time. Phones must be turned off during all classes, unless the teacher gives permission.
- Students are not permitted to use mobile phones to take photos inside school, without the express permission of a teacher or supervisor.

- The use of chat rooms; instant messaging, social networking sites and blogs is only permitted during school with teacher approval as part of the curriculum.
- Students may only engage in file sharing for educational purposes and with the permission of a teacher as part of the curriculum.
- Students should not re-post a message that was sent privately with the permission of the person who sent the message.
- Students will not engage in personal attacks; prejudicial or discriminatory attacks and will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Students will not knowingly or recklessly post false or defamatory information about a person or organisation.
- Students are advised of the permanent and public nature of posts made on social media and the potential consequences for future career prospects which inappropriate material may represent.
- Students shall not engage in any inappropriate activity as outlined in Appendix A.
- Misuse of the Internet and communication technologies, whether inside or outside of school, may result in disciplinary action, including verbal and 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

### **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher or other authorised school employee.
- 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.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and

video clips will focus on group activities. 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.
- Pupils will not plagiarise work found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original. All sources should be acknowledged.

### **Support Structures**

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

<http://www.ncte.ie/Technology/>

<http://www.internetsafety.ie/website/ois/oisweb.nsf/page/siiproject-en>

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**Mr Gerry Horkan**

**Chairperson of Board of Management**

**Date:** \_\_\_\_\_

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**Dr Gerry Berry**

**Principal**

**Date:** \_\_\_\_\_

## **Appendix A**

Students shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on material, remarks, proposals or comments that contain or relate to:

- Images of child sexual abuse
- Promotion or conduct of illegal acts
- Promotion of profane or obscene material or pornography
- Racist material or the promotion of any kind of discrimination
- Promotion of racial or religious hatred.
- Threatening behaviour, including the promotion of physical violence or mental harm.
- Information which may be offensive to colleagues or breaches the integrity of the school or brings the school into disrepute.
- Use school systems to run a private business
- Use systems, application, websites or other mechanisms that bypass the filtering or the safeguards employed by the NCTE or by the school.
- Upload, download or transmit any commercial software or any copyrighted materials belonging to third parties without the necessary licensing permissions.
- Reveal or republish confidential viruses or other harmful files/
- Carry out sustained or instantaneous high volume traffic.
- Online gaming
- Online gambling
- Online shopping