ICT 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

School's Strategies

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 member of staff.

➢ 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, parents and teachers will be provided with advice 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, memory pens, CD-ROMs, or other digital storage media in school requires a teacher's permission.

➢ Students will treat others with respect at all times and will not undertake any actions that may bring the name of St. Patrick's Grammar School into disrepute.

World Wide Web

➢ 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 use approved class 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

- Use of Internet chat rooms have been blocked by C2K on the school network.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Any material used by the school will be in keeping with the school's Child Protection Policy.

- ➢ Personal pupil information including home address and contact details will be omitted from school web pages**.**

Personal Devices

- ➢ Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy and the school's Child Protection Policy.

Internet Safety Awareness

- ➢ All students in Years 8, 9 and 10 will be made aware of the dangers the Internet can pose and how to avoid / deal with issues that may arise
- ➢ All students in Years 8, 9 and 10 will be made of the dangers of Cyber-bullying and how to deal with issues that may arise.

Sanctions

- ➢ Misuse of the Internet or thereby damaging the school's good name 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.

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to your son's Form Teacher.

St. Patrick's Grammar School

Name of Pupil: _____

Form: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of 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 the child in my care to access the Internet. I understand that every reasonable precaution has been taken by the school to provide for online safety but they 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:** _____ /_____ /_____

St. Patrick's Grammar School

Dear Parent / Guardian

Re: ICT Acceptable Use Policy

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experiences.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlines in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment and consider how the internet is used in your own home, and see if there is any way you could make it safer for your own family. To this end, I have enclosed guidelines in use within the school environment and suggested guidelines for the home environment.

Yours faithfully

Mr D Clarke