



## ACCEPTABLE USE POLICY (AUP) DOCUMENT

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#### 1. AIM OF POLICY

The aim of the AUP 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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.

#### 2. SCHOOL STRATEGY

Ursuline College is pursuing a progressive policy of making modern technology and access to modern learning opportunities available to Staff and Students and have Internet access available to all classrooms, allowing access to the internet during their designated classes at the discretion of the Teacher and IT co-ordination in the college

With this access to the World Wide Web comes a great responsibility for both the teacher and the Students alike to behave and conduct themselves in a professional and ethical manner and it is for that reason that this AUP and conditions of Computer and Internet use have been drawn up.

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

##### 2.1 General

- Internet sessions will always be supervised by a teacher or responsible adult.



- Filtering software systems employed by the HEAnet are used to minimise the risk of exposure to inappropriate material
- Users will be provided with awareness training in the area of Internet safety, our AUP and additional updates as required.
- The school will regularly monitor pupils' Internet usage
- 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 or CD-ROMs in school requires a teacher's permission
- Users will observe good 'netiquette' (etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

## 2.2 World Wide Web

- All Internet access from Ursuline College is filtered through the HEAnet
- Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Users will use the Internet for educational purposes only
- Users will be familiar with copyright issues relating to online learning.
- Users will never disclose or publicise personal information.
- Users may not make any financial transactions using online facilities, without a teachers permission.
- Users may not place any data on to a personal data storage device *e.g.* floppy discs, cd-roms, iPod-type-devices, MP3 players, memory cards/sticks, mobile phones or any other digital storage media, without a teachers permission.
- Users should 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.

## 2.3 Email/Web mail

- Users will use approved class email accounts under supervision by or permission from a teacher.
- Users will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Users will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Users will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Users will note that sending and receiving email attachments is subject to permission from their teacher.

## 2.4 Internet Chat

- Users will only have access to chat rooms, discussion forums 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 is forbidden.



## 2.5 School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- 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 express written permission.
- Digital photographs, audio or video clips of individual users 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.

## 2.6 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 unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

## 2.7 Storage of Images

- Any images that involve children should not identify children by name and permission should have been agreed by the subject and/or relevant parent / carer before posting. A record should be made of who will be taking the photos, why the photos are being taken, when they are being taken and what they are to be used for. This should all be documented in the risk assessment carried out before a school trip or event. The photos should then be stored in a safe area within the school LAN and only used for legitimate educational purposes as directed by the Principal.

## 3. Legislation, Support structures and Sanctions

The school will provide information on the following legislation relating to use of the Internet which teachers, users 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

The school will inform users and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Non-compliance with our *AUP* will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion as stated in the disciplinary policy statements of Ursuline College.

The school also reserves the right to report any illegal activities to the appropriate authorities.



## Permission Form

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

**Name of Pupil:** \_\_\_\_\_

**Year Group:** \_\_\_\_\_

### 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:** \_\_\_\_\_

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