



Seamount College Kinvara
Acceptable Use Policy for Students

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Acceptable Use Policy

This Acceptable Use Policy (AUP) has been drawn up for the students of Seamount College in line with our Code of Behaviour which calls on all to show respect for themselves, to show respect for others and to show respect for school environment.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This policy will be reviewed on an ongoing basis as part of best practices and in keeping with advances in technology and digital learning.

School's Strategy

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 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 students' 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 memory sticks, 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 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 by students of 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

Communications

This is an area of rapidly evolving technologies and uses. The school will consider the benefits and the risks/disadvantages of using these technologies for education.

Mobile Phones

Note: This section of the AUP is in draft format as further discussion is warranted within the school community

Students may carry their mobile phones on their person or place them in their locker.

Mobile phones must be switched off (not on silent) from 9am until 3.20pm / 4pm (school closing time).

Any contact needed to/from home must be made through the school office.

A student cannot use their phone to take a photograph of a member of staff or another student.

Students in breach of these rules will have their phones confiscated and parents will be asked to collect the phone from the school office. Students will receive a referral/ detention as per the decision of the Year Head.

Exception:

Under the instruction of a classroom teacher students may be permitted to use their mobile phone for a particular activity, eg. to take a photograph, to access Google Classroom etc. In this instance students must only use the phone for the intended purpose as directed by the teacher. The phone must again be switched off when the teacher instructs and before the end of that particular class.

Inappropriate Activities

Users shall not visit Internet sites, make, post, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that relate to any information that can be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute.

School Website and Facebook Page

- Students 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 students or staff
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission
- Personal student information including home address and contact details will be omitted from school web pages
- The school website will avoid publishing the first name and last name of individuals in a photograph
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web
- Students will continue to own the copyright on any work published

Personal Devices

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (mobile phones / USB devices etc) in school if they have permission.

Legislation

The school will provide information on the following legislation relating to use of 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 Recordings 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. Further support and guidance is available on

- www.webwise.ie
- www.education.ie
- www.pdsttechnologyineducation.ie

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.

Reporting on Inappropriate Online Activity

Students should report all inappropriate activity to the supervising teacher in the room without delay and/or to the respective Year Head or another adult in the school without delay.

Permission Form

This form will be included in the student journal to be signed by students and parents

Please review the attached school Internet Acceptable Use Policy, and sign it

School Name: _____

Name of Student: _____

Class/Year: _____

Student 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.

Student's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student, 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 students 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 / Facebook page, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website / Facebook page.

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

Signature: _____ Date: _____

Draft Letter to Parents/Guardians

Dear Parent/Guardian,

Re: Internet Permission Form

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 the learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined 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 to 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.

Yours sincerely,