

**St Angela's College School Development Planning Initiative**

# **Acceptable Usage Policy**

Updated

May 2014

## **Review**

This policy was ratified by the Board of Management of St. Angela's College in May 2014. It will be reviewed again after two years and at regular intervals thereafter.

# **St Angela's College School Development Planning Initiative**

## **ACCEPTABLE USAGE POLICY (AUP)**

The aim of this Acceptable Use Policy is to ensure that pupil, and all other users, will benefit from learning opportunities offered by the schools Internet resources in a safe and effective manner. The Board of Management has prioritised provision of the most up to date ICT (Information and Communication Technology) resources and fully recognises the value of ICT to the College community.

Access by students to ICT resources is allowed only under the direction of a teacher. Adherence to the policy is necessary for continued access to the school's technological resources.

### **IT Resources available:**

- One fully networked ICT Room with Broadband internet access for the use of teaching and learning.
- School Library with two computers with Broadband internet access.
- Learning support room has four computers.
- Every classroom has a desktop computer and data projector
- Staffroom has three computers with internet access
- Anseo software for school attendance.
- 6 Laptops and portable Data Projectors are available to staff.
- Three interactive 98inch Promethean whiteboards in Science labs.
- The school Website is: [www.stangelacollege.ie](http://www.stangelacollege.ie)

# **St Angela's College School Development Planning Initiative**

The following arrangements are presently in place for the provision of ICT education in the school:

- Transition Year has timetabled ICT classes – presentations and projects are a part of the programme.
- Other year groups may be brought to the ICT room by their respective subject teachers in pre-booked available class periods.
- Supervised access to the internet is available in the school Library.

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:

## **1. General**

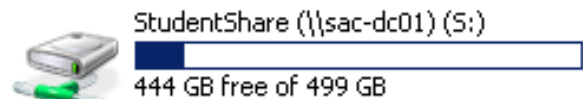
- Internet sessions will be monitored periodically.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers, who use the Internet, will be given guidance and training material, which is available at the following website:

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

- The school will regularly monitor pupils' Internet usage using network management software.
- Uploading or downloading of software is not allowed.

## **St Angela's College School Development Planning Initiative**

- Virus protection software will be used and updated on a regular basis. Personal USB Keys or CD/DVD must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher. The school reserves the right to read all Personal USB Keys or CD/DVD and to check them for viruses.
- School authorities will take every reasonable step to protect the school from hackers or outside security threats using Network security software/firewalls.
- 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. Network etiquette at St Angela's College should promote the following: Be polite, Use appropriate language, do not swear, do not use vulgarities or any other inappropriate language, do not reveal your personal address or phone number or the personal addresses or phone numbers of others.
- Illegal online activity is strictly forbidden and will be treated as a serious breach of this policy.
- Each student will be able to store their electronic material in a secure designated area of the school server.
- Teachers may use classroom management software, AB tutor, to monitor student usage of School ICT Equipment.



# **St Angela's College School Development Planning Initiative**

## **2. Personal Electronic Devices**

All personal electronic devices, including mobile phones, must be switched off while within the school premises. While St Angela's College accepts that it is a student's right to have a mobile phone, the policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

Parents/guardians are asked not to arrange contact with students by mobile phone at any time during the school day. Contact with the school may be made through the office at 021-4500059.

- Where a student brings a mobile phone to school, the phone must be switched off and kept in her locker during the entire school day and may not be used for any purpose on school premises or grounds.
- If a student's phone sounds accidentally while in school the mandatory sanction is confiscation and retention of the phone in the school for one week before collection by a parent. If a student is found deliberately using a mobile phone while on the school premises, or during a school related activity, the mandatory sanction is confiscation and retention of the phone in the school for two weeks before collection by a parent.
- It is not permitted to take photographs or make recordings -video or audio - using mobile phones. Using phones in such a way can seriously infringe on people's rights and appropriate sanctions will be imposed.

# **St Angela's College School Development Planning Initiative**

- Incidents where students use mobile phones to bully other students or send offensive messages or calls will be investigated under the schools Anti-Bullying Policy and the schools Code of Behaviour.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students / parents.

### **3. World Wide Web**

- Students must use the Internet for educational purposes only.
- Students must not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must respect copyright issues relating to online learning.
- Students must never disclose or publicise personal information.
- Students must 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.
- Students must respect and protect the intellectual property rights of others.
- Students are not permitted to access social networking sites, which include:
  - ✓ ***Twitter, Instagram, Snapchat, Facebook, Tumblr, Vine, Wanelo, and Ask.fm***

*(This is not an exhaustive list and will be update regularly)*

# St Angela's College School Development Planning Initiative

## 4. Email and Text Messaging

- Students are not permitted to access email or webmail accounts or to set these up through the school network, except for authorised school email accounts.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Text messaging through mobile phone or any portable electronic device via the Internet is forbidden.
- **ICQ** (*sounds like "I-Seek-You,"*) instant messaging (messaging through chat rooms, Twitter accounts etc) is forbidden.

## 5. Bullying

Students must refrain from any form of communication which could constitute Cyber bullying, this may include, Hate mail, harassment, nasty personal comments, discriminatory remarks and other antisocial behaviour. These are prohibited on the school network regardless of whether it is accessed using school or personal equipment. St Angela's College reserves the right to discipline a student for actions taken off-campus if they are intended to have an effect on a student or staff member or if they adversely affect the safety and well-being of a student or staff member while in school.

Posting of photographs or references to staff members on the internet or any social networking site is strictly prohibited and will be viewed as an serious breach of this policy.

# **St Angela's College School Development Planning Initiative**

## **6. School Website**

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by school personnel who will select and edit it as appropriate.
- Students' work may appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work, once the permission of their parents/guardians has been secured.
- Photographs published on the website will normally focus on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- The school website will not publish the first name and last name of individuals in a photograph.
- Students will continue to own the copyright in any work published.

## **7. Legislation**

Students, parents and teachers are encouraged to familiarise themselves with legislation relating to the use of the Internet. The following legislation is available on [www.irishstatutebook.ie](http://www.irishstatutebook.ie) :

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



# **St Angela's College School Development Planning Initiative**

## **8. Roles and Responsibilities – Teachers**

- Teachers may assign specific places in the computer rooms and where appropriate approved school email accounts to each student in each class.
- Teachers will encourage students to Bookmark websites and urge students to locate websites in this way.
- Teachers will supervise students' use of computers. Teachers will explain and revisit the Acceptable Usage Policy (AUP) with students in September and in January of each academic year.
- Teachers will take all reasonable steps to ensure that students' Internet use will be planned, task-orientated and educational, within a regulated and managed environment.

## **9. Sanctions**

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

# **St Angela's College School Development Planning Initiative**

## **Appendix 1**

Dear Parent/Guardian,

### **Re: Internet Permission Form**

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

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

The college takes active steps to promote safe use of the Internet, however we recognise the possibility that students may accidentally or deliberately access inappropriate or objectionable material, and have sanctions in place should these occur. Please note that students who wish to access computer facilities outside of normal class time must have written permission from the appropriate teacher.

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

Having read the terms of our college's Acceptable Usage 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,

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Pat Curran (Principal)

# St Angela's College School Development Planning Initiative

## Appendix 2

### INTERNET ACCEPTABLE USAGE POLICY PERMISSION FORM

Please review the attached Internet Acceptable Use Policy, sign and return this permission form to the main college office.

*Name of Student:* \_\_\_\_\_

*Class:* \_\_\_\_\_ *Year:* \_\_\_\_\_

#### *Student*

I agree to follow the college's Acceptable Usage 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 college.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### *Parent/Guardian*

As the parent or legal guardian of the above named student, I have read the Acceptable Usage Policy and grant permission to my 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 college to provide for online safety but the college cannot be held responsible if students access unsuitable websites.

I accept the above paragraph

I do not accept the above paragraph

(Please tick the appropriate box)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_