# TYRRELSTOWN EDUCATE TOGETHER NATIONAL SCHOOL
## Phone: 01 - 8272172
## Roll No: 20201V

# ICT
# Acceptable Usage
# Policy

| Status | |
|---|---|
| Version | **0.2** |
| Reviewers | **BOM, Principal, Deputy Principal, Teaching staff at TETNS** |
| Purpose | **To outline the ICT acceptable usage policy implemented by TETNS** |

| Approved by | |
|---|---|
| | _____      _____<br>(Principal)                (Chairperson) |
| **Proposed Review Date** | |

# 1. INTRODUCTION

The Internet is rapidly becoming an increasingly popular research and communication tool at home and at school. Due to the fact that it is an unregulated medium, and has the capacity to host any type of information from online communities all over the world, the need for information and resources on Internet Safety and related issues has never been more essential. Just like in the real world, the Internet has access to people and certain kinds of information that are unsuitable for children – and may potentially have a negative impact on children's attitudes, behaviour and wellbeing. Tyrrelstown ETNS values ICT as a medium for curriculum teaching. It has therefore compiled this policy to ensure that ICT is used in a safe and appropriate fashion.

# 2. AIMS

This Acceptable Usage Policy (AUP) aims to
- Ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.
- Outline the sanctions imposed if the AUP is not adhered to

# 3. SCHOOL 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:

## 3.1 Pupils

### 3.1.1 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 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 floppy disks, 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.

### 3.1.2 World Wide Web
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Students will pupils 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.

### 3.1.3 Email

Students will not have access to email accounts in school.

### 3.1.4 School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The school will endeavour to use digital media focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission.
- Personal pupil 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 – will not use pupils' names in image file names or ALT tags if published on the web.

### 3.1.5 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.

## 3.2 Staff

Computer resources are the property of the school and should be used for work related issues. In general, these computers may not be used for illegal acts, breach of school policies or personal use unrelated to school activities, unless specifically authorised by the Principal.

### 3.2.1 Access

All approved users should have access to the computer resources of the school insofar as they are relevant material, appropriate users. Where a class is being taught by a substitute teacher, the teacher should be made aware of the need for Internet

supervision. Supervision by a full time member of teaching staff is required for any ordinary Internet use.

### 3.2.2 Limits on use

Users may not use the computing resources to play entertainment games or to store, create, play or transmit any offensive, obscene or indecent images, data or other material. It is not acceptable to attempt to access any files, data or records for which you are not authorised by the Principal or her representative.

School computers may not be used to publish or transmit anything libellous or defamatory or damaging to another computer system or to facilitate children's access to unsuitable material. Such actions will be regarded as a serious disciplinary matter.

It is the responsibility of the staff of the school to ensure, so far as is practicable, that school computers are not used for unauthorised purposes.

It is not acceptable to engage in any activity which:
- Disrupts the intended use of the resources.
- Wastes resources (people, capacity, computer, network, data etc.)
- Compromises the legal rights of others.
- Modifies, damages or destroys computing resources or the data on them.

# 4. LEGISLATION

Users must respect the laws of Ireland and specifically, but not exclusively, be aware of the responsibilities under:
- Copyright Act (1963)
- Data Protection Act (1988)
- Prohibition of Incitement to Hatred Act (1989)
- Criminal Damage Act (1991)
- Freedom of Information Act (1997)
- Child Trafficking and Pornography Act (1998)
- Employment Equality Act (1998)
- Children's Act (2001)

Details of this legislation may be obtained at www.oasis.gov.ie

# 5. SANCTIONS FOR MISUSE

Misuse of the Internet is treated as a serious misbehaviour and the sanctions outlined in the Code of Behaviour shall apply.

# 6. ACCEPTANCE OF THE AUP

Parents shall be made aware of the AUP and shall be given a copy of it if requested. They shall sign up to the AUP on enrolment of their child.

**Teachers shall be made aware of the AUP annually** and any staff, who have not previously signed an AUP shall sign up do so, see Appendix A, this shall be kept in the teacher's file in the secretary's office.

# 7. REFERENCES

- Copyright Act, 1963, Office of the Attorney General
- Data Protection Act, 1988, Office of the Data Protection Commissioner
- Prohibition of Incitement to Hatred Act, 1989, Office of the Attorney General
- Criminal Damage Act, 1991, Office of the Attorney General
- Freedom of Information Act, 1997, Office of the Information Commissioner
- Child Trafficking and Pornography Act, 1998, Office of the Attorney General
- Employment Equality Act, 1998, Equality Authority
- Children's Act , 2001, Office of the Attorney General

# 8. DOCUMENT HISTORY

| Version | Description |
|---------|-------------|
| V 0.1 | First draft compiled, Sept. 2011 |
| V 0.2 | Draft reviewed and agreed by staff |

# APPENDIX A

I ……………………………………………….. have read and accept the Acceptable Usage Policy.


_____                                    _____

Signature                                                                    Date