

ST KIERAN'S COLLEGE



Internet Acceptable
Use Policy for St. Kieran's College
Secondary School

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The ICT resources of our school are provided for the benefit of both students and teachers. They are made available to facilitate and enhance the education of our students and to aid the teaching of a wide range of subjects . These resources are considered a privilege, and, as such, should be respected and used in a proper manner so that all members of the school community can benefit from them.

The school defines ICT resources as computers, printers, scanners, cameras, data projectors, pen tablets, visualisers and other peripherals such as keyboards, mice, disks and cabling. We also include software, user accounts, the local area network, (wireless and wired) and the internet.

All users of Information and Communication Technology in the school must respect the rights of others, respect the IT equipment, observe the school rules and observe the laws of copyright as well as the Laws of the Land.

General:

Each student shall be allocated an account with his own username and password which should remain private to that individual. The normal school rules apply to the use of ICT resources. In addition, there are some rules which are specific to the use of ICT. **Please note** that the Department of Education and Skills has provided broadband access to all schools. Each school has filtering software which is managed centrally by the NCTE (National Centre for Technology in Education) in Dublin. Our school has chosen filtering Option A which prevents users accessing content of an objectionable nature insofar as is possible.

Rules:

1. Students should observe good netiquette i.e. etiquette on the internet and should not undertake any actions that might bring the school into disrepute.
2. No student shall use the computer facilities and/or the internet unless supervised or otherwise authorised by a teacher.
3. Each student will be allocated a computer, in a particular room, to use by his teacher and he will be responsible for **his** actions on the computer during his time there.
4. Usernames and passwords shall not be revealed to other students and no student shall access and/or alter another student's work. The user will be held accountable for all activity carried out under his username.
5. No student shall interfere with or change settings and programmes on any school computer.
6. No student shall interfere with or damage school ICT equipment.
7. Students shall not visit social networking sites such as Facebook.
8. Students shall not use the computer network to access, store or distribute offensive, obscene, abusive or threatening material.

9. No student shall engage in activity that breaks the laws of this country or any other.
10. Students shall not download materials that contravene copyright or the law.
11. Students shall not visit websites that contain obscene, illegal or otherwise objectionable materials.
12. Students should never give personal details such as name, address or phone number over the internet.
13. No student shall send via e-mail any material that is intended to annoy or intimidate another person. Students shall not send anonymous communications.
14. Students should never open an e-mail or attachment without first scanning it with anti-virus software.
15. Students shall only access chat rooms and discussion forums for educational purposes and they must be approved by the class teacher.
16. No student shall arrange to meet another person face-to-face via a chat room.
17. The publication of student work on the school website will be co-ordinated and approved by a teacher.
18. Students will own the copyright of any material published on the website.
19. Personal student information will be omitted from the website.
20. All internet usage will be monitored by the teacher.
21. Any problem arising from using school ICT resources must be reported immediately to the class teacher, one of the ICT co-ordinators or the principal.
22. The school authorities reserve the right to access student folders if there is a suspicion that offensive material has been placed there.

Sanctions:

The school authorities will impose whatever sanctions are deemed appropriate for breaches of these rules and reserves the right to inform outside agencies, if necessary.

Remember that access is a privilege – not a right - and it entails responsibility.