



St. Mac Dara's C.C.
ICT and Internet Acceptable Use Policy

Mission Statement

“We, the community of this College, through a caring and collective approach, aspire to provide a broad-based education for all, to foster respect and dignity and to promote a safe and just environment by positively encouraging all to realise their potential”.

This policy was adopted by the Board of Management on _____
[date].

2/10/2020

ICT and Internet Acceptable Use Policy
St. Mac Dara's Community College, Templeogue, Dublin, 6W

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils and all college internet users will benefit from learning opportunities offered by our college's Internet resources in a safe and effective manner. Internet use and access via all methods including both LAN (Local Area Networks) and Wi-Fi and from all internet accessible devices 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 at regular intervals. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on September 1st, 2019
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College's Strategy

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

General

- Internet sessions by students 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 college 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 storage devices or CD-ROMs in college requires a teacher's permission.
- All college internet users will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the college into disrepute.

World Wide Web

- All college internet users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- All college internet users will use the Internet for educational purposes only.
- All college internet users will be familiar with copyright issues relating to online learning.
- All college internet users will never disclose or publicise personal information.
- All college internet users will be aware that any usage, including distributing or receiving information, college-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.
- All college internet users will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- All college internet users will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- All college internet users 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.

Internet Chat

- All college internet users will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the college.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised, where possible.
- Usernames will be used to avoid disclosure of identity.

- Face-to-face meetings with someone organised via Internet chat will be forbidden.

College Website -- www.stmacdaras.ie

- Pupils 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 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 students will not be published on the school website, without prior permission. Photographs, audio and video clips will try to 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.

Wi-Fi Network

- Any passwords you are given to use in order to access the college Wi-Fi network **MUST** be kept safe and secure at all times. You **MUST NOT** share these with anyone.
- The Wi-Fi network provides an HTTP/HTTPS Internet connection **ONLY**. It does not provide any other services.
- In the interests of network performance, the School may restrict the data bandwidth and user experience to an individual user and electronic device, if it deems necessary.
- This is a public Wi-Fi network and as such should be subject to the same precautions as any other public network. We advise you to ensure that your electronic device has suitable anti-virus and firewall security software installed, and that you set the network profile as 'public' or similar on your electronic device / firewall security software.
- The Wi-Fi network and Internet activity is logged and monitored at all times, in order for us to meet with our e-Safety and Child Protection responsibilities.
- Student use of Wi-Fi enabled devices such as our school iPads is monitored to help ensure compliance with our AUP.
- The unauthorised capture of images, video or audio is in direct breach of the college's AUP.

- Your usage of the college Wi-Fi network constitutes your acceptance of this policy.

Distance eLearning

- Any electronic items, such as iPads, laptops, computers, etc.) on loan from the college must be used solely for the purposes of online education.
- These devices must be returned to the school at the request of school management.
- The device(s) on loan remain the property of the college.
- Person(s) borrowing the college devices are responsible for their proper care and must ensure they have suitable insurance to cover the item(s).
- Distance eLearning policy guidelines must be adhered to at all times.

Legislation

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

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

Insurance

It is your own responsibility to ensure that any electronic devices you bring on to the school premises are suitably insured. The School's insurance DOES NOT cover these items. Electronic items on loan from the school or off the school premises should be suitably insured by the user.

Liability

Connecting your electronic device to the school network is entirely at your own risk. The school will NOT be liable for any (hardware or software) loss, damage, malfunctioning or inconvenience to your electronic device arising either directly or indirectly as a result of its connection to the college Wi-Fi network. It is your own responsibility to ensure that any software installed on your electronic device is correctly licensed.

Signed Pamela Keus Date: 2/10/2020
Chairperson Board of Management.

Signed Deerenward Date: 2/10/2020
Principal St Mac Dara's Community College

Permission Form

**Please review the attached college Internet Acceptable Use Policy, sign and return this permission form to the Principal.
St. Mac Dara's Community College**

Name of College Internet User: _____

Class/Year (if applicable): _____

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 college.

Signature: _____

Date: _____

Parent/Guardian (if applicable)

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 college to provide for online safety but the college 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 college website, I accept that, if the college 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 college website.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone: _____
