



## ICT Acceptable Use Policy

### **Preamble**

This Acceptable Use Policy (AUP) for the internet is to ensure that students and employees will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. It applies to all students for the full duration of their studies in this school and to all those employed by the school. It is the school's belief that the internet offers vast, diverse and unique resources to both students and teachers. It has the capacity to contribute to educational excellence by facilitating resource sharing, innovation and communication. Internet use and access is considered a school resource and privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

### **Legislation**

There is no specific legislation governing internet safety at school level. This is complicated by the fact that the internet functions in a global context whereas the law functions in a localised one. The following pieces of legislation, however, have relevance to internet safety.

- The Non-Fatal Offences against the Person Act, 1997
- The Child Trafficking and Pornography Act, 1998  
This Act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
- The Interception of Postal Packets and Telecommunications Messages Regulation Act, 1993  
This Act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence.
- The Video Recordings Act, 1989  
This prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
- The Data Protection Act, 1988-2003  
This Act was passed to deal with privacy issues arising from the increasing amount of information kept both manually and on computer about individuals.

## **School's Strategy**

### **General**

- Every student and staff member has been provided with a personal login and password, and server space. Staff and students must only log on using their own individual user name, and each should take due precaution to protect these details. Each is responsible for saving their work to their own individual space.
- Students can only use the internet when in the presence of a supervising teacher.
- Signed permission for students to access the internet is sought from parents/guardians of incoming students.
- 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 or materials will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal USB devices, CD-ROMs or DVDs in school requires a teacher's permission.
- When using the internet, no one will undertake any actions that may bring the school into disrepute.
- Students working within any Virtual Learning Environment (VLE) are subject to all school rules and norms.

### **World Wide Web**

- No one will visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. This list is not exhaustive.
- Students will use the internet for educational purposes only.
- Students/employees must be aware of and comply with copyright issues relating to online learning.
- Students will never disclose or publicise personal or private information.

- Students are to be aware that usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity, security and/or network management reasons.

### **E-mail**

- Each Student and staff member is furnished with a personal school email account, address and password, and each should take due precaution to protect these details. Students must use these accounts for all school related emails.
- No one will send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never use e-mail to arrange a face-to-face meeting with someone.
- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school. These forums will only be used for educational purposes and will always be supervised.
- First names only will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat will be forbidden.

### **School Website & Blog**

- Students will be given the opportunity to publish projects, artwork or school work on the world wide web via the school website and news blog.
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Photographs, audio and visual clips will focus on group activities and not on individual students.
- Personal student information including home address and contact details will be omitted from school web pages.
- Students and the school will continue to own the copyright on any work published.



**Loreto College, Cavan**

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Please review the School Internet Acceptable Use Policy (available on [www.loretocavan.ie](http://www.loretocavan.ie)), sign and return this permission form to the Principal.

Name of Pupil: \_\_\_\_\_

Class/Year: \_\_\_\_\_

**Pupil:** I agree to follow the school's ICT Acceptable Use Policy. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian:** As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy (available on [www.loretocavan.ie](http://www.loretocavan.ie)) and grant permission for 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 school to provide for online safety but the school 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*

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

Relationship to student: \_\_\_\_\_