

Internet Acceptable Usage Policy



**Coláiste Bríde,
Enniscorthy,
Co. Wexford.**

Ratified by the Board of Management Signed: _____ Date: _____

Signed: _____

**Secretary,
Board of Management**

MISSION STATEMENT

*“We are working to promote a secure and caring environment,
Where Respect, Responsibility and Christian commitment grow,
Drawing forth the positive of each individual”*

Coláiste Bríde is a Catholic School founded by the Mercy Order under the trusteeship of CEIST. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet fully the needs of the student.

The school wishes to cater for the academic, spiritual, moral, aesthetic, interpersonal and physical needs of the student. The characteristics of the school are the pursuit of tolerance, compassion and a sense of justice and equality for all.

We aim to develop in each student, confidence, self-respect and respect for others.

The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

The core values of CEIST are :

Promoting Spiritual and Human Development

We believe a knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.

Achieving Quality in Teaching and Learning

We are committed to excellence and to continually improving the quality of teaching and learning.

Showing Respect for Every Person

We respect the unique and intrinsic value of every person.

Creating Community

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.

Being Just and Responsible

We seek to act justly and responsibly in all our relationships

Internet Acceptable Usage Policy

1. Introduction

The aim of the Coláiste Bríde's *Acceptable Use Policy* (AUP) is to ensure that pupils and employees will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is a school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.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 staff, student and parent representatives will revise the AUP as necessary. The Staff, Parents' Association, Student Council and the Board of Management, were consulted during the formation of the policy.

2. School's Strategy

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 outlined below in the AUP.

3. General

- 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 must be aware of issues relating to 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. Personal USB Keys or CD-ROMs 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 disks and to check them for viruses.

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 Coláiste Bríde should be directed by the following guidelines.

- Being polite and the use of appropriate language at all times.
- Never reveal your personal address or phone number or the personal addresses or phone numbers of others.
- Illegal activities are strictly forbidden.
- Computer teachers will regularly monitor students' usage of the school's internet resources.

4. World Wide Web

- Students/employees must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must use the Internet for educational purposes only.
- Students must be familiar with 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.
- Online shopping is prohibited unless carried out by teacher / under the strict supervision of a teacher.

5. Email and Text Messaging

- Students are not permitted to access email or webmail accounts or to set these up through the school network unless under the guidance of a teacher.
- Text messaging through mobile phone companies via the internet is forbidden.
- ICQ instant messaging (messaging through chat rooms, Twitter, Viber and Snapchat accounts etc.) are forbidden.

6. Internet Chat

- Internet chat rooms may be used only under the guidance of the teacher and must always be supervised.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the teacher.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat is strictly forbidden.

7. Bullying - Internet – Mobile phones

Hate -mail, harassment, nasty personal comments, discriminatory remarks and other antisocial behaviours are prohibited on the network regardless of whether it is accessed using school or personal equipment.

Coláiste Bríde reserves the right to discipline the 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 extreme breach of this policy.

Strategy in relation to student personal devices (smartphones, tablets, smart watches, portable media players, multi-purpose pocket computers, etc.)

Students are permitted to use their own devices including mobile phones at break and lunch times within the terms of the AUP.

Students may also be permitted to use their own devices during class as a learning tool if they have been given permission by their teacher.

Students using their own technology (with or without internet access) in school in the following ways will be in direct breach of the school's acceptable use policy:

- leaving a device turned on or using it in class without their teacher's permission
- using a device between classes
- sending nuisance text messages via phone or social networks
- the unauthorized taking of images with a mobile phone camera, still or moving
- accessing obscene, illegal, hateful or otherwise objectionable materials

8. 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 will 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.
- Personal student information including home address and contact details will be omitted from school web pages.
- Students will continue to own the copyright on any work published.
- *Photographs* of students participating in school activities may be published on school web pages unless parents have requested in writing that this not be done.

9. 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:

a) **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.

b) **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.

c) **The Video Recordings Act, 1989.**

This prohibits the distribution of videos which contain obscene or indecent material which may lead to the deprecation or corruption of the viewer.

d) **The Data Protection (Amendment) Act, 2003.**

This Act was passed to deal with privacy issues arising from the increasing amount of information kept on computer about individuals

10. Sanctions for Misuse

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

11. Role of parents/guardians

It is expected that, as primary educators and protectors of their daughters/wards, parents/ guardians will inform themselves of child protection matters relating to internet safety and impress upon their daughters the need for absolute compliance with the terms of the above policy and procedures.