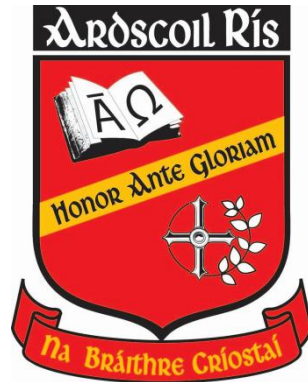


ARDSCOIL RÍS ICT DEPARTMENT ACCEPTABLE USE POLICY (FOR ALL USERS OF SCHOOL COMPUTERS)



**Ardscoil Rís,
North Circular Road,
Limerick**

All users of the school's computers must adhere to the Acceptable Use Policy as outlined below. Those in breach of the Policy are liable to suspension from school and/or exclusion from school computers and, where responsible for damage to computers or equipment, liable for cost of all damage.

ACCEPTABLE USE POLICY

General Notes:

For the purpose of the Acceptable Usage Policy the terms ‘supervising teacher/s’ refers to the teacher/s present in the Computer Room during the class session; in other cases the term refers to the Teacher who grants permission and takes responsibility for the student’s use of a school computer.

The term ‘express permission’ means that a teacher has given explicit permission to a student to use a computer for a particular stated purpose and will take responsibility for the student’s use of the computer for that particular stated purpose.

All activities relating to the computer system in the school are monitored. All users are accountable for their computer usage.

Section A: General

Students may not enter the Computer Room in the absence of a supervising teacher.

Students may not use any computer in the school without the express permission of a specified teacher who will be responsible for the student’s use of the computer.

Students may not change or interfere with any settings, registers, screensavers etc.

Computers will be used solely for educational purposes.

Computers will not be used for playing personal computer games.

All discs used on the school computer must be authorised by supervising teachers.

Section B: Internet

Note: Users of the internet on the school’s computers are advised that online activities are monitored and that they are accountable for their behaviour.

Netiquette: Netiquette refers to internet etiquette – appropriate behaviour in all online activities (e.g., sending e-mail, posting messages to forums or participating in online chat sessions). In a school context, supervising teachers are the arbiters of ‘netiquette’ and should be consulted where a student is uncertain of the appropriate behaviour/response.

Students may not use the Internet without the specific permission of supervising teachers. Teachers must be informed of the purpose of the visit to the Internet site and the URL. A Log should be kept for this purpose.

Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.

Students will not disclose or publicise personal or confidential information e.g. home addresses, telephone numbers of fellow students or the name and location of the school without the express permission of supervising teacher/s. Students will not send or receive any material that is illegal, obscene, defamatory, or intended to annoy, embarrass or intimidate another person. Any student so doing will be excluded from future use of school computers.

User names will be used to avoid disclosure of identity.

Students may not register or sign Visitors' Books/Guestbooks at Web sites without the express permission of supervising teachers. Any inappropriate use of such facilities will lead to exclusion from use of school computers.

Section C: E-mail

-mail on the school computers may not be used without the express permission of the supervising teacher.

Students are forbidden to open e-mail or e-mail attachments from unsolicited or unknown sources. Such arrivals should be immediately notified to the supervising teacher.

No personal information about students, students' families, teachers or the school is to be disclosed without express permission from the supervising teachers.

Any encounter with information or a message that threatens, demeans or otherwise makes the student feel uncomfortable must be reported immediately to the supervising teacher/s. Under no circumstances should a student respond to such a message.

Student must never make arrangements for an unsupervised meeting with any online correspondent without parental permission. If parental permission is obtained, any planned meeting should be supervised through a parent and should occur in a public place.

Pictures or images, which might assist in identifying an individual, should not be transmitted without express permission of supervising teachers.

Use of a full or last name in online correspondence should not occur without express permission of supervising teachers. Use of any identifying name in an inappropriate context will lead to exclusion from use of school computers.

Section D: Chat Rooms

Face to face meetings with someone organised via Internet chat in school is forbidden.

Moderated chat rooms, discussion forums and newsgroups will only be used in the school for educational purposes and with the express permission of supervising teachers.

Section E: School Web Site

Students' work should appear in an educational context with a notice prohibiting the copying of such work without the expressed written permission of the school

No home address, telephone number, contact details, or personal student information should appear with such work.

The inclusion of portrait style or small group photographs should be avoided – use large group photographs if necessary.

No name, home address, telephone number, contact details, or personal information should appear with student photographs.

If a Web page is inviting contact from other Internet users, use a school or class e-mail address, not a personal one.

The school should obtain parental permission prior to publishing pupils' work or photographs of pupils.

Copies of the School Computer Acceptable Use Policy are available to parents.

Board of Management Approval, 27th September 2010.