

# ICT Acceptable Use Policy



Ardscoil Rís  
Edmund Rice Schools Trust School  
North Circular Road  
Limerick

Ardscoil Rís is a Catholic School under the  
Trusteeship of the Edmund Rice Schools Trust

## **Mission Statement**

Ardcoil Rís aims to promote the spiritual, personal, physical, cultural, aesthetic and academic development of its pupils. The school aims to create a community where pupils are imbued with Christian values of respect, justice and integrity.

*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.*

### **1.0 General Notes**

**1.1** For the purpose of the Acceptable Usage Policy the terms 'supervising teacher/s' refers to the teacher/s present in the IT room/classroom 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.

**1.2** 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.

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

### **2.0 General**

**2.1** Students may not enter the IT Room in the absence of a supervising teacher.

**2.2** 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.

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

**2.4** Computers will be used solely for educational purposes.

**2.5** Computers will not be used for playing personal computer games.

2.6 All discs and USB keys used on the school computer may be inspected, by supervising teachers.

### 3.0 Internet

3.1 Users of the internet on the school's computers are advised that online activities are monitored.

3.2 **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.

3.3 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.

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

3.5 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 known to be 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 and subject to the Code of Discipline at the school. If having received such information it must be brought to the attention of the teacher.

3.6 Students may not register or sign visitors' books/guest books on websites without the express permission of supervising teacher(s). **Any inappropriate use of such facilities will lead to exclusion from use of school computers.**

### 4.0 E-mail

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

- 4.2 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.
- 4.3 No personal information about students, students' families, teachers or the school is to be disclosed without express permission from the supervising teachers.
- 4.4 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.
- 4.5 Students 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.
- 4.6 Pictures or images, which might assist in identifying an individual, should not be transmitted without express permission of supervision teacher (s).
- 4.7 Use of a full or last name in online correspondence should not occur without express permission of supervising teacher(s). **Use of any identifying name in an inappropriate context will lead to exclusion from use of school computers.**

## 5.0 Chat Rooms

- 5.1 Face to face meetings with someone organised via Internet chat in school is forbidden.
- 5.2 Moderated chat rooms, discussion forums and newsgroups will only be used in the school for educational purposes and with the express permission of supervising teacher(s).

## 6.0 School Web Site

- 6.1 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.
- 6.2 No home address, telephone number, contact details, or personal student information should appear with such work.

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

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

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

## **7.0 Inappropriate Use of School ICT Resources**

**7.1** Staff and Students must not use school computers to gamble or access, upload, download, transmit, display, or distribute obscene material or material that in any way be construed as bringing the school's good name into disrepute.

**7.2** The use of obscene, abusive, or sexually explicit language is not permitted on electronic resources, privately owned devices used on the campus or social networking spaces that are linked to or could be identified with the school.

**7.3** The use of the school computer system for political purposes or advertising is forbidden without the permission of the Principal, which will be given only for legitimate school activities.

**7.4** Staff and Students must not transmit, re-transmit, distribute, publish, promote, market, or store material on or through the school network or the internet, which is threatening, abusive, hateful, obscene, indecent, or defamatory or involves or encourages conduct that may constitute a criminal offence.

**7.5** Staff and Students are responsible for email/SMS images/messages they send and for contacts made. Email/SMS images/messages should be written carefully and politely; students cannot expect that email/SMS messages will always be private. Anonymous messages, spam, chain letters, prank messages, phishing, spoofs or virals must not be sent or forwarded. Emails/SMS commenting on the appearance of other students/teachers are unacceptable.

**7.6** Any illegal, obscene or defamatory material intended to annoy, embarrass or intimidate another person found in staff members or student's area or on a mobile device must be reported. The use of

computer 'chat' or 'messaging' over the school network in any form is not allowed without the express permission of the Principal, for a specific academic purpose. Staff and Students must not give out their home address or telephone number or arrange to meet someone online.

**7.7** Students must not post/SMS any private information concerning any other student, such as their address, email or telephone number. This includes adding the mail addresses of others to mailing lists.

## **8.0 Photography**

**8.1** Staff and Students must not use camera/video facilities in mobile phones or other devices to photograph other members of the school community without their express permission. They must under no circumstances post image/video files (or links to such files) of other members of the school community. All onsite Web surfing (whether using the school network or privately owned devices such as PS3s or 3-G mobile phones) must be compatible with the high standards of behaviour expected of students.

**8.2** Staff and Students must not post anything, including imagery or video/audio files, about any other member of the school community on any internet site that might be construed as defamatory, malicious, or serving to bring the school's good name into disrepute. This extends even to private communities within social networking spaces, Blogs and Wikis.

## **9.0 Cyber Bullying**

**9.1** Cyber Bullying is an aggressive wilful act carried out by an individual or a group using electronic communication. Cyber bullying, also known as electronic bullying or online social cruelty is defined as bullying:

- through social media websites
- through text messaging and picture messaging on mobile phones/hand held devices
- through email
- through instant messaging
- in a chat room
- on gaming sites and other websites

Cyber bullying is equally as harmful as 'regular' bullying, it just takes place in a different setting, including for example: Facebook, Twitter, YouTube, Google+, Flickr, and texting.

Cyber bullying has also been described as the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.

There is a (false) perception that because cyber bullying takes place online there are no repercussions - you can 'get away with it'.

**9.2** Ardscoil Rís is opposed to all forms of bullying and just as physical bullying remains bullying even if it is not conducted in a public space; the same is true for cyber-bullying. Staff and Students must not administer or 'lurk' in social networking groups that are in any way malicious or may be construed as bringing the school's good name into disrepute.

**9.3** Ardscoil Rís reserves the right to treat with the utmost severity any posts that in the opinion of the school constitute "cyber bullying"; use inappropriate and offensive language; have malicious racist or other content; or, in any way bring the school's good name into disrepute or provoke anti-social or violent behaviour. It is expected, in such situations, that staff and students will co-operate in providing details of relevant ISPs and IP addresses, so as to prevent "spoofing" and help us determine the facts of what has occurred. Staff and students must be aware that the above activities may be considered incompatible with work or study at Ardscoil Rís and that, in exceptional cases, the School may have a responsibility to involve the Gardai.

## **10.0 Social Networking**

**10.1** Staff and students must remember that not only the school website but also any social networking presence linked to the school, presents the face of the school to the world. We insist on high standards of content, accuracy and presentation. Material submitted to the school website and social networking sites will conform to the aims above and to the normal school rules on the use of appropriate language and behaviour. All information published on the school website must be checked first by the Principal or Deputy Principals.

**10.2** Staff and students must not violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation. Staff and students must not attempt to pass off internet information as their own. It is cheating and intellectual theft.

**10.3** Staff and students must not transmit, re-transmit, distribute, publish, promote, market, or store material on or (via privately owned devices and storage media) through the school network or over

the internet which constitutes a copyright infringement or involves the transmission, distribution, or storage of information or data in breach of any law (including copyright).

**10.4** Ardscoil Rís reserves its right to monitor the use of the school's computer systems by electronic means without prior notification to the user. This will include: the monitoring of web sites; the interception of emails; the deletion of inappropriate materials in circumstances where the school believes unauthorised use of its computer system is or might be taking place, or the system is being used for wrongful purposes or for storing text or imagery which is unauthorised or unlawful.

## **11.0 Privately Owned Hardware**

**11.1** Privately owned laptops, consoles, PSPs, USBs, 3G-mobiles, iPhones, iPods, Blackberries, etc. are containers, like rucksacks and may hold disturbing images, unauthorized copies of copyrighted material, offensive or threatening letters. Therefore personal computers and any mass-storage devices or media that are under the control or in the possession of staff or students while in the school may be examined by the Principal at any time on reasonable grounds of suspicion that a breach of school rules has occurred (as may happen on suspicion of other contraband material held against school rules, such as alcohol or tobacco). Such devices may be seized and removed for the purposes of such an examination: examination may include inspection, backing up, imaging or copying relevant parts of (and if necessary all) the hard drives of such devices, as well as obtaining print-outs of files, logs, caches and data on the device.

**11.2** Seizure and examination are carried out only with the principal's authority. Should co-operation be denied the school reserves the right to ban the machine from the school and in cases where it believes that the law has been broken – to impound the machine and call the relevant authorities (Social Services, Gardai etc.).



**I have read, understood and agree to abide by the ICT Acceptable Use Policy**

**Student/Staff Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

## **Appendix 1- Useful links**

Creating an Acceptable Use Policy (Department of Education website) <http://www.education.ie/en/Schools-Colleges/Information/Post-Primary-School-Policies/Policies/Internet-Safety.html>

SPHE Bullying Prevention - First Steps for Teachers [http://www.sphe.ie/downloads/bull/bull\\_respond.pdf](http://www.sphe.ie/downloads/bull/bull_respond.pdf)  
The Stay Safe programme <http://www.staysafe.ie/>

Secondary Assemblies for Online Safety <http://optimums-education.com>

Social media glossary: <http://www.socialbrite.org/sharing-center/glossary/>

Webwise (NCTE program) <http://webwise.ie/>

ThinkB4Uclick <http://www.thinkb4uclick.ie/>

Optimise your Facebook privacy settings <http://www.jmb.ie/component/content/article/428>

Facebook page on Cyber-bullying

Twitters guidelines on behavior and privacy and the Twitter rules'

Bully4u Anti bullying services: <http://www.bully4u.ie/>

Cyber bully Info graphic/poster: Tell, Unfriend, Block,

Report:<http://www.fuzion.ie/index.cfm/page/cyberbullying>

How to report abuse on Facebook: <https://www.facebook.com/help/?faq=247013378662696>

How to report abuse on Twitter <https://support.twitter.com/groups/33-report-a-violation/topics/122-reporting-violations/articles/15789-how-to-report-violations#>

Olweus Prevention Program: <http://www.violencepreventionworks.org>