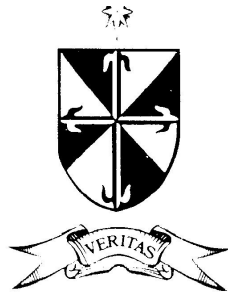


# **Dominican College** **Sion Hill**



# **Acceptable Internet Use** **Policy**

**March 2005**

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## Section 1 – Our School

Sion Hill is a voluntary Catholic Secondary School under the trusteeships of the Dominican sisters. The Board of Management, which is responsible for managing the school is composed of two members of the teaching staff, two parents and four representatives of the trustees.

## Section 2 - School Philosophy and Mission Statement

Every member of this community – teachers, students, staff and parents – feels a sense of commitment and belonging.

Our principal objective is to provide for our students a broad and balanced education in all its aspects – intellectual, emotional, physical and cultural. This objective is achieved within a controlled but relaxed and happy environment.

Within this broad objective we aim to:

- Create an atmosphere of Christian care and concern
- Be welcoming to all regardless of culture, religion or social background
- Be inclusive in its intake
- Give due priority to religious education
- Provide the educational environment and facilities to enable students to reach their full potential
- Enable students to develop a healthy self esteem
- Provide a disciplined atmosphere, which encourages respect for others and enables the student to grow in freedom
- Educate the whole person
- Provide a comprehensive curriculum
- Be just and fair in its procedures
- Be consultative in its decision making.

## Section 3 - Scope of Acceptable Internet Use Policy

This policy applies to all students using the ICT and Internet facilities in Dominican College, Sion Hill.

## Section 4 - Internet Use Policy

A. Aim:

Dominican College  
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Acceptable Internet Use Policy

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The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to or any breach of this policy occurs this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

## **B. 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 follows:

## **C. General – Students**

Computers in school are not for personal use without the permission of the principal. Personal use is defined as all non-work or non-school related use. Students may only use the computer if a teacher is present.

A teacher will always supervise Internet sessions.

Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

Virus protection software will be used and updated on a regular basis.

Uploading and downloading of non-approved software will not be permitted.

The use of personal floppy disks or CD-ROMs in school requires a teacher's written permission. A virus check must be carried out on all such floppy disks, CD-ROMs and any other form of storage media.

Students and teachers will be provided with training in the area of Internet safety.

Students will be taught and expected to 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.

Students must keep their login and password secure.

Students will respect the right of privacy of other students and not try to find out anyone else's password.

Students will respect other students and not write any information that may be offensive to other students.

A poster showing the rules for Responsible Internet Use by students will be displayed in the computer room.

Failure to follow the rules for Internet Use may result in the withdrawal of Internet access privileges. (See Section J – Sanctions).

## **D. World Wide Web**

Students under 18 require the written permission of a parent or guardian before they can use the Internet. Such permission must be provided annually.

Written permission is also required for the use of photographs of students on the school's website.

Students 18 or over do not require the written permission of a parent or guardian.

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

If students discover unsuitable site, the URL (address) and content must be reported to the teacher.

Students will use the Internet for educational purposes only.

Students will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

Students will never disclose or publicise personal information.

The school will regularly monitor pupils' Internet usage. Students should bear this in mind when using computers.

Monitoring of students' internet use will be the responsibility of the Principal and/or Deputy Principal

A logbook will record all monitoring.

Some filtering software can provide access to specific sites which may be sensitive e.g. Holocaust sites. Access to such sites is at the discretion of and under the control of the teacher.

#### **E. Management of E-mail**

Students will use approved class email accounts under supervision by or permission from a teacher.

Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

Students must immediately tell a teacher if they receive offensive e-mail.

E-mail sent to an external organization should be written carefully and authorized by a teacher before sending, in the same way as a letter written on school headed paper. E-mails should be in English unless use of another language - taught in the school - has been authorized by the teacher.

The forwarding of chain letters is not permitted.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will never arrange a face-to-face meeting with someone whom they only know through e-mails or the Internet.

Students will note that sending and receiving email attachments is subject to the written permission from their teacher. Attachments should be saved to the hard-drive and checked for viruses before being opened.

Students may not use personal e-mail addresses (non-school e-mail addresses)/

#### **E-mails – Disclaimer**

All e-mails sent externally will automatically have a disclaimer attached to them. This disclaimer must not be altered or interfered with in any way, except by the Principal. Thus use of this disclaimer may not necessarily prevent the school or the sender of the email from being held liable for its contents.

The present disclaimer is worded as follows:

*IMPORTANT – This e-mail and any attachments may be confidential. If received in error, please contact us and delete all copies. Before opening or using attachments check them for viruses and defects. Regardless of any loss, damage or consequences, whether caused by the negligence of the sender or not, resulting*

*directly or indirectly from the use of any attached files our liability is limited to resupplying any affected attachments. Any representations or opinions expressed in this email are those of the individual sender, and not necessarily those of Dominican College, Sion Hill.*

#### **F. Internet Chat**

Students will not have access to newsgroups, chat rooms, discussion forums or other electronic communication forums unless specifically directed by a teacher in the school. Access to newsgroups may be made available if an educational requirement for their use has been demonstrated.

Usernames will be used to avoid disclosure of identity.

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

#### **G. Managing the School's Website**

The point of contact on the School's Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

Photographs of students or student's work will appear in an educational or informative context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

Written permission from parents or guardians will be obtained before photographs of pupils are published on the school Web site.

Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.

The publication of student work will be co-coordinated by a teacher.

Pupils will continue to own the copyright on any work published

The copyright of all material is held by the school, or will be attributed to the owner where permission to reproduce has been obtained.

The Principal will take overall editorial responsibility and ensure that web content is accurate and appropriate.

#### **H. Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- The Data Protection Act 1988

**I. Support Structures**

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

**J. 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 school also reserves the right to report any illegal activities to the appropriate authorities.

**K. Complaints Procedure**

Incidents of misuse of Internet or e-mail must be reported to the Principal who will inform the parents or guardians.

Students should understand that removal of Internet access for a period could prevent access to schoolwork.

**Section 5 - Monitoring Procedures**

ICT teachers will conduct ongoing monitoring through informal discussion with students and through spot checks and will get feedback from students, parents and other relevant teachers.

**Section 6 - Review Personnel and Timeframe**

This policy will be reviewed annually. The review team will comprise the Principal, Deputy Principal and ICT teachers.

Our Internet Policy has been written by the school and agreed by staff, the student council, PTA and the Board of Management. It will be reviewed annually.

Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

**Created by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**To be revised:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_