



CALASANCTIUS COLLEGE

ACCEPTABLE USE POLICY



RATIONALE

Having an Acceptable Use Policy (AUP) is primarily to promote good practice and safe, responsible use of the Internet. It is a very important document. Its main goals are:

- To educate students, parents and teachers about the potential of the Internet as a valuable learning resource
- To define the parameters of behaviour and specify the consequences of violating those parameters
- To identify the school strategy on promoting the safe use of the Internet and address the risks associated with its use
- To provide schools with legal protection from liability.

AIM

The aim of this AUP is to ensure that students will benefit from learning opportunities offered by Calas Sanctius' 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP and our Code of Behaviour - will be imposed.

CALASANCTIUS COLLEGE'S STRATEGY

Calas Sanctius College employs many strategies to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

1. General

- Internet sessions will always be supervised by a teacher or by someone in a teaching role.
- Filtering software and/or equivalent systems will be used to minimize the risk of exposure to inappropriate material.
- Every effort will be made to monitor students' Internet usage in a classroom setting. Although students' internet usage will be supervised, Calas Sanctius College cannot absolutely guarantee that your child will not gain access to inappropriate material that contravenes the values of the College.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission.
- Students will treat others with respect always and will not undertake any actions that may bring the school into disrepute.

2. World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will promptly disclose to the Principal, Deputy Principal or class teacher any message received that is inappropriate or which makes them feel uncomfortable.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images **not relevant to their studies** is in direct breach of the school's AUP.
- Students will 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.

3. Email

- Students will use approved school *Office 365* 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 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 they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher

4. Communications (Mobile Phones, Electronic Devices, etc.)

- Mobile phones and all other electronic devices must be turned off at all times, unless otherwise permitted by the teacher. However, students may use their mobile phones and/or other devices before and after school, at morning break and at lunchtime.
- These items will be confiscated if they are switched on or are used during class, study or detention, or if they are used inappropriately for recording or photographing purposes. Parents/Guardians will be required to collect such items from the School Office. The school authorities reserve the right, if deemed necessary, to examine the device in the presence of the student and school management.
- To protect the privacy of all members of the school community, the use of phones / cameras / videos / voice recorders or other devices to record is strictly prohibited on the school premises / grounds at all times, or on any school-related activity.
- Misuse of this equipment will result in the appropriate disciplinary action being taken; leading to, in the most extreme cases, suspension and expulsion. The individual recorded or filmed without permission may also choose to take legal action.
- School internet / ICT equipment is a valuable school resource. Students must observe good 'netiquette'; i.e. proper etiquette on the Internet at all times, and should not undertake any

actions that will bring the school into disrepute. Misuse of the equipment or the Internet will result in the appropriate sanction being applied.

- The school reserves the right to report any illegal activities to the appropriate authorities.

5. Inappropriate Activities

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Child sexual abuse images.
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation.
- Racist material.
- Pornography.
- Promotion of any kind of discrimination.
- Promotion of racial or religious hatred.
- Threatening behaviour, including promotion of physical violence or mental harm.
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute.

Unless sanctioned by teachers, the following activities are prohibited:

- Using school systems to run a private business.
- Use systems, applications, websites or other mechanisms that bypass the filtering or safeguards employed by the school.
- Uploading, downloading or transmitting commercial software or copyrighted materials belonging to third parties, without the necessary licensing permissions.
- Revealing or publicizing confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords).
- Creating or propagating computer viruses or harmful files.
- Carrying out sustained or instantaneous high volume network traffic. (downloading/uploading files) that causes network congestion and hinders others in their use of the Internet.
- Non-educational on-line gaming.
- On-line gambling.
- On-line shopping/commerce.
- File sharing.
- Use of social networking sites.

6. School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web or the school website in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be coordinated by a teacher and will require the consent of a teacher.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website as per appropriate signature on AUP permission slip.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph if the appropriate signature is not on the AUP permission slip.
- Students will continue to own the copyright on any work published.

7. Personal Devices

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (mobile phones / USB devices / etc.) in school if they have permission.

Legislation

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

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998 & Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

8. Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, yellow/red cards (see school *Code of Behaviour*), 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.

This Policy was adopted by the Board of Management of Calasactius College on the 14th June 2016.

E&OE



CALASANCTIUS COLLEGE



ACCEPTABLE USE POLICY PERMISSION SLIP

Please review the Calas Sanctius College **Internet Acceptable Use Policy** and sign and return the form to your Tutor/Year Head.

Name of Student: _____

Class/Year: _____

Student

I agree to follow Calas Sanctius College's Acceptable Use Policy on the use of the Internet and electronic devices. I will use the Internet in a responsible way and obey all the rules explained in the policy.

Student's signature: _____

Parents/Guardians

As the parent or legal guardian of the above student, I have read and agreed to the school's Acceptable Use Policy. I also grant permission for my son/daughter, or the child in my care, to access the Internet. I understand that this 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 students access unsuitable websites.

I accept the above paragraph
(Please tick as appropriate)

I do not accept the above paragraph

In relation to the school website, I accept that, if the school considers it appropriate, my child's photo/name may be chosen for inclusion on the school website/newspapers/school magazines. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website. It is the responsibility of the Parents/Guardians to inform the student of their decision regarding this matter. It is the responsibility of the student to inform the relevant teacher of this decision.

I accept the above paragraph
(Please tick as appropriate)

I do not accept the above paragraph

Signature: _____

Date: _____