Computer and Internet Acceptable Use Policy

Patrician Academy, Mallow, Co. Cork

1st June, 2005

1. Scope

1.1 This policy sets out the policy of the school in respect of Computer and Internet acceptable use.

1.2 The policy reflects the school's ethos, which is committed to the pursuit of excellence, encouraging students to develop their full academic and intellectual potential and to enhancing each student's sense of dignity and self worth.

1.3 This policy applies to all users of Computer and Internet facilities.

1.4 All technology resources and facilities, both hardware and software, are the property of the Patrician Academy and should be used solely for legitimate and authorised instructional, administrative and public service purposes. The Internet is considered an information source for students and staff. It is used as part of curriculum, instruction and research. The Local Area Network allows students and staff to communicate and share information within and between buildings.

2. Rationale

This policy is necessary to:
- Comply with the requirements of the Education Act 1998.
- Provide a reference point for Users, Students and Staff.
- Provide transparency and accountability.
- Clarify procedures.

3. Objectives

The policy aims to:
- Protect the Network and make communications reliable.
- Maintain the integrity of the Network.
- Provide for the professional development needs of staff.
- Implement best practice in the appropriate use of the computer, the Network and the Internet.
- Support teaching and learning.
- Meet the needs of staff and students.
- Monitor computer and Internet use.
- Ensure that users engage only in the appropriate uses of computer and Internet facilities.

4. Implementation Procedures

4.1 Users will be required to sign an **Acceptable Use Policy Agreement.**

4.2 Parents/Guardians will be required to sign a **Parent Notification and Permission**
slip. Students will not be allowed to use the Internet unless their parents /

guardians sign the permission slip and return it to the school. This permission

remains in effect until the student leaves the school or until parent / guardians

revoke the permission in writing.

4.3 Users are allowed to access appropriate software, `as defined by Management, as`

 `needed but not to install or modify existing hardware or software.`

4.4 Students and staff will be trained in the appropriate use of the computer, the

Network and the Internet.

4.5 Users are expected to exhibit responsible behaviour in the use of all resources.

4.6 Filtering devices are not a dependable means of preventing student access to

inappropriate sites and materials. Consequently teachers shall instruct students to

follow the guidelines in this acceptable use policy. In the case of mistakenly

arriving at an inappropriate site, students shall immediately back out of the site

and inform their teacher of the occurrence.

4.7 Users are advised that the law protects intellectual material from copyright

infringement and plagiarism. Electronically published resources may be copied

only for the purposes of research. Material copied under these guidelines must

include an appropriate citation of its source.

4.8 It is the intent of the Patrician Academy to adhere to software copyright laws

and to comply with license agreements. Only the legal number of copies will be

made or used on school equipment.

4.9 Staff and students are legally responsible for following these guidelines.

4.10 Violations of the Patrician Academy Acceptable Use Policy include, but are not

limited to the following items:

- Illegal transfer of software.
- Changing installed software.
- Duplicating copyrighted software, video, MP3 music files and other materials.
- Installing or using software without proper license or permission.
- Theft or Criminal Mischief such as the unauthorised removal of items of computer hardware or software (e.g. computer mouse, keyboard etc.).
- Intentional introduction of a software virus.

- Vandalism.
- Threats or Harassment (e.g. sending obscene or threatening messages).
- Intentional damage to the system or damage to any information on the system, hardware or software.
- Tampering with hardware.
- Using Network for financial gain.
- Inappropriate use.
- Giving out confidential information: i.e. passwords, phone numbers etc.
- Using e-mail for illegal activities.
- Visiting inappropriate sites.
- Deliberate waste of Network resources such as printing multiple copies of documents or printing large documents which are unrelated to coursework.
- Sending large amounts of e-mail, which may congest the network.

4.11 Specific disciplinary actions for each violation are outlined in the Parent Notification and Permission and in the Patrician Academy's Code of Behaviour. The Patrician Academy enforces these consequences in accordance with the accepted procedures outlined therein.

4.12 Any user who violates Patrician Academy policies governing the use of technology will be subject to investigation and possible loss of account and/or privileges. **Users may appeal loss of account and/or privileges to the Head of I.T. and the Principal.**

4.13 Further violations or misuse may result in additional disciplinary and / or legal action.

5. Roles and Responsibilities
5.1 Principal
- Oversees implementation of the policy
- Provides training for staff in the appropriate, ethical and responsible use of information technology.
- Ensures that users understand that failure to adhere to this Acceptable Use Policy will result in the loss of privilege and/or disciplinary action.

5.2 Users
- Sign an Acceptable Use Policy Agreement which is legally binding.
- Take personal responsibility for not accessing inappropriate material on the Internet.

- Agree to exhibit responsible behaviour in the use of all resources.
- Accept that the Patrician Academy is not responsible for materials, or information of any kind, found or acquired on the network.
- Accept that violation of this Acceptable Use Policy may result in access privileges being revoked and that appropriate school discipline and/or legal action may be taken at the discretion of the Patrician Academy.
- Accept that violation of the regulations in this policy may constitute grounds for legal action against the user, including but not limited to a criminal offence.

5.3 Teachers
- Instruct students in the appropriate use of computer and Internet resources.
- Adhere to this Computer and Internet Acceptable Use Policy.
- Record any violations of the Acceptable Use Policy and inform the Head of I.T.
- Impose appropriate sanctions for violations of the Acceptable Use Policy, as outlined in the Parents Notification and Permission and in the Patrician Academy Code of Behaviour.
- Monitor use of computer and Internet resources.
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5.4 Parents
- Sign the Parent Notification and Permission to allow students to use the computer and Internet resources and to receive instruction in the appropriate use of these resources.
- Agree that the Patrician Academy, their agents and employees are not responsible for any misuse of access to networked information resources engaged in by students.
- Accept responsibility for supervision, if and when, a student's use of e-mail and the Internet is not in a school setting.

6. Monitoring
- The Patrician Academy, as owner of the Network, equipment, both hardware and software, intends to monitor and review the use of this technology to ensure that users engage only in appropriate uses.
- As part of monitoring and reviewing, the Patrician Academy will retain the capacity to bypass any individual password of a student or other user. The system security aspects, such as the message delete function for e-mail and a user's personal password can be bypassed for these purposes. The Patrician

Academy's ability to monitor and review is not restricted or neutralized by these devices.
- All users must be aware that they should not have any expectation of personal privacy in the use of the Network.

7. Success Criteria
- Users engage in the appropriate use of the computer, the Network and Internet.
- Users exhibit responsible behaviour in the use of all the resources.
- Users have a positive attitude to computer and Internet facilities.
- Users view and experience computer and Internet facilities as a valuable support to teaching and learning.
- Parents supervise and monitor students' use of computer and Internet resources outside of the school setting.

8. Review Procedures
- The policy will be reviewed on a yearly basis.
- The Review Team will include The Principal, Deputy Principal, School Development Planning Coordinator, Information Technology Teachers and representative members of Staff.
- The Board of Management, Parents' Association and Students' Council will be consulted.
- The Principal will report to the Board of Management, Parents' Council and the Students' Council.
- The Patrician Academy reserves the right to alter, amend, delete or discontinue the foregoing policy, in whole or in part, at any time and in its absolute discretion.