



## Patrician High School

The very spring and root of honesty  
and virtue live in good education

### ACCEPTABLE USAGE POLICY

#### THIS POLICY

The aim of this Internet Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities by the school's Internet resources in a safe and valuable way.

Internet use and access is considered a school resource and advantage, if the school's AUP is not adhered to this privilege will be withdrawn and sanctions imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before agreeing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood

#### GENERAL

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. (School's Broadband Network (SBN))
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- The use of USB memory sticks/Flash drives or CD-ROMs in school requires a teacher's permission.
- Students will observe good 'netiquette' (good appropriate behaviour/manners on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

#### WORLD WIDE WEB

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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. (SBN)

## EMAIL

- Students will use approved class email accounts under supervision of teacher.
- Students will not send or be a party to receiving any material that is illegal, obscene, defamatory or is intended to annoy or intimidate another person {Cyber bullying}.
- Students will not reveal their own or another person's personal details, such as address/telephone number or image.
- 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 downloading email attachments is subject to permission from their teacher.

## INTERNET CHAT

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that been approved by the school.
- Chat rooms, discussion forums and electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to face meetings with someone organised via Internet chat are **forbidden**.
- Students will be supervised in the use of video-conferencing and web-cams.

## SCHOOL WEBSITE [www.patricianhighschool.ie](http://www.patricianhighschool.ie)

Linked to PHS social media including Twitter and Facebook

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupil's work will appear in an educational context on web pages with copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.

## PERSONAL DEVICES

Although the school will make every effort to ensure that pupils do not access inappropriate content when accessing the school's Internet, it cannot control the fact that students do bring their own personal devices (i.e. phones, tablets, ipods etc) to school and access the internet via their own data plan.

As is stated in the Patrician High School Code of Behaviour it is a policy of the school that these devices should neither be switched on nor visible during the school day.

## LEGISLATION

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

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

## SUPPORT STRUCTURES

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

[www.internetsafety.ie](http://www.internetsafety.ie)

[www.webwise.ie](http://www.webwise.ie)

## SANCTIONS

Misuse of the Internet may result in disciplinary action:

- Written warnings {Booking/Conduct Note}
- Withdrawal of ICT privileges
- In extreme cases suspension or expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including The School's Broadband Network.

This version of the AUP was created on the 13th October 2014.

J. Duffy E. Murphy

Principal I.T. co-ordinator