St Tiernan's Community School Policy

INFORMATION AND COMMUNICATIONS TECHNOLOGY USE
Acceptable Use Policy

1. PURPOSE

St Tiernan's Community School owns and operates a variety of computing systems, which are provided for the use of St Tiernan's Community School students, staff and visitors in support of the programmes of the school and are to be used for education, research, academic development and public service only. All users of these systems are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and can be grounds for loss of computing privileges, as well as discipline and/or legal sanctions.

2. AUDIENCE AND AGREEMENT

All users of St Tiernan's Community School computing systems must read, understand and comply with the policies outlined in this document, as well as any additional guidelines established by the Information Technology Department. Such guidelines will be reviewed by the ICT Department and may become subject to Board approval as a policy or procedure to be included in the school plan. BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.

3. TECHNOLOGY

Technology/Electronic equipment includes, but is not limited to: personal computers, laptops, computer peripherals, cameras ,mobile phones, PDAs, sound and/or video equipment and any device which may be used to record, store and/or transmit digital or electrical files, pictures or sound.

4. RIGHTS

These computer systems and facilities are owned and operated by St Tiernan's Community School. St Tiernan's Community School reserves all rights, including termination of service without notice, to the computing resources that it owns and operates.

5. RESPONSIBILITIES

a) Staff users are responsible for maintaining:

- An environment in which access to all school computing resources are shared equitably between users. The ICT Department sets minimum guidelines within which users must conduct their activities.

b) Student and other users are responsible for maintaining an environment conducive to learning:

- A user who consumes food or drink in the computer rooms will be asked to leave and privileges may be removed.

- Disruptive behaviour will not be tolerated in any form. If any arises, the user responsible will be asked to close down their terminal and will be given alternative written work to complete at that time. The school's Discipline Policy will be enforced.

- A user who harasses, or makes defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks, to or from the school, shall bear sole responsibility for their actions. At no time is it acceptable to use any technology for the purposes of bullying, intimidation or hurting others.

- St Tiernan's Community School computing systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that St Tiernan's Community School does not assume responsibility for the contents of any of these outside networks.

- The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through St Tiernan's Community School systems.

- Further, the user agrees to follow proper etiquette on outside networks.

- The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service). The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not St Tiernan's Community School, which is acting solely as the information carrier. Transmission of such messages must be reported to a teacher.

c) All users are responsible for maintaining an environment free of illegal or malicious acts:

- The user agrees never to use St Tiernan's computer facilities to perform an illegal or malicious act. Any attempt to increase the level of access to which (s) he is authorized, or any attempt to deprive other authorized users of resources or access to any St Tiernan's Community School computer system shall be regarded as malicious, and is prohibited.

- The user agrees to be bound by the terms and conditions laid down in the **Data Protection Act of 1988/2003** and the **Freedom of Information Act of 1997/2003** and to inform themselves of their rights as citizens and their responsibilities under said Acts.

d) All users are responsible for maintaining a secure environment:

- When not in use the doors to the computer rooms must be kept locked.

- No student is permitted to use removable storage media that have originated outside of St Tiernan's Community School. Storage facilities will be issued by the School.

- Any user who finds a possible security lapse, or technical difficulty, on any system is obliged to report it to the ICT Department or supervising teacher.

- Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.

- Users are responsible for backing up of their own data. The ICT Department may from time to time schedule an overhaul and clean-up of the network. File owners will be notified of this necessary maintenance, in advance.

- All users must become familiar with logging off the system and must do so at the end of every session. If so asked by their teacher, users must ensure that all systems are shut down, through the proper means, when they are finished using them.

6. ACCOUNTS

Accounts, to be used by the account holder only will be issued and revoked solely by the ICT department. The individual is responsible for the proper use of the account, including proper password protection.

7. CONFIDENTIALITY/ SYSTEM USAGE

The ICT Department reserves the right by request from the Principal or Deputy Principal to access all information stored on computers.

Students must be made aware that all their computer activity is tracked and logged for reference purposes. These individual user logs may be accessed at any time by the ICT Department. If policy violations are discovered they will be reported immediately .The ICT Department reserves the right to inspect laptops, tablets or iPads belonging to students.

Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored. Students must use electronic communications facilities (such as E-MAIL) for school related activities only.

Staff may use either of the Computer Rooms and mobile laptop unit with their class group(s) during class time provided the appropriate class period(s) are recorded via the booking procedures in force at that time. Scheduled and timetabled ICT classes take precedence over all other sessions. Use of computers outside of class time is only permitted under the supervision of a teacher.

8. COPYRIGHT

Computer software protected by copyright is not to be copied from, into, or by using St Tiernan's Community School computing facilities, except as permitted by law or by the contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

9. VIRUS PROTECTION

It is the policy of the school to run up to date virus protection software on all computers that are attached to the network. This software will automatically report the presence of most known viruses. Any user who suspects a virus or receives an on-screen warning from this software (these are very clear and explicit) should stop all use of the computer immediately and report the occurrence to the ICT Department.

It is the school's policy that all removable media must be virus scanned before being accessed through any computer in the school.

These must be re-scanned again each time they are used in computers outside the school.

10. VIOLATIONS

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the ICT Department.

The Principal may nominate the ICT Department to conduct an examination of computing systems at any time and without prior notice to assure compliance with internal policies, assist with internal investigations, and assist with the management and protection of the schools information resource systems.

Violations of these policies will be dealt with in the same manner as violations of other school policies and may result in disciplinary action. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the school, Garda involvement and legal action. Violations of some of the above policies may constitute a criminal offence.

11. ST TIERNAN'S COMMUNITY SCHOOL 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:

AUP Forms:

- All users will be presented with an appropriate acceptable use policy document in line with their role in the school. These forms must be read carefully, signed and returned to the ICT Department where they will be filed securely. Once these forms have been signed and returned, the user will have access to the computing systems in operation throughout the school

Guidelines:

- Internet sessions will always be supervised by a teacher.
- Uploading and down loading of non-approved software will not be permitted.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school expects all parents/ guardians to engage in teaching their children about responsible use of the Internet.
- Students and staff will be provided with training in the area of Internet safety.
- Virus protection software will be used and updated on a regular basis.
- The use of personal removable storage media in school requires a teacher's permission.

- Users will 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.

World Wide Web:

- Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Users will use the Internet for educational purposes only.
- Users will be familiar with copyright issues relating to online learning.
- Users 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.

Email:

- Non-school related business should be conducted using a non-school email account.
- Students will not send or receive any material that is illegal, obscene, or defamatory or material 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.
- Sending and receiving email attachments is subject to permission from their teacher.
- Electronic communications between teachers and students must be for educational purposes only.

Internet Chat:

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by, or set up by, the school.
- Chat rooms, discussion forums and other 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 is strictly forbidden.

School Website:

- We are privileged to have a portal on the World Wide Web that gives interested parties an insight into life at St Tiernan's Community School. It will exist at http://www.sttiernans.ie.
- Personal student information including home addresses and contact details will be omitted from school web pages.

Sanctions:

- Misuse of the Internet will 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, to involve the Gardai and other legal bodies should the need arise in the case of a serious breach of this AUP.

12. REVIEW

The aim of this Acceptable Use Policy is to ensure that all users 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. It is envisaged that the policy will be reviewed on a regular basis.

This version of the AUP was created on: _____ and was ratified

by the Board of Management of St Tiernan's Community School on: _____

Signed: _____
        Principal

SUBJECT TO REVIEW