St Patrick's Cathedral Grammar School

Student Acceptable Use Policy

(Internet policy)
Updated April 2017

St Patrick's Cathedral Grammar School Student Acceptable Use Policy (SAUP)

The aim of this Student Acceptable Use Policy is to ensure that students will benefit from the learning opportunities offered by the school's Information Technology resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school SAUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the SAUP will be imposed.

It is envisaged that the school will regularly revise the SAUP.

Before signing the yellow SAUP Permission Form you should be read this Policy carefully to ensure that the conditions of use are accepted and understood.

Board of Management Approval

Signed on behalf of the Board of Management:	Date:
Dr. K. Houston (Chairperson).	

School Strategy for students

The school will employ the following strategies in order to maximise learning opportunities and reduce the risks associated with the Internet.

❖ Internet sessions will always be supervised by a member of staff.
❖ Filtering software and / or equivalent systems will be used by the school in order to minimise the risk of exposure to inappropriate material. However if students find themselves confronted with material that they find distasteful, uncomfortable or threatening they should notify a member of staff who will aim to have it blocked immediately.
❖ The school may regularly monitor a student's Internet usage without prior notice.
❖ Given the availability of student laptops, the Internet Safety Policy must be displayed in each classroom.
❖ Virus protection and anti-spyware software will be used and updated on a regular basis.
❖ The use of personal USB keys, CD ROMs and DVDs in school requires the permission of a member of staff.
❖ Students may not access the school internet from personal mobile devices.
❖ Students 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

- ❖ Students will not visit Internet sites that contain obscene, illegal, hateful, defamatory, harassing or otherwise objectionable material or publish such material.
- ❖ Students will use the Internet for educational purposes only.
- ❖ Students may only use the Internet for personal use with the permission and supervision of a member of staff.
- ❖ Students will be familiar with copyright issues relating to online learning and when researching material students will acknowledge the source of the information and acknowledge copyright.
- ❖ When using the Internet students will never disclose or publicise personal information about themselves or others.
- ❖ Students will be aware that any usage, including distributing or receiving information may be monitored for unusual activity, security and / or network management reasons.
- ❖ Students are not permitted to use the Internet on their own personal equipment.
- ❖ Uploading and downloading of non-approved software will not be permitted, including non-educational games, freeware and shareware.
- ❖ Playing non-educational games over the Internet is strictly forbidden.
- ❖ PodCasting to student's personal equipment will only be allowed under the supervision of a member of staff and for educational purposes.
- ❖ Personal Websites, Blogs and Social Networking sites such as Facebook are blocked, as are all inappropriate websites

Cyber-bulling

- ❖ Cyber-bullying is defined as using social network sites, internet, email, etc. to demean, humiliate, exclude, or otherwise undervalue another person through direct or indirect methods.
- ❖ Any incident involving a student, current or recent, either as perpetrator or victim, is of concern. However it is of particular concern when both perpetrator and victim are students. Equally, social comments about a member of staff which fall under the categories listed above will not be tolerated.
- ❖ St Patrick's Cathedral Grammar School draws a distinction between incidents which originate from within the school environs and those which occur outside. While the same standards apply at all times and in all places, it needs to be recognised that the Grammar School cannot be held responsible for students' actions when they are not on the school premises.
- ❖ The Grammar School takes seriously the responsibility of regularly informing students about internet protocol and best practice in the area of internet usage, including the concept of "public domain". The

Grammar School values parents' support in reinforcing best practice in this area."

Email

❖ Students may not use personal email accounts including web based email e.g. Hotmail, **without the express permission of the teacher.**
❖ In certain circumstances students may be given specific email accounts to be used for educational purposes only, for example training for the European Computer Driving Licence (ECDL), and these accounts *may* only be used in school under the supervision of a member of staff and for educational purposes.

Internet Chat

❖ Accessing chat rooms is forbidden.
❖ Students will only have access to discussion forums or other electronic communication forums for educational purposes, which have been approved by a member of staff.
❖ The use of discussion forums or other electronic communication forums will always be supervised by member of staff.
❖ Usernames will be used to avoid disclosure of identity.

Publishing on the Internet

❖ Students may be given the opportunity to publish projects, artwork or any school work on the Internet in an educational context. Copyright notice prohibiting the copying of such work without express written permission will be included with such work.
❖ The publication of any student work will be co-ordinated by a member of staff.
❖ Students will continue to own the copyright of any work published.
❖ Digital photographs, audio or video clips of students will not be published on any website without prior written permission from parents or guardians, **which will be sought at the beginning of each academic year.**
❖ Personal student information including home address and contact details will not be published under any circumstances.

Legislation

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

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

School Website

- ❖ The website of St Patrick's Cathedral Grammar School will reflect the school's ethos.
- ❖ The website will be regularly checked to ensure that there is no content that
  compromises the safety of pupils or staff. It will also be checked to see that no
  content denigrates an individual or might threaten the good name of the Grammar School and that the language and tone used is appropriate.

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.

New Technologies

These will be examined for their educational benefit and a risk assessment will be carried out before they are used in the school and this document will be changed accordingly.

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