CBS Roscommon – Mean Scoil Na Braíthre
Internet Acceptable Usage Policy

THIS POLICY LINKS WITH:
- The Code of Behaviour which includes our Suspension and Exclusion Policy & Procedures
- Anti- Bullying Procedures
- Homework Policy
- Attendance and Participation Policy
- School tour/extra-curricular policy
- Mobile Phone Policy.

Date of Latest Update	April 11th 2016
Review Date	April 2017
Policy Agreed by Board of Management	April 2016
Policy Available for Staff at:	Office; Staff Handbook; School Website
Policy Available for Parents at:	School Website; Office
Principal	Ms. F. Gallagher

CBS Roscommon Internet Acceptable Usage Policy
2016 - 2017

This policy incorporates guidelines from the Department of Education and Skills and has been adapted to suits the needs of our school.

The aim of this AUP is to ensure that students 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. Therefore, if school policy is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school will revise the AUP policy periodically. The AUP policy should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP policy was created on March15th, 2016 by the school authorities.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. Users are cautioned that many pages include offensive, sexually explicit material and inappropriate material. Additionally, having an email address on the internet may lead to receipt of unsolicited email containing offensive content. **Users accessing the internet do so at their own risk and the school is not responsible for material viewed or downloaded from the internet.** Risks associated with the internet can be minimised or prevented through education, awareness and by creating an infrastructure that facilitates the safe acceptable use of the internet for all members of the school community.

These strategies are as follows:

General

➢ The school uses the NCTE (National Centre for Technology in Education) filtering software on ALL computers, a monitoring and filtering system which filters all users' use of the Internet. This system is used to protect both the individuals who use the Internet and also the school.

➢ All users will be issued with their own unique username & password. Keep all passwords secure. You are responsible for all uses, including illicit use of e-mail and Internet under your password. It is your responsibility to let the ICT co-ordinator know if your password has been compromised

➢ Internet sessions by students will always be supervised by a teacher.

➢ The school's Internet system is primarily for school business.

➢ All users of the internet should be aware of breaching of copyright relating to online learning. Copyright refers to the downloading of documents, articles, books, plays, films recordings and musical compositions without the consent of the copyright owner. Failure to comply with this Policy is a criminal offence and will be dealt with accordingly. It may result in being sued and /or exclusion from school.

- Virus protection software is installed and will be updated on a regular basis. If you send an e-mail with attachments you MUST include the following statement in your message :

   '*This email and any files transmitted with it are confidential and are intended solely for use by the addressee. Any unauthorized dissemination, distribution or copying of this message and any attachment is strictly prohibited. If you have received this e-mail in error, please notify the sender and delete the message. Any views or opinions in this e-mail may solely be the views of the author and cannot be relied upon as being those of CBS Roscommon. E-mail communications such as this cannot be guaranteed to be virus free, timely, secure or error- free and CBS Roscommon does not accept liability for any such matters or their consequences. Please consider the environment before printing this e-mail.*'

- Uploading and downloading of non-approved software is not permitted.

- Students will observe good "net quette" (etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

School Website

- We have a school website which is a means of communication with our school community about school activities and events.
- Pupils may be given the opportunity to publish projects, artwork or school work on the school website. This will be coordinated by their teacher.
- The website is managed by means of a content managed system which allows authorised users to upload content, all submissions made must be approved by management personnel.
- From time to time, photographs of students may appear on our school website.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials to the principal without delay.
- 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 acceptable use policy.
- 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.

E-Mail

- Students will use approved class e-mail accounts under supervision by/or permission of their teacher.

- The school authorities may inspect your use of the Internet at any time without notice. It is worth reflecting before you use the Internet by asking yourself: "How would you feel if your message were read out in court"?
  E-mail messages may have to be read out in litigation. An e-mail should be regarded as a written formal letter, the recipients of which may be much wider than the sender intends. One should ensure that no matter what might be regarded as illegal, obscene, harassment or defamatory should not be sent on the Internet. Even when a message is erased it is still possible to retrieve and read.

- If you receive any offensive, unpleasant or intimidating message or material via e-mail at school, print the message, keep a copy and inform the teacher in charge and the Principal **without delay.**

- Students will not reveal / send their own or other people's personal details, such as addresses or telephone numbers or pictures without teachers permission.

- Students will never arrange a face-to-face meeting with someone they only know through e-mails or internet.

- Students will note that sending and receiving attachments is subject to permission from their teacher.

Social Media

- Students will only have access to social media, discussion forums or other electronic communication forums that have been approved by the school.

- Social media, discussion forums and other electronic communications forums will only be used for educational purposes and will always be supervised.

- User names should be used to avoid disclosure of identity

- Face-to-face meeting with someone organized via Internet chat will be forbidden.

Legislation

Teachers, students and parents should familiarize themselves with the information available on the following legislation relating to use of the Internet:

- Data Protection (Amendment Act) 2003
  http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html
- Child Trafficking & Pornography Act 1998
  http://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html
- Interception Act 1993
  http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html
- Video Recording Act 1989
  http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html
- The Data Protection Act 1988
  http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html

Sanctions

Failure to comply with this Policy may result in disciplinary action being taken, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Amendments

The Board of management of CBS Roscommon may amend this Policy at any time.

Review

This policy was approved by the Board of Management in April 2016

Signed _____
Chairperson

It will be reviewed in April 2017. This policy will come into force on the April 12th, 2016. It will be reviewed after one years.