

# Mount Mercy College



## **INTERNET ACCEPTABLE USAGE POLICY**

**School Name: Mount Mercy College**

**Model Farm Road**

**Cork City**

**Tel: 021 – 4542366/ 4542685**

**Fax: 021 – 4542709**

The aim of this Acceptable Usage Policy is to ensure that pupils 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 Therefore if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP - will be imposed.

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

This version of the AUP was updated on **November 2012** and reviewed again in 2014.

By **The Principal and IT Committee**

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### **School's 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;

### **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. Currently Netfort is the filtering system that Mount Mercy College has in use.

The school will regularly monitor the pupils' internet usage.

Students and teachers will be provided with training in the area of internet safety. There is an Internet Safety dvd available in the computer room.

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

Virus Protection software will be used and updated on a regular basis. (symantec)

The use of personal USB keys or CD-Roms is not encouraged and may only be used with the teachers permission.

Students will observe good Internet etiquette at all times and will not undertake any actions which 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 on-line 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.

### **Email:**

Students will use approved class email accounts under supervision by or permission from a teacher.

Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

Students will not reveal their own or other peoples personal details, such as addresses, telephone numbers or pictures.

Students will never arrange a face to face meeting with someone over the internet.

Students will note that sending or receiving 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 have been approved by the school.

Chat rooms, discussion forums or other electronic communication forums will only be used for Educational purposes and will always be supervised.

Username will be used to avoid disclosure of identity.

Face-to-face meetings with someone organised via Internet Chat will be forbidden.

### **School Website:**     [www.mountmercy.ie](http://www.mountmercy.ie)

Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.

The publication of student work will be co-ordinated by a teacher.

Pupils work will appear in an Educational context on Web pages with a 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 or video clips will focus on group activities. Video clips may be password protected.

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.

### **Legislation:**

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

- Child Trafficking and Pornography Bill 1997
- 1993 Interception Act
- Video Recordings Act 1989
- The Data Protection Act 1988

### **Support Schemes:**

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

### **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.

*This AUP is for general information only. It does not include nor should it be considered as legal advice. Should you need legal advice it should be sought from a legal representative.*

### **Addendum:**

#### **IPADS/EBOOKS/SOCIAL MEDIA**

In addition to our General Acceptable Usage Policy, students must comply with IPAD and Digital Citizenship Protocols which apply to all students who utilise mobile devices for school or school related activities.

Please review the attached School Acceptable Use Policy, sign and return this permission form to the Principal.

NAME OF PUPIL: \_\_\_\_\_ CLASS/YEAR: \_\_\_\_\_

**PUPIL:**

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupils Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN:**

As the parent or legal guardian of the above pupil. I have read the Acceptable Use Policy and grant permission for my daughter to access the internet. I understand that Internet access is designed for educational purposes. I also understand that, that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_

In relation to the school website, I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_