



ACCEPTABLE USE POLICY (AUP) DOCUMENT

CONTENTS

1. **Introduction**
The Internet and St. Clare's Comprehensive
2. **General**
The Internet
The School Intranet
3. **World Wide Web**
4. **School Website**
5. **Email/Webmail**
6. **Legislation, Support & Sanctions**

1. INTRODUCTION

The Internet and St. Clare's Comprehensive

- 1.1 The Internet is a valuable resource which can enhance our experience of the curriculum.
- 1.2 *St. Clare's Comprehensive* is committed to maximise learning opportunities and to reduce risks associated with the Internet.
- 1.3 Our strategies to achieve these objectives are set out in this acceptable use policy (AUP).
- 1.4 Due to the evolving nature of information and the Internet the contents of our AUP are subject to ongoing reviews and clarifications.



2. GENERAL

The Internet

- 2.1 All Internet access from *St. Clare's Comprehensive* will be made using the HEAnet as our sole Internet Service Provider (ISP).
- 2.2 A teacher will always supervise Internet access.
- 2.3 Desktop PCs and Wi-Fi enabled devices use designated WAP points or available patch points to access the Internet using the HEAnet service.
- 2.4 Filtering systems employed by the HEAnet are used to minimise the risk of exposure to inappropriate material.
- 2.5 Users will be provided with awareness training in the area of Internet safety, our AUP and additional updates as required.
- 2.6 Uploading and downloading of non-approved software is not permitted.
- 2.7 Users will observe good netiquette at all times and will not undertake any actions that may bring *St. Clare's Comprehensive* into disrepute.

The School Intranet

- 2.8 Users issued with usernames and passwords are responsible for their confidentiality



3. WORLD WIDE WEB

- 3.1 Users may not visit websites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 3.2 Users may use web material for educational purposes only as defined by active DES syllabi and curricular documents.
- 3.3 Users must be aware of copyright issues.
- 3.4 Users must never disclose or publicise personal information *e.g. weblogs*.
- 3.5 Users must not access chat rooms or discussion forums
- 3.6 Users must be aware that Internet usage may be monitored for unusual activity, security and/or network management reasons.
- 3.7 Users may not make any financial transactions using online facilities.
- 3.8 Users may not access their personal bank accounts online.
- 3.9 Users may not place any data on to a personal data storage device *e.g. iPod-type-devices, MP3 players, memory cards, mobile phones or any other USB-enabled-devices*.

4. SCHOOL WEBSITE

- 4.1 Our school website, www.stclarescomprehensive.ie reflects activities, practices and ethos of *St. Clare's Comprehensive*
- 4.2 Digital images and media show samples of teamwork in various activities throughout school departments
- 4.3 All material for uploading must be submitted via a teacher, in a digital format, to the IT co-ordinator
- 4.4 Pupils and teachers will continue to own the copyright of any of their material published on the school website
- 4.5 Users are not permitted to make changes or alterations to the school website



5. EMAIL/WEBMAIL

- 5.1 Students will use approved email/webmail accounts under the direction of a teacher.
- 5.2 Users will not send any material that is illegal, obscene, defamatory or material that is intended to annoy or intimidate.
- 5.3 Users will not reveal their own or other peoples' personal details.
- 5.4 Users will never arrange a face-to-face meeting with someone they only know through email/webmail.

6. LEGISLATION, SUPPORT & SANCTIONS

- 6.1 Users should be aware of the implications of the following legislation:

(a) Data Protection (Amendment) Act 2003

(b) Child Trafficking and Pornography Act 1998

(c) Interception Act 1993

(d) Video Recordings Act 1989

(e) The Data Protection Act 1988

- 6.2 The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- 6.3 Non-compliance with our *AUP* will result in disciplinary action as stated in the disciplinary policy statements of *St. Clare's Comprehensive*. The school also reserves the right to report any illegal activities to the appropriate authorities.