



**COOLMINE
COMMUNITY
SCHOOL**

**INTERNET
ACCEPTABLE
USAGE POLICY**

**SCOIL
PHOBAIL
CHÚIL MHÍN**

**POLASÁÍ ÚSÁID
INGHLACTHA
IDIRLÍN**

**CLONSILLA, DUBLIN 15.
CLUAIN SAILEACH, BAC 15.**

OUR MISSION STATEMENT

WE STRIVE TO CREATE AN
ATMOSPHERE OF MUTUAL
RESPECT WHICH PROMOTES
EXCELLENCE IN ALL
ASPECTS OF SCHOOL LIFE
AND ALLOWS INDIVIDUALS
TO REALISE THEIR FULL
POTENTIAL.

1. INTRODUCTION / RÉAMHRA

The aim of the our Acceptable Use Policy (AUP) is to ensure that teachers, students and school staff (“users”) will benefit from learning opportunities offered by the school’s internet resources in a safe and effective manner. Internet use and access is a school resource and privilege. Therefore, if the school’s AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 staff, student and parent representatives will revise the AUP as necessary. This policy was drawn up by a staff committee. The Staff’s Parents Association, Student Council and the Board of Management, were consulted during the formation of the policy.

The computer network and all individual computers are property of Coolmine Community School (“the school”) and are to be used for legitimate school business purposes. All users have a responsibility to use the school’s computer resources and the internet in a professional, lawful and ethical manner.

RATIONALE / BUNÚS

Why is the internet use important?

- The purpose of the internet use in school is to raise education standards, to promote students achievement, to support the professional work of staff and to enhance the school’s management information and business administration systems
- The internet is an essential element in 21st century life for education, business and social interaction

Benefits of using the internet in education include:

- Access to world-wide education resources including museums and art galleries;

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- Education and cultural exchanges between students world-wide
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to many experts in fields for students and staff
- Staff professional development through access to international developments, educational materials and good curriculum practice
- Staff communication with support services, professional associations and colleagues;
- Improves access to technical support including remote management of networks

This policy has been designed to protect users and the school. The Board of Management of Coolmine Community School has a responsibility to support users of school computer systems in the use of the internet

2. SCHOOL'S STRATEGY / STRAITÉIS

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are outlined as follows:

General

- All internet sessions must be supervised by an adult
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material
- Users who use the internet must be aware of issues relating to internet safety
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated. Personal USB Keys or CD-ROMs must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher. The school reserves the right to read all disks and to check them for viruses

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- Illegal activities are strictly forbidden
- Users should always back up their own work
- Students work should never be stored on the Hard Drive of a PC
- Teachers may use software to monitor student usage of School ICT Equipment
- Students should not change computer settings, screensavers, backgrounds etc. without a teachers 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. Network etiquette at Coolmine should promote the following:
 - ✓ Be polite
 - ✓ Use appropriate language
 - ✓ Keep personal details private
- The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date
- The school will take reasonable precautions to ensure that users access only appropriate material. However, the school cannot accept liability for the material accesses, or any consequences of internet access

3. WORLD WIDE WEB / AN GRÉASÁN DOMHANDA

- All users must accept the terms of the Acceptable Use Policy before using any internet resource in school
- All staff, including teachers, supply staff, classroom assistants and support staff, will be provided with the Acceptable Use Policy
- Users should be aware that the internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential
- Users must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- If staff or pupils discover unsuitable accessible sites, the content must be reported to the ICT co-ordinator
- Students must use the internet for education purposes only

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- Users must be familiar with copyright issues relating to online learning
- Students must never disclose or publicise personal information
- Users must be aware that any age usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons
- Online shopping by students is prohibited

4. EMAIL AND TEXT MESSAGING / RÍOMHPHOST AGUS TÉACSÁIL

- Students are not permitted to access email or webmail accounts or to set these up through the school network without a teacher's permission
- Students are not permitted to send text messages via the internet
- Social Media and instant messaging (messaging through Twitter accounts, Skype, Viber, etc.) are not allowed except where supervised by a teacher for educational purposes

5. INTERNET CHAT / COMHRÁ IDIRLÍN

- Internet chat rooms may be used only under the guidance of the teacher and must always be supervised
- Students will only have access to chat rooms, discussion forums or others electronic communication forums that have been approved by the teacher
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes
- Usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via internet chat is strictly forbidden

6. BULLYING – INTERNET MOBILES / BULAÍOCHT IDIRLÍON FÓIN PLÓCA

Hate mail, harassment, nasty personal comments, discriminatory remarks and other antisocial behaviour are prohibited on the network regardless of whether it is accessed using school or personal equipment. The school reserves the right to discipline the student for actions taken off-campus if they intended to have an effect on a student or staff member or if they adversely affect the safety and well-being of a student or staff member while in school

Generating, circulating, publishing or distrusting (including on the internet) material associated with school activities including but not limited to materials in relation to staff and pupils where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserve the right to suspend or expel a pupil or pupils where it considers the actions to warrant such sanctions.

Students posting photographs or references to staff members on the internet or any social networking site is strictly prohibited and will be viewed as an extreme breach of this policy.

All other posting of photographs should only take place with the subject's permission.

7. SCHOOL WEBSITES / SUÍMH GRÉASÁIN NA SCOILE

- Users may be given the opportunity to publish projects, artwork or school work on the World Wide Web
- The publication of users work will be co-ordinated by school personnel who will select and edit it as appropriate

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- Users’ work may appear in educational context on Web pages with a copyright notice prohibiting the copying of such work once the permission of their parent/guardian has been secured
- Photographs published on the website will normally focus on group activities
- Personal users information including home addresses and contact details will be omitted from school web pages
- Users will continue to own the copyright on any work published
- Photographs of students users participating in school activities may be published on school web pages unless parents have requested in writing that this not be done

8. GENERAL GUIDELINES / TREOIRLÍNTE GINEARÁLTA

The school’s internet / E-mail facilities shall not be used for any of the following purpose in any circumstances:

- Sending messages which contain offensive material
- Downloading, copying or transmitting the work of others without their permission as this may infringe copyright
- Entering the school into a contract on the internet or by E-mail without permission, in advance, from the principal
- Sending or circulating, internally or externally, any information which is defamatory, i.e. adversely affects a person or the schools reputation
- Accessing or transmitting any material of a sexual nature
- Pupils must immediately report an offensive E-mail to management or the IT co-ordinator

9. LEGISLATION / REACHTAÍOCHT

All users should familiarise themselves with legislation relating to the use of the internet. The following legislation is available on www.bailii.org or relevant Irish Government sites:

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- Data Protection (Amendment) Act 2003
- Data Protection Act 1988
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989

10. SANCTIONS FOR MISUSE / PIONÓIS DO MHÍ-ÚSÁID

Any complaints about internet misuse within the school must be referred to the school’s senior management. Misuse of the internet may result in disciplinary action, including withdrawal of access privileges and, in extreme cases suspension or expulsion. The school also reserve the right to report any illegal activities to the appropriate authorities

11. PERMISSION FORM / FOIRM CHEADA

Please read carefully the School’s Acceptable Use Policy and sign below.

My parents and I have read and we fully understand the Coolmine Community School Student Acceptable Use Policy.

Date: _____

Student’s Name (printed)

Student’s signature:

Parent / Guardian’s name (printed):

Parent/guardian’s signature:



**COOLMINE
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**SCOIL
PHOBAIL
CHÚIL MHÍN**

PHONE: 821 4141

FAX: 821 3374

WEB: WWW.COOLMINECS.IE

EMAIL: INFO@COOLMINECS.IE