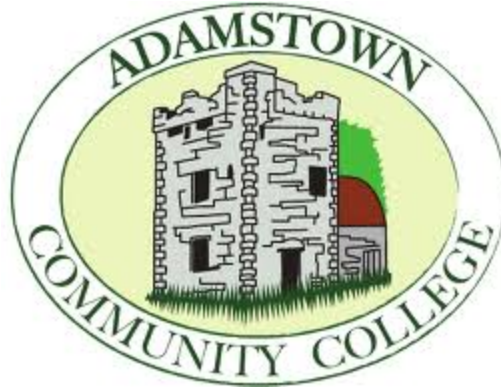


# Adamstown Community College



## INTERNET ACCEPTABLE USE POLICY (AUP)

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are considered a school resource and privilege therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and the appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that student and parent councils will review the policy at regular intervals.

### **School 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:**

- Permission to use the internet must be given by a teacher or SNA
- Internet sessions will be supervised by a teacher or other school personnel
- Filtering software and/or equivalent systems will be used in order to minimise risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Students and teachers will be provided with training in the areas of internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, USB keys, CD-ROMS or other external storage devices (i.e. PDAs, mobile phones, digital cameras, etc.) on the school's network

- requires a teacher's permission.
- Best practice articulated within this policy applies to all those who have access to the internet on the school premises.
  - Students and staff of ACC will fully comply with all new GDPR regulations introduced through the EU.

### **World Wide Web:**

- Students will use the internet for educational purposes only.
- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be familiar with copyright issues relating to online 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.
- Students will not upload to the internet anything that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. This includes any disparaging statement made by one person about another, which is communicated or published, whether true or false.

### **Email:**

- Students will use approved Google Apps email accounts which will be provided by the school.
- Students will not send or receive any material that is illegal, obscene or defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not arrange a face-to-face meeting with someone they have become acquainted with through emails or the internet without the permission of their parents or school authorities.
- Students will note that sending and receiving email attachments is subject to the rules above.
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### **Internet Chat:**

- Students are only permitted to access chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- 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 meeting with someone organised via internet chat is forbidden.

### **School Website:**

- The school website is controlled by the school authorities. It is not possible for pupils to upload information/data to this site.
- Digital photographs, audio or video clips of individuals will not be published on the school website. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information, including home address and contact details will never appear on the school web pages.

### **Digital Devices:**

The aim of the guidelines on personal digital devices is to promote safe, responsible use of such devices in line with existing policies on student behaviour.

- The school acknowledges that, as a high technology 21st century school, that students may use advanced digital devices such as iPads, tablets or laptops to engage in learning.
- The use of appropriate digital devices is permitted for learning purposes only, in the classroom with the permission of the teacher.
- Any use of digital devices in the classroom or in the circulation spaces on the school campus will be strictly regulated under the "Code of positive behaviour", "Acceptable use of internet policy" and the "Anti bullying agreement".
- Students are prohibited from viewing or allowing others to view on a digital device, any material deemed offensive, obscene, defamatory or inappropriate by school management.. In circulation spaces the use of a digital device is confined to educational purposes only.
- The playing of games is prohibited.
- The use of non-educational apps is prohibited.
- The taking of photographs and/or audio/video recording using a digital device is strictly prohibited except in cases where it is intended to display student work/achievements/activities, for example on the school twitter account.
- Headphones should not be connected to any of these digital devices unless with the permission of a teacher.
- Please be advised that Adamstown Community College will take no responsibility for damage or loss to a personal digital device taken onto the campus by a member of the school body.
- Students are not permitted to have mobile phones whilst in school or on a school activity.

**Legislation:**

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

- Data Protection (Amendment) Act 2003
- Child Trafficking & Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Data Protection Act 1988
- GDPR 2018

Details of these acts can be obtained from:

<http://www.oireachtas.ie/>  
<http://www.irishstatutebook.ie>  
<http://www.oasis.gov.ie/>  
<https://eugdpr.org/>

**Sanctions:**

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in cases deemed extreme by the College, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy has been adopted by the Board of Management of Adamstown Community College.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\* Defamation — also called calumny, vilification, traducement, slander (for transitory statements), and libel (for written, broadcast, or otherwise published words) — is the communication of a statement that makes a claim, expressly stated or implied to be factual, that may give an individual, business, product, group, government, or nation a negative image.

As part of the online enrolment students and parents/guardians must accept this policy. A follow-up signature is required annually through the school journal to remind all members of the school community of their obligations. This is not an opportunity to opt out of the policy.

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

I accept the above paragraph

I do not accept the above paragraph

*(Please tick as appropriate)*

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

**Photograph(s) of my child may appear on the school website in connection with school-based activities.**

I accept the above paragraph

I do not accept the above paragraph

*(Please tick as appropriate)*

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