



*Our Lady's College, Galway*

Computer, Mobile Phone & Internet AUP

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# **Our Lady's College, Galway**

## **Draft**

# **Computer, Mobile Phone & Internet Acceptable Use Policy**

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## 1. AIM

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The aim of this Computer and Internet Acceptable Use Policy is to ensure that staff and students will benefit from learning opportunities offered by the school's computer and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school Computer and Internet Acceptable Use Policy is not adhered to this privilege may be withdrawn and appropriate sanctions imposed.

Before signing the permission slip, the Computer and Internet Acceptable Use Policy should be read carefully so that the conditions of use are accepted and understood.

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## 2. LEGISLATION

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

- Data Protection (Amendment) Act 2003;
  - Child Trafficking and Pornography Act 1998;
  - Interception Act 1993;
  - Video Recordings Act 1989;
  - The Data Protection Act 1988.
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## 3. SCHOOL'S STRATEGY

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The strategies employed by the school to maximise learning opportunities and reduce risks associated with the Internet will include:

- Student sessions will always be supervised by a teacher;
  - Filtering software used in order to minimise the risk of exposure to inappropriate material;
  - The school monitors Internet usage;
  - Students and staff will be provided with training in the area 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 memory storing devices by students in the school requires a teacher's permission. Sanctions for not adhering to this policy will include:
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- Withdrawal of computer privileges (temporary or permanent);
- Confiscation of Internet devices;
- Other measures outlined in the Our Lady's College, Galway's Code of Behaviour and/or deemed appropriate by the Principal and/or Board of Management

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## 4 ACCEPTABLE USE

The computer system in this school has been provided for an **EDUCATIONAL PURPOSE**. The term "educational purpose" includes classroom activities, career development and limited high quality self-discovery activities, such as project work and research.

The computer system has **NOT** been provided as a public access service or a public forum. The school has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth by the law in your use of the school computer system.

The school, in accordance with its responsibilities, has placed a content filter on internet access in the school. This filter is designed to protect students from harmful material as well preventing frivolous internet access during school time.

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## 5 UNACCEPTABLE USES

The following uses of the school computer system are considered unacceptable:

### 5.1 Personal Safety

- You will not post personal contact information about yourself or other people.
- Personal contact information includes any address, telephone, school address, work address, email address, etc.
- You will not sign a "guest book" on a web page on behalf of Our Lady's College Galway.
- You will promptly disclose to the Principal or the Deputy Principal, any message you receive that is inappropriate or makes you feel uncomfortable.



## 5.2 Illegal Activities

- You will not attempt to gain unauthorised access to the computer system or to any other computer system through the school computer system or go beyond your authorised access. This includes attempting to log on to another person's account or accessing, or interfering with another person's work or files.
- You will not make deliberate attempts to disrupt any computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the computer system to engage in any other illegal act.
- You will not attempt to bypass the internet filter. Any such attempt will result in immediate withdrawal of computer and internet facilities.

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## 5.3 Inappropriate Language

Restrictions in the use of inappropriate language apply to public messages, private messages and material posted on Web pages.

- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. You will not post information that could cause damage, danger, or disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory actions that distresses or annoys any person.
- You will not knowingly or recklessly post false or defamatory information about a person or organisation.

## 5.5 Email

Our Lady's College, Galway provides every student and member of staff an email account. Use of this email account is for educational purposes only.

- Pupils may use approved e-mail accounts assigned to their class under supervision.
- Staff or students will not send or receive any material that is illegal, obscene, abusive, and defamatory or that is intended to annoy, threaten 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 never arrange a face-to-face meeting with someone they only know through e-mails or the Internet.



- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.
- Students will never use their email addresses (or their fellow student's or teacher's email addresses) in a way that brings the school's name into disrepute or to cause them hassle.
- Students will never sign up for electronic newsletters or equivalent using their own or other school email addresses without the express approval of their teachers.

## 5.6 Respect of Privacy

- You will respect the confidentiality of any message sent to you privately. You will not post private information about another person.
- You will not post pictures or photographs of other people without their permission.

## 5.7 Internet Chat

No access to chat rooms is permitted without permission i.e. Social Networking sites.

Discussion forums and other electronic communication forums will only be used for educational purposes and students will always be supervised. You will not agree to meet with someone you have met online.

## 5.8 School Website and Official Social Media Channels

Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website and official social media channels.

The website and official social media channels will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Students will continue to own the copyright on any work published.

## 5.9 Moodle/Other VLEs:

Our Lady's College, Galway provides an online virtual learning environment for educational use, both within the school and from outside. All existing rules detailed in this policy apply to [Moodle/VLEs](#), including, but not limited to; respecting privacy, inappropriate language and illegal activities.



## 5.10 Respecting Resource Limits

You will use the system only for educational and career development activities.

As a student you will not download or upload large files, such as music, movies, television, etc, unless given permission to do so by a teacher.

You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.



## 5.11 Plagiarism and Copyright Infringement

You will not plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

You will respect the rights of copyright owners. Copyright infringements occur when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

## 5.12 Personal Data

The school makes every effort to ensure the security of your data stored on school servers. This does not constitute a guarantee. Students and staff should backup any critical files including documents, photos and music. The school will bear no responsibility for any data loss or any associated data recovery. The use of external storage or online storage for backup purposes is encouraged.

## 5.13 Internet Devices and Mobile Phones

While Our Lady's College accepts that it is a student's right to have a mobile phone the following aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved. The misuse of mobile phones and internet devices is a serious breach of school rules and Our Lady's College will respond appropriately in such cases and will have the full range of sanctions open to it.

- Students must ensure that mobile phones are SWITCHED OFF AT ALL TIMES WHILE ON THE SCHOOL GROUNDS (i.e. inside the school gates). This includes the period of time each student is ON THE SCHOOL GROUNDS before commencement of the first class, during the small break, during lunch and after the last class of the day.

Note: Switched off does not include 'Silent', 'Meeting' or any other similar mode. The mobile phone must be POWERED OFF.

- While off the school grounds, but on school business ( e.g. travelling to/from other school campus, games, tours, field trips etc.) mobile phones must be switched off.
- Pupils who disregard this policy and use a mobile phone on the school premises without permission will be required to hand over their phone and SIM card to a member of staff on request. Sanctions as per Code of Behaviour will be applied. Any staff member has the right to confiscate a personal electronic device. The confiscated mobile phone will be left with the Deputy Principal and returned at the end of the school day.
- Should a student be found to be using a phone/audio device during the course of the school day and refuses to hand up the phone/audio device, they will be brought immediately to the main office where a Parent/Guardian will be contacted and asked to take the student off the school premises for the



remainder of the school day. Further sanctions may be applied as per the school's Code of Behaviour. Students will only be allowed to return to school accompanied by their Parent/Guardian to meet with the Principal to discuss said breach of this policy

- I pads may only be used for educational purposes as directed by a teacher. The uploading, downloading or existence of inappropriate material at any time will be regarded as a serious breach of the school rules. The use of an Ipad as a camera or video/voice recorder or to play games is strictly forbidden. Breaches of any of these rules may result in suspension or referral to the Board of Management who may impose more serious sanctions up to and including expulsion
- Use of mobile phones to download, store, record or transmit unacceptable images, video, sound, texts or other files is entirely unacceptable and will lead to the confiscation of the phone. The school reserves the right to request a student to submit his/her mobile phone for inspection if, in the opinion of the school, a student is suspected of inappropriate use.
- Instances where the Internet/mobile devices are used to insult, offend, slander, defame, harass or bully a member of the school community by another member of the school community is a serious issue and will be treated accordingly. Any student who uses the internet as a vehicle to insult, offend, harass or bully another student or teacher will be deemed to have committed a serious breach of the school discipline code and the school will have full recourse to the range of sanctions available. .In such cases the phone will be confiscated at the Principal's discretion. It should be noted that it is a criminal offence to use a device or mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents.
- The inappropriate or illegal use of devices capable of accessing the Internet independent of the school's Internet filter, i.e. mobile phones, tablet computers, USB internet dongles, is prohibited.
- The inappropriate or illegal use of these devices can allow dangerous access to inappropriate and unsafe content on the Internet and can place student's safety in danger.

### 5.14 Inappropriate Access to Material

You will not use the computer system to access material that is obscene (pornography) or that advocates illegal acts, violence or discrimination towards other people.

If you mistakenly access inappropriate information, you should immediately inform the Principal or Deputy Principal. This will protect you against a claim that you have intentionally violated this policy.



## 5.15 Photography and Video

You will not take photographs or film video of other students or members of staff without their permission. You will not post pictures or videos of other people without their permission.

You will promptly disclose to the Principal or the Deputy Principal, any photograph or video you feel is inappropriate or makes you feel uncomfortable.

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## 6 REVIEWING AND AMENDING THIS POLICY

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This Computer and Internet Acceptable Use Policy may be amended annually or as is deemed necessary by the school. A copy will be made available to all students and staff. It is the responsibility of the students and staff to ensure familiarity with the current Computer and Internet Acceptable Use Policy.

Ratified by the Board of Management on \_\_\_\_\_

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

(Chairperson of the Board of Management)

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

(School Principal)



# APPENDICES



## APPENDIX ONE

### COMPUTER & INTERNET USE PERMISSION FORM FOR STUDENTS

Please read the Policy Document on our Website before completing in following.

***Please sign and return this permission form to the Principal.***

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Computer and Internet Acceptable Use Policy and grant permission for my daughter to use school computers and access the Internet. I understand that every reasonable precaution has been taken by the school to provide online safety but the school cannot be held responsible if students access unsuitable websites. I also accept any responsibility for any Internet activities facilitated in such a way.

I accept the above paragraph.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I accept the above paragraph.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_  
\_\_\_\_\_



## APPENDIX TWO

### COMPUTER & INTERNET USE PERMISSION FORM FOR STAFF

Please review the attached school Computer, Mobile Phone and Internet Acceptable Use Policy

***Please sign and return this form to the Principal.***

Name of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to follow the school's Computer and Internet Acceptable Use Policy on the use of the school computers and access to the Internet. I will use the computers and Internet in a responsible way and conform to the rules issued by the school. I confirm that the school bears no responsibility for the data on any school computer or mobile device issued to me. I accept full responsibility for the storage of data on it, including, but not limited to:

- Photos and videos;
- Documents i.e. Word, Excel, PowerPoint;
- Music.

I confirm that I will take every reasonable precaution to ensure the computer's physical safety.

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

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