



St. Peter's College Secondary School, Wexford

Eircode: Y35 P8WT

Office Telephone: (053) 91 42071 Web: www.stpeterscollege.ie E-Mail: info@stpeterscollege.ie

Office Hours: 09:00 a.m. – 01:00 p.m. / 02:00 p.m. – 04:30 p.m.

Principal: Mr. Robert O'Callaghan

Deputy Principal:

Mr. John Banville

Acceptable Use Policy for I.T.

The aim of this *Acceptable Use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 ensure that the conditions of use are accepted and understood.

This version of the AUP was reviewed on 1st March 2016.

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
- The school will regularly monitor pupils' Internet usage.
- Students and teachers 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 external devices & data storage hardware in school requires a teacher's permission
- Students 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

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 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

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 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 emails or the internet
- Students will note that sending and 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 and other electronic communication forums will only be used for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via Internet chat is forbidden

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:

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

Sanctions

The normal school rules will apply. Misuse of the Internet may result in disciplinary action, including verbal and written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.



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Permission Form

Acceptable Use Policy

Please review the attached school Internet Acceptable Use Policy. Please sign and return this Permission Form to the School Office.

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.

Pupil's 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 son or the child in my care to access the Internet. I understand 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.

I accept the above paragraph

Parent's/Guardian's Signature: _____ Date: _____

Address: _____

Land Line Number: _____ Mobile Number: _____