**LAUREL HILL SECONDARY SCHOOL FCJ**

**INTERNET ACCEPTABLE USER POLICY**

**Internet Acceptable User Policy/P.2**

**INTERNET ACCEPTABLE USER POLICY :**

**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 Therefore, if the school’s Acceptable Use is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the A.U.P., will be imposed.

It is envisaged that school and parent representatives will review the AUP where necessary. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

This version of the AUP was created on 28th August, 2007 by the Board of Management, Staff and Parents.

**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 :-

* **Internet sessions will always be supervised by a teacher/supervisor/librarian.**
* **Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material, (Note:- the internet connection provided by the Department of Education and Skills is being filtered by the Department as per the agreement signed when we original connected to the Department’s Internet).**
* **The school will regularly monitor ALL internet usage.**
* **Students and teachers will be provided with advice 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 removable storage devices including but not limited to Memory Keys, Floppy Disks, CD/DVD disks, iPOD’s or MP3 Players require 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.**
* **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 the internet.**
* **Students may not e-mail from school.**
* **Students are not permitted to use the internet for shopping or any other on-line financial transactions.**
* **Students should not use the Internet for any illegal purposes or entice others to do so.**
* **Students acknowledge the school’s authority to monitor and view any data stored on the schools systems.**

**Internet Acceptable User Policy/P.3**

* **Students will not knowingly or deliberately make changes to computers or systems that may result in them being less secure or exposed to computer virus SPAM or Trojan programmes.**
* **Students will not hack or attempt to hack another computer or computer system.**
* **Students will not install or attempt to install software, including “useful utility” programmes available on the internet or other sources without the prior approval of their teacher.**
* **Students will not attempt to obtain passwords from other users or attempt to have their security level increased on the system.**
* **Students agree to keep passwords confidential and to only access the systems with the user account they have been authorised for.**

**LEGISLATION :**

Teachers, Students and Parents should familiarise themselves with :-

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

**SANCTIONS :**

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

**INTERNET ACCESS :**

* **Students will not visit or attempt to visit or download material from internet sites that contain obscene, illegal, hateful or pornographic material or otherwise view or download material that the school may find objectionable.**
* **Students will use the internet for educational purposes only.**
* **Students will familiarise themselves 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 security and/or network management reasons.**

**Internet Acceptable User PolicyP.4**

**INTERNET CHAT :**

* **Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school and supervised by school personnel.**
* **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 idemtity.**
* **Face to face meetings with someone organised via internet, will be forbidden.**
* **School Website.**
* **Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.**
* **The publication of student work will be co-ordinate by a teacher.**
* **Pupil’s work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.**
* **Personal pupil information including home address and contact details will be omitted from school web page.**
* **Pupils will continue to own the copyright on any work published.**

**Re: INTERNET PERMISSION FORM**

As part of the school’s education programme we offer pupils supervised access to the internet. This allows student’s access to a large array of online educational resources that we believe can greatly enhance student’s learning experience.

However, access to and use of the internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school’s Acceptable Use Policy. It is important that this enclosed document is read carefully, signed by parent(s), guardian(s) and returned to the school.

Although the school takes active steps to promote safe use of the internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family’s right to decide whether or not to allow their children access to the internet as defined by the Acceptable Use Policy.

Having read the terms of our school’s Acceptable Use Policy, you may like to take a moment to consider now the internet is used in your own home and see if there is any way you could make it safer for your own family

Yours sincerely,

**Internet Acceptable User Policy/P.5**

**Laurel Hill Secondary School FCJ Permission Form:**

**Please review the attached School Internet Acceptable Use Policy, sign and return this permission form on your return to school in September.**

**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 daughter or the child in my care to access the internet. I understand that internet access is intended for educational purposes. I also understand that everly 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 or breach any of the guidelines contained in our AUP.

**I accept the above paragraph □**

In relation to the school website, I accept that, if the school considers it appropriate, my daughter’s schoolwork and/or group photos, audio or video clips may be chosen for inclusion on the school’s website. I understand and accept the terms of the Acceptable Use Policy relating to publishing pupil’s work on the school website.

**I do not accept the above paragraph **

**I accept the above paragraph  (Please tick as appropriate)**

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

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**