

Ballinteer Community School Acceptable Use Policy.

The aims of this AUP (Acceptable Use Policy) are to ensure that pupils will benefit from learning opportunities offered by Ballinteer Community School's Internet resources in a safe and effective manner, and that students understand and adhere to the school rules in relation to mobile phones. This document is written in Verdana Font to support accessibility by all students. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 representatives of the stakeholders will revise the AUP annually. The AUP applies to all computers and electronic devices used in BCS, including laptops, phones, and personal electronic devices that are assigned to individual students. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Ballinteer Community School Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These are:

General

- Internet sessions will always be supervised by a teacher.
- Filtering and observation software 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 data storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.



Ballinteer Community School and the World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only. Students are forbidden from using commercial sites that are presented with the express aim of criticising school staff or other students.
- Students will not copy information into assignments without acknowledging the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.
- 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 email accounts under supervision by, or with 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, messaging or other electronic communication forms 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, phone calls or texts with someone organised via Internet Chat or messaging will be forbidden. Students will never ring or text someone they only know through emails or over the internet.

Ballinteer Community School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with school policies and the school's approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' 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 endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last



name of individuals in a photograph.

- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Ballinteer Community School: Personal Devices and Phones

It is school policy that students do not have mobile telephones in their possession while within the school boundaries. Pupils illicitly using their own technology or electronic devices in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving, are in direct breach of the school's Acceptable Use Policy.

Legislation

The school recommends that teachers, students and parents should familiarise themselves with the following legislation relating to use of the Internet:

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

Ballinteer Community School Support Structures.

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Ballinteer Community School 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.

Permission Form.

Students and their Parents/ Guardians are requested to sign the attached permission form and return it to the school.

