Assumption Secondary School

Acceptable Use Policy in Computer Education.

Rationale
This policy is to promote good practice and safe, responsible use of many aspects of the internet. It was developed to notify students and their parents/guardians about acceptable use and student responsibilities when using ICT facilities in Assumption Secondary School. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Aims
- To outline the rules and regulations regarding the use of ICT facilities in Assumption Secondary School.
- To promote a sense of respect and responsibility in students regarding ICT facility use.
- To pledge as far as possible safe use of the internet to ensure that students will benefit from learning opportunities offered by the school's internet resources.
- To make parents/guardians aware of the ICT facilities in Assumption Secondary School and to notify them of the responsibilities and expected behaviour of their daughter.
- To provide a secure and protected environment for learning.
- To outline sanctions that will be imposed in cases whereby there is misuse of or damage to ICT facilities.

Terminology used in this document
- AUP: Acceptable Use Policy
- ICT: Information Communication Technology
- Hardware: Physical parts of a computer e.g. monitor, mouse and keyboard
- Applications / Software: Programs that run on a computer e.g. word, spreadsheets
- Internet: Worldwide connected network of computers used to share information.
- Email: Electronic Mail
- Wi-Fi: Wireless fidelity. Data is exchanged between devices wirelessly. Internet and Wi-Fi are treated as the same in this document.

School Strategy
The school employs 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 (applicable?) will be used in order to minimise the risk of exposure to inappropriate material.
- The school may monitor students' Internet usage to ensure safe and appropriate use.

- 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, memory sticks, CD-ROMs, or other digital storage media in school requires the permission of an ICT teacher.
- Students will treat others with respect at all times and will not undertake any actions that may bring their name or that of the school into disrepute.

Hardware, software and peripherals
- All computers, software and peripherals accessible by students are subject to the AUP policy. These resources are not the personal property of students but an important shared resource.
- Students may use any program available from school computers/laptops or programmes available from desktop shortcuts to complete tasks and assignments. They may also use Google apps to do same.
- Students are forbidden to interfere with any settings such as changing desktop backgrounds or to remove programs or shortcuts.
- Hardware is to be treated with respect and students must not damage any equipment. This includes the computer, monitor, mouse, speakers, scanners and projectors.
- Students should report any computer failure or damage when they start work to the teacher.
- Students are not allowed to download any program from the internet, install any program from a CD-ROM/DVD or any other source. This includes plug-ins for playing games or music.

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 will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Downloading by students of 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, for security and/or network management reasons.

E-Mail
- 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 of 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.

School Website
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web which will be co-ordinated by an Assistant Principal Post Holder.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Pupil's work will appear in an educational context on webpages and may include a copyright notice prohibiting the copying of such work without express written permission.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Personal student information including home address and contact details will be omitted from school webpages.

Social Media
- Assumption Secondary School is currently represented on social media such as Facebook and Twitter. It is the view of the school that having an official presence on social media sites can provide a platform for the school to encourage responsible use as well as lend credibility when engaging with parents, prospective parents, staff, students and the wider community.
- The social media presence of Assumption Secondary School aims to foster a sense of pride and school spirit as well as promote the school to prospective parents and students.
- Social media will be regularly checked to ensure that there is no content that compromises the safety or good name of pupils or staff.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal student information including home address and contact details will be omitted from school social media sites.
- Assumption Secondary School reserves the right to set the strength level of the Facebook profanity filter and to add additional words and names to the page's blocklist. Assumption Secondary School also reserves the right to delete or ban any follower of its social network sites without notice if those followers' behaviour is deemed to be irresponsible or inappropriate.

Computer Rooms
- Access to computer rooms is only allowed with the express permission of the teacher for each such access.
- Interfering with any furniture or fittings in the computer rooms is strictly forbidden.
- Drinks, food and school bags are not permitted in the computer rooms.
- Students are not allowed to interfere with multimedia projectors or the teacher's computer.

- Waste paper must be placed in the recycling bin.
- At the end of class students must put their chairs under the desks.

Health & Safety
- Students will report any loose, frayed or stray cables to the teacher.
- Students are not allowed to reach behind computers or other peripheral devices to plug or unplug anything.
- Students should sit properly and comfortably in their chairs.
- Students must follow teacher directions in the case of an emergency; leave the room in an orderly manner.
- Under no circumstances should a student return to the room until instructed by a teacher to do so.

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.

This policy was ratified by the Board of Management and is subject to review.