

Eureka Secondary School Kells

EUREKA



Acceptable Use Policy on Email and Internet Use

Mission Statement

1. Eureka Secondary School aims to provide the highest quality education possible to meet the needs of all students, within the limits of available resources, and within the environment and ethos that promotes Christian values, mutual respect and responsible citizenship.
2. The school aims to offer opportunities equally to all its students, whatever their ability, circumstances or religious experiences, in order to develop each person's potential to the full. Programmes are provided to facilitate students whose goal is further education, those who wish to enter the world of work, and those who wish to return to full-time study.
3. The school is committed to maintaining a supportive partnership with parents who are the primary educators of their children, with employers, schools, the local community and the parishes from which the pupils come.
4. The staff, the schools most valued resource, are supported and encouraged in their work, and we aim to promote their individual and corporate development through supportive structures and in-service training, both internal and external.
5. The school is committed to developing a community where mutual respect reigns, where personal standards of work and behaviour are high and where students grow to recognise fully their responsibilities both to themselves and to others. Our hope is that when they leave school they may be better able to take their place in society as mature and responsible citizens imbued with the Christian values which are the inspirations of this school.

Introduction – Aim and Function of this A.U.P.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP - will be imposed.

The *function* of this A.U.P. is to educate staff, parents, students and management about the particular educational purpose of the school's computer network system. The computer system in this school has been established for a limited educational purpose. The term, "educational purpose", includes classroom activities such as project work and research.

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

- As part of the School's I.T. Programme, we offer pupils supervised access to the internet. Before being allowed to use the internet, parental permission must be obtained. Parents and pupils must sign the form contained in the student journal as (a) evidence of parents' approval and (b) acceptance of the School's Rules on this matter (*Appendix 1*).
- A teacher will always supervise Internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The Content Filtering Option chosen from the list of options presented by the NCTE is Level 4 as staff requested access to YouTube educational sites. This option allows access to a wide range of websites and categories, while blocking potentially liable, objectionable or controversial content.
- 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 any software by students is only permitted under teacher supervision.
- Virus protection software is used and automatically updated daily. The ESET Anti-Virus package has been installed on both the Student and Administration networks and on teacher devices as the latter are in constant use within the School.
- The use of personal U.S.B.'s is forbidden.
- 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 are expected to sign the relevant page of their Journals which outlines the School's Email and Internet Policy. Parents are expected to countersign the agreement, see Appendix 1.
- Pupils are responsible for their good behaviour on the School networks. A notice reminding pupils of the required conduct will be displayed in both Computer Rooms. (*Appendix 2*).
- When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

World Wide Web

- Internet Access is allowed only with the teacher's permission.
- 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 publicize 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 school email accounts (Office 365).
- Pupils are not allowed to access any instant messaging software while in I.T. class, unless specifically asked by their teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. Should any such material be received by a student, this should be immediately brought to their teacher's attention.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will note that opening email attachments from unknown or unsolicited sources is strictly forbidden and their teacher should be immediately alerted.
- E communications between students and staff MUST be exclusively via the school email addresses i.e. somebody@eurekaschool.ie. Other personal email addresses are not to be used.

Internet Chat

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school. E.g. schoology, edublogs or 'Teams' (Office 365).
- 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.

School Website (www.eurekasecondaryschool.ie)

- 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-coordinated by a teacher, Ms Mullaghy.
- In accordance with current Data Protection legislation, the school will only publish pupil information that is relevant to the context of the web page.
- The pupil will continue to own the copyright on any work published.
- Photographs of individual students will not be published on the school website in the case where the pupil has signed the 'Opt Out' option contained in the School Journal and has informed the Office of same.
- Personal public information including home address and contact details will be omitted from school web pages.

Examples of Acceptable and Unacceptable Use:

On-line activities that are encouraged:

- The use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development.
- The use of the Internet to investigate Careers and Further and Higher Education.
- The development of pupils' competence in Information and Communication Technology skills and their general research skills.
- Blogging, i.e. the creation of online diaries, should only occur with a teacher's permission and while being supervised by a teacher.

On-line activities that are not permitted include:

- Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers.
- Copying, saving and/or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering any goods or services.
- Playing computer games or using interactive chat sites, unless specifically assigned by the teacher.
- Using the network in such a way that the use of the network by other users is disrupted; for example, downloading large files during peak usage times; sending mass email messages.
- Publishing, sharing or distributing any personal information about a user, such as home address, email address, phone numbers etc.
- Any activity that violates a school rule.
- Retrieving, sending or display offensive messages or pictures.
- Using another user's password or trespassing in another user's folder, work or files.
- Intentional waste of resources such as on-line time or consumables, i.e. paper and printer supplies.

AUP, Online Privacy and Code of Behavior

Failure to comply with the school's AUP will result in disciplinary action up to and including suspension and detention.

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or caused damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Appendix 1

Pupil and Parents Agreement Form

EUREKA SCHOOL KELLS COUNTY MEATH
Agreement with Acceptable Use Policy

Please complete and return this form to the Principal:

Name of Pupil: _____

Class: _____

Pupil:

I agree to comply with the School A.U.P. (Acceptable Use Policy) on the use of the Internet. I will use the network in a responsible way and observe all the restrictions explained to me by the school. I hereby release the School and its personnel from any and all claims and damages of any nature arising from the use of the School network, including, but not limited to claims that might arise from my unauthorized use of the system to purchase products or services or from downloading from unauthorized websites.

Pupil Signature: _____ - **Date:** _____

Parent/Guardian:

As the parent or legal guardian of the above pupil, I understand the need for the Acceptable Use Policy and grant permission for my daughter to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent/Guardian Signature: _____ - **Date:** _____

School Website

I understand and accept the terms of the A.U.P. relating to publishing pupils' work on the School website.

Parent/Guardian Signature: _____ - **Date:** _____

Appendix 2

Computer rooms notice

NOTICE TO COMPUTER ROOM USERS

- Parents/Guardians and Students MUST sign the 'Parents' Permission Form' in their daughters' Student Journal.
- Students will NOT visit Internet sites that contain illegal, hateful or otherwise objectionable material.
- Students will NOT interfere with another Student's folder *in any way*.
- Students ARE responsible for their good behaviour on the School's networks.
- Students ONLY have access to the Scoilnet Chat site and will disclose usernames only on the site to avoid identity disclosure.
- Students WILL be given the opportunity to access the School's website, www.eurekasecondaryschool.ie , to publish projects etc. and the School will only upload pupil information relevant to the context of the web page.
- Students WILL NOT be allowed to send emails from a School personal computer, *unless permission is granted from a teacher*.
- Students must NOT download any software onto the School's network unless approved by their I.T. teacher.
- Students are forbidden to use personal USBs.

I.T. Department

May, 2018