

# 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP - will be imposed.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 their Journal as (a) evidence of parents' approval and (b) acceptance of the School's Rules on this matter, see Appendix 1, 'Parents' Permission Form'.
- ◆ 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. This is in addition to the viral protection afforded by the NCTE and is used primarily to guard against virus imported onto the networks through portable media viz CD's and/or memory sticks. The ESET Anti-Virus package has been installed on both the Student and Admin. network and on teacher laptops, netbooks as the latter are in constant use within the School.
- ◆ The use of personal U.S.B.'S are forbidden.

- ◆ Students will observe good "netiquette" (ie., 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, 'Parents' Permission Form'.
- ◆ Pupils are responsible for their good behaviour on the School networks, just as they are on and off School premises. A notice reminding pupils of the recommended conduct will be displayed in both Computer Rooms, Appendix 3.
- ◆ When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (management, teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the educational sector. All staff are required to familiarize themselves with the 'Employee Account Agreement', Appendix 2, and to sign same. This AUP for staff is also designed to highlight their responsibilities when receiving portables devices in the future. All staff with portable devices have had to sign this agreement.

### **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.
- ◆ Note: E communications between students and staff should be exclusively via each staff member's school email address. [Note: The Teaching Council's recently published 'Code of Professional Conduct for Teachers' has guidelines on teacher/student e communications and it is to be assumed that staff will both familiarize themselves with these guidelines and apply the recommendations when communicating with students].

### Internet Chat

- ◆ Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school. Eg. 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. [Note that the Windows IM facility has been disabled on all student PC's].
- ◆ Usernames will be used to avoid disclosure of identity.

### School Website ([www.eurekasecondaryschool.ie](http://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, who is co-producing the website in conjunction with an initiative run by Meath County Council.
- ◆ In accordance with the Data Protection (Amendment) Act 2003, the school will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information that is published on the School's website.
- ◆ 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. However, the focus of photographs that are being uploaded will be on group and not individual activities.
- ◆ Personal public information including home address and contact details will be omitted from school web pages.

*By entering the Computer Rooms 107 and 111, the student is automatically agreeing to abide by these regulations.*

## 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:

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

## Examples of Acceptable and Unacceptable Use:

On-line activities that should be 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, ie the creation of online diaries, should be supervised by the relevant teacher when it is being compiled in School.

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, ie paper and printer supplies.

## 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. The School's 'Code for Learning and Life' will be the primary source of sanctions to be enacted and the following examples of mis-behaviour are illustrations of possible

activities and ensuing sanctions that may arise.

| <b><i>Student Activity</i></b>   | <b><i>Teacher Action</i></b>  |
|--|---|
| Downloading obscene/ illegal/hateful or otherwise inappropriate images or text.  | Written report to Principal; evidenced. Suspension may be imposed by Board of Management.         |
| Misuse of chat sites/arranging meetings/ publishing own or other pupil's personal information via email or blogging/visiting inappropriate chat sites.                   | Written report to Principal; evidenced. Suspension may be imposed by Board of Management.         |
| Subscribing to services or ordering any goods or services.   | Written report to Principal; evidenced. Suspension may be imposed by Board of Management.         |
| Copying or deleting another pupil's data/ interfering with another pupil's folder.   | Noted by teacher and a Report Sheet is forwarded to the Year Head on the 3 <sup>rd</sup> offence. |
| Viewing information not related to the educational purpose intended.   | Noted by teacher and a Report Sheet is forwarded to the Year Head on the 3 <sup>rd</sup> offence. |
| Any activity in the I.T. class that violates the School's Code for Learning and Life. Eg desk marking/indiscipline/lateness for class/ intentional waste of consumables. | Noted by teacher and a Report Sheet is forwarded to the Year Head on the 3 <sup>rd</sup> offence. |

## Appendix 1

## Sample Parents' Permission Form

**EUREKA SCHOOL KELLS COUNTY MEATH  
PARENTAL PERMISSION FORM**

Please complete and return this form to the Principal:

Name of Pupil: \_\_\_\_\_

Class/Year: \_\_\_\_\_

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

**School Website**

I understand and accept the terms of the A.U.P. relating to publishing pupils' work on the School website. Please sign to confirm that you are aware of this.

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



# Eureka Secondary School

## Acceptable Usage and Shared Purchase Agreement

February 2018

The aim of this Acceptable Usage and Shared Purchase Agreement is to establish individual teacher's responsibility for the use of the Microsoft Surface 3 Device.

The school have agreed to purchase these devices under the conditions detailed below:

- The device must be cared for appropriately so as to minimise the potential for any damage. This includes the mandatory purchase of a case which is sufficient for its protection. Should any damage be inflicted, resulting in repair or replacement costs, it will be at a cost to the teacher only, i.e. the school will not contribute to repair or replacement costs. In order to minimise any disruption to the schools teaching and learning, it is expected that repairs will be carried out as a matter of urgency.
- In using the device, teachers are expected to engage with training and be proactive in their own development and that of the students.
- The device will remain the property of Eureka Secondary School. The school retains the right to request for immediate return of the device at any time. In this scenario, the teacher must ensure that all content is removed and the device is returned to factory settings.
- In the event that the teacher leaves the school for any reason (including but not limited to; end of temporary period, maternity/paternity leave, taking up new employment, career break, sick leave) the teacher must ensure that all content is removed, the device is returned to factory settings and the device is returned to the school
- Appropriate steps must be taken to minimise the risk of theft, both on and off school premises. (e.g. it should not be left lying around a classroom).
- Appropriate steps must be taken to minimise the risk of exposure to any damaging files or software (e.g. through the use of personal memory sticks, opening unknown attachments, etc.).
- The device must not be used to take pictures or videos of school activities on or off the school premises without the expressed permission of the school authorities, or where students are involved, their parent/guardian.
- The device must be used in accordance with current data protection regulations. It is the responsibility of the teacher to familiarise him/her self with these regulations and comply with them.

The points outlined in this document are not definitive and Eureka Secondary School reserves the right to disallow the device being used for specific apps, websites, and any other function as it sees fit.

I agree to the conditions set out above:

Name : \_\_\_\_\_

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

**Device:** Serial No: \_\_\_\_\_ Fixed Asset No: \_\_\_\_\_

**Surface Beam:** Serial No: \_\_\_\_\_ Fixed Asset No: \_\_\_\_\_

**NOTICE TO COMPUTER ROOM USERS –  
CODE FOR LEARNING AND LIFE**

- Parents/Guardians and Students MUST sign the 'Parents' Permission Form' on page 22 of their 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, just as they are on and off the School's premises.
- 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](http://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.
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## **Addendum to Acceptable Use Policy**

1. All classroom behavioural rules apply while participating in online remote teaching.
2. No student under any circumstance is allowed to digitally record any lessons, videos or any material of any kind shared or displayed on remote teaching platforms. Any breach of this will be regarded as a serious breach of school rules and treated as a serious incident.
3. Teachers may record lessons for future use. Any student or parent with concerns about this should contact the subject teacher directly (email).
4. Teachers have full control of all lessons.
5. No student is permitted to create their own Team, Class or Group on any remote teaching platform that is being used by teachers
6. Students are only permitted to comment on Team, Group or Class Chats when prompted by their teacher, or when they need to communicate with classmates or teachers about subject material.
7. All students should ensure that the meeting has been cancelled on their end before they log out.
8. Anybody disrupting Remote Teaching and Learning will be removed from the group and may only gain permitted re-entry with an email request from their parents.
9. Routine should remain paramount. Students must be available for contact during timetabled hours, as designated by subject teacher.
10. School uniform or P.E. tracksuit must be worn during online lessons.