



STUDENT ACCEPTABLE USE POLICY

[updated October 2018]

The aim of this Acceptable Use Policy (AUP) is to ensure that students in Templeogue College will benefit from the opportunities offered by the school's computer network, in a safe and effective manner. Internet provision and ICT equipment are a resource provided by the college and access to same is a privilege.. Therefore, if this ICT Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. Student users of the ICT facilities in Templeogue College should be aware of the guidelines set out by the school in this AUP. These policies are continuously under review by the college.

A. Introduction

Templeogue College is a Catholic secondary school founded in 1966 for the education of boys living in Templeogue and surrounding areas. The motto of Templeogue College is:

"In Virtute Scientia" - education rooted in values

Education and learning inform and broaden the mind, body and spirit. Our vision is to create a warm, stimulating and disciplined environment. The pastoral and academic climate will nurture the personal development of each student. Our teachers will be proactive in maximizing each boy's talent to ensure that life-long learning is respected as an important value.

Templeogue College supports teaching and learning based classroom collaboration. The College recognises that technology has the potential to support and advance learning opportunities and encourages its use in this way and actively encourages collaborative uses in the classroom for the purpose of teaching and learning.

B. Templeogue College Strategy

Templeogue College will employ a number of strategies in order to maximise e-learning opportunities and reduce the risks associated with the internet. These strategies are as follows:

- Internet sessions will always be monitored by a teacher.
- Students will use the internet for educational purposes only.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- 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 not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be familiar 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 unusual activity, security and/or network management reasons.

B.1 World Wide Web

When using the world wide web it is insisted that:

- Students will not visit Internet sites that contain obscene, illegal, or otherwise objectionable materials.

- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to downloading material and on-line 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 unusual activity, security and/or network management reasons.

C. Students Responsibilities:

Student responsibilities include:

1. Students are allowed access to the computer room only in the presence of a teacher.
2. Students may not use the computer in a classroom unless permitted by a teacher who is present.
3. Students must treat all equipment and fittings with care and respect.
4. Students should only login via their own account and password. These details should never be disclosed to other students.
5. CDs and memory sticks or other digital storage media are not permitted without permission from the computer teacher.
6. No sweets, snacks, snack bars, chocolate or any form of confectionary or food or drink is permitted inside the computer room or near any ipad being used in any classroom setting.
7. Appropriate words/language should be used at all times, e.g. when saving files and folders.
8. No additional software should be installed on school computers unless permission is given by the computer teacher.
9. Students must respect the rights of others.
10. Students must respect the integrity of the computer system.
11. Students must obey all relevant laws, rules, regulations and contractual obligations.
12. Students must always log off correctly at the end of each session.

C.1 Students and Email:

When using school email accounts:

1. All students may be issued with a Templeogue College email address, and this will be the email address that is to be used when communicating with staff and other students for educational reasons only.
2. Students should be aware that Templeogue College regularly monitors and retains copies of all emails exchanged from and between College accounts.
2. Students shall only use email accounts under supervision by or permission from a teacher.

3. Students shall not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
4. Students shall not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures.
5. Students shall never arrange a face-to-face meeting with someone they only know through emails or the internet.
6. Students will note that sending and receiving email attachments is subject to permission from their teacher.
7. Email should not be used for:
 - i. Personal gain or profit.
 - ii. Representing oneself as someone else.
 - iii. Propagating chain messages.
 - iv. Knowingly altering or destroying the integrity of any information.
 - v. The defamation of, or allegations about, any individual or organisation.
 - vi. Copyright infringement.
 - vii. Commenting on any pupil or staff member or making fun of or in any way attempting to bully their fellow pupils or staff members.

Email brings many risks to the school so students must be aware that:

1. Their message may go to persons other than the intended recipient. Thus they should be able to stand over everything they write.
2. Email messages can carry computer viruses which can be dangerous to the School's computer operations.
3. Letters, files and other documents attached to Emails may belong to others and there may be copyright implications in sending or receiving them without permission.
4. Email is speedy and as such messages written carelessly or in haste are sent simultaneously and without the opportunity to check or rephrase. This could give rise to legal liability on the part of the school such as claims for defamation etc. Email messages are retrievable months or even years later under the Data Protection Acts 1988 – 2003 and under the Freedom of Information Acts 1997 - 2007.
5. Personal data contained in Emails may be accessible under Data Protection Legislation and a substantial portion of Emails to Government and other public bodies may be accessible under the Freedom of Information Legislation.

D. 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.

I have read, understand and accept the Acceptable Use Policy for Templeogue College.

Students Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____