



MERCY COLLEGE, WOODFORD, CO. GALWAY

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INTERNET ACCEPTABLE USE POLICY

The aim of this AUP is to ensure that students 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that the AUP will be revised annually. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

This version (1.3) of the AUP was updated on 9th February 2017

School's strategy

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

- Internet sessions will always be supervised by a teacher
- Filtering software or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Uploading and downloading of non-approved material will not be permitted
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks or CD-ROMs in school requires teacher's permission.
- 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.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report any accidental accessing of material of the above nature to a teacher or supervisor
- 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.
- 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, security, and/or network management reasons

Email

- 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 e-mails 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 or other electronic forums 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.
- User names will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via Internet chat will be forbidden

School Website

- Students may be given the opportunity to publish projects, artwork or school work on the Internet
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students may be published on the school website only with the permission of the website administrator.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Personal Devices

Students using their own technology in school, ie ipads, tablets, mobile phones must adhere to the acceptable use policy. Leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with mobile devices, still or moving, is in direct breach of the school's acceptable use policy.

Legislation

- Teachers, students and parents should familiarise themselves with the following legislation:
 - Data Protection (Amendment) Act 2003
 - Child Trafficking and Pornography Act 1998
 - The Data Protection Act 1988
 - Video Recordings Act 1989
 - Interception Act 1993

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.