

# Marino College: Acceptable Use Policy

**School Name:** Marino College

**Address:** 14/20 Marino Mart, Fairview Dublin 3

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's ICT (Information Communication technology) resources in a safe and effective manner. ICT resources and Internet use and access are 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and **parent** representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on 10 / 11/2012 by

**Stephen Gallagher - Claire Farrelly - Jenny Farrelly - Blake Hodgkinson**

This Policy needs to read in conjunction with the CDETB "Computer and Network Usage Policy" and also the CDETB "Data Protection Policy".

## **Acceptable Use Policy**

### **General**

- Fileting software and/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.
- Students and teachers will be provided with training in the area of Internet safety.
- 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 a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- The School will regularly monitor pupils Internet usage Facebook social networking

- No cyber bullying.

### 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.
- Internet sessions will always be supervised by a teacher.
- YouTube - No accessing YouTube unless decided by a teacher.
- No Games - Unless directed to do so by a teacher.
- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- Downloading 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.
- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and 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 emails or the internet.

### Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication for 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.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

### Ipad policy

- Users must use protective covers/cases for their Ipad
- Ipad should be brought to College charged to a minimum of 51% each day
- No Ipad should be taken out of the school bag on the way to or from College
- Within the school Ipad should only be taken out in class

- The Ipad remains the property of the College until the student completes 6<sup>th</sup> year. If student leaves the College early he must either return the Ipad or pay the outstanding balance on the item.
- Ipad must be charged to a minimum of 51% at home for each school day.
- The Ipad screen is made of glass and therefore is subject to cracking and breaking if misused: never neither drop nor place heavy objects (books, laptops, etc.) on top of the Ipad.
- The Ipad is subject to routine monitoring by Mr Gallagher or tutor/year head. Devices must be surrendered immediately upon request by any member of staff.
- Users in breach of Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- No games to be played unless directed by a teacher.
- Ipad flat on table in class unless instructed by teacher.
- No Ipad in school student will be asked to return home or have it delivered to the school.
- Unauthorised playing of games - Detention
- No Ipad used during breaks.
- No photos to be taken of staff or students unless directed by a teacher.
- All teachers have the authority to check laptops and Ipad at any given time of the school day.
- Usernames and password of school email and school paid accounts to be given to teachers when directed.
- Inappropriate or obscene material is banned from your mobile device.
- No mention of Marino College within any chat room networks.
- Ipad should not be taken out of school bags until in class; no Ipad should be taken out of a school bag on the way to or from school.
- If a student is withdrawn from the school the Ipad must be returned to the College or the parents must pay the rest of the fee outstanding for the Ipad.

### 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
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

**To be completed annually by all students:**

**I have read and understand this Acceptable Use Policy to abide by it:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**To be completed annually by Parents/Legal Guardians of all students:**

**I have read and discussed this Acceptable use Policy with my Child:**



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Parent/ Guardian