

# Acceptable Internet Use Policy

## Boherbue Comprehensive School

Boherbue, Mallow, Co. Cork.

The aim of this Acceptable Internet 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 Therefore, if the School AIUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outline in the AIUP – will be imposed.

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

This version of the AIUP was created by the I.T. Committee and passed by the Board of Management on 21<sup>st</sup> December, 2005.

This policy has been reviewed annually with some minor adjustments

---

### 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

- Internet sessions will always be supervised by a teacher.
- Filtering software systems will be used in order to minimise the risk of exposure to inappropriate material.
- The School will regularly monitor pupils' Internet usage.
- Students and teachers will be made aware of issues relating to 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 USB memory sticks or CD-ROMs in School requires a 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 use the Internet for educational purposes only.
- 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.

## Email

- 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, 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.
- 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 communication 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.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

## School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' 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 will not be published on the School website. Instead, photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from School web pages.
- Pupils will continue to own the copyright on any work published.

## Legislation

Information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with can be obtained from the Government website [www.irlgov.ie](http://www.irlgov.ie)

- Child Trafficking and Pornography Bill 1997
- 1993 Interception Act
- Video Recordings Act 1989
- The Data Protection Act 1988

## Support Structures

The School will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet as it becomes available.

## 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.

Dear Parent / Guardian,

Re: Internet Permission Form

As part of the School's education programme we offer pupils supervised access to the Internet.

This will allow students vast educational opportunities by helping them for example, to locate material that meets their educational needs, communicate with subject experts and participate in school projects with students in similar circumstances or from different cultures. In addition to the educational aspects of the Internet, students will learn valuable skills for participation in the information age which may be useful for their chosen career.

The Internet is a global computer network which is not controlled by any organisation. This means that information may change, disappear, and be controversial or potentially harmful. Although the School actively seeks to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access objectionable material.

Usage of the Internet therefore requires responsibility on the part of the user and the School. These responsibilities are outlined in the School Acceptable Internet Use Policy. For the reasons stated above, it is important that the enclosed policy is read carefully and signed by a parent or guardian.

We appreciate that parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the School supports and respects each family's right to decide whether or not to allow access to the Internet as defined by the School's Acceptable Internet Use Policy.

Yours sincerely,

DJ McSweeney  
IT Co-Ordinator

**Boherbue Comprehensive School, Boherbue, Mallow, Co. Cork.**

Boherbue Comprehensive School, Boherbue, Mallow, Co. Cork.

# INTERNET USE PERMISSION FORM

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the internet. To allow your son/daughter supervised access to the Internet at school please sign and return this permission form to the office. (Copies of the School Acceptable Internet Use Policy are available on the school website [www.boherbuecs.com](http://www.boherbuecs.com) or can be obtained from the school.)

Yours sincerely,  
D.J. McSweeney, I.C.T. Co-ordinator.

---

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

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

### Pupil

I agree to follow the School's Acceptable Internet Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the School.

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent / Guardian

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

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

Parent/Guardian

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

### SCHOOL WEBSITE

In relation to the School website, I understand that, if the School considers it appropriate, my child's school project work, image or achievements (sporting or academic) may be chosen for inclusion on the School's website. I understand and accept the terms of the Acceptable Internet Use Policy relating to publishing children's work, image or achievements on the School website.

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

Parent/Guardian