

ACCEPTABLE USE POLICY (AUP) FOR THE COLLEGE COMPUTER NETWORK, THE INTERNET AND E-MAIL

This policy is designed to allow all pupils of St Columba's College to benefit from the considerable advantages of our network. The rules are to protect the system and to protect pupils.

The system has been established for an educational purpose. This includes classroom activities, career development, and limited high-quality self-discovery activities. Before using the network and having access to the Internet and e-mail through it, you must read this policy carefully and sign the agreement form.

The Internet is a global computer network that offers a wealth of resources. Pupils can use the Internet to locate material to meet their educational needs. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They may encounter information that is inaccurate, controversial, and potentially harmful.

As part of the school's IT programme we offer pupils supervised access to the Internet. The Internet will be used to further educational goals and objectives, but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The college uses filtering software on its education network to prevent accidental or intentional access to unsuitable websites. It is impossible to filter out every potentially harmful website but most are filtered. These filters are automatically updated and checked in person on a daily basis. Access to the internet is carefully monitored by the network manager so that if a site appears to have by-passed the filters it is blocked to prevent further access.

The aim of this AUP is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner while also protecting this College resource. 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and sanctions imposed.

School's Strategy:

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of computer facilities, the Internet and/or email facilities. These include:

- The college reserves the right to refuse access to its IT facilities.
- Filtering software is used to reduce the risk of exposure to inappropriate material.

- The school will regularly monitor and archive pupils internet usage by checking user files, temporary Internet files, history files and logs in the filtering software.
- Virus protection software will be used and updated on a regular basis.
- Pupils making use of facilities are expected to act in a mature and appropriate manner
- Use of the computer facilities will be supervised by a teacher.

Privacy:

- You should expect limited privacy in the contents of your personal files, including e-mail, on the system. In normal circumstances, you can expect that only the System Administrators will check files, to ensure that pupils are using the system properly.
- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You should immediately notify the System Administrators or another teacher if you have identified a possible security problem,
- You should note that a record is automatically kept of everything you do while connected to the Internet, and that this will be checked at random but frequently.
- A good rule to keep in mind is: never access, keep or send anything that you would not want your parents or teachers to see.

Computer Equipment and Network:

- No one may enter the computer rooms without an authorised member of staff present.
- No food or drink of any kind are allowed in the computer room.
- Pupils may not bring bags into the computer room.
- Pupils must follow teacher instructions regarding the use of the computer rooms and facilities.
- Users must check the computer they use for obvious damage before using it and report it to their teacher immediately.

World Wide Web:

- Uploading and downloading of software is prohibited.
- Pupils may not visit sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report any material of the above nature to a teacher or supervisor.
- Pupils may use the Internet for school related purposes only.
- Pupils may not upload, download or otherwise transmit material that is copyrighted.
- Pupils may not purchase or download PDA and/or mobile phone related material such as graphics, logos and ring tones.
- Pupils may not disclose or publicise personal or confidential information for example their own or classmates' home addresses, telephone numbers, name and location of their school without their teacher's permission.
- Pupils may not examine, change or use another person's files, user name or passwords.

- Pupils will be aware that any usage, including distributing or receiving of any information, school related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils may not access or use chat rooms
- Pupils may not use 'messenger' programs
- Pupils may not sign guest books, message boards or bulletin boards.
- Pupils may not contribute to Web Logs (Blogging)

Email:

- Pupils will not send or receive an material that is illegal, obscene, defamatory, and/or that is intended to annoy and/or intimidate another person.
- Pupils will refrain from sending on chain letters and/or forwarding messages without the permission of the sender.
- Pupils will read their emails regularly and delete old emails.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will not arrange to meet someone outside school via school email, internet or computer facilities.

Printing:

- Pupils using computer rooms in class must have the permission of their teacher to print.

Summary of Advice:

- Always be responsible in your behaviour while on the network, and use the system properly for the considerable advantages that may be gained by using it.
- Do not damage the computer or the network in any way.
- Do not use a computer to harm or offend other people.
- Do not interfere with the operation of the network by installing software, shareware or freeware.
- Do not view, send or display offensive messages or pictures.
- Do not violate copyright laws.
- Do not share your password with anyone else.
- Do not trespass in anyone else's folders, work or files.
- Do notify an adult at once if, by accident, you encounter materials that violate the rules of appropriate use.
- Do not waste limited resources such as disk space or printing capacity.

Sanctions

Misuse of the computer facilities, the internet and/or email facilities will result in disciplinary action, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

I have read the above and agree to abide by the above Acceptable Use Policy

Signed _____

Dated _____

SDP : 12/11/2005