

# Coláiste na hInse Computer Usage Policy

**CNI will review this policy in light of the production of the LMETB  
AUP Policy 2015**

## AGREEMENT

### Pupil

I agree to follow the school's Computer Usage 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 have read the Computer Usage Policy and grant permission for my son or daughter or the child in my care to access the internet. I understand that Internet access is intended 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.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website.

Signature of Parents/Guardians:.....

Date: .....

*Please see our school website for further information*

## ACCESS TO ICT FACILITIES

Students attending Coláiste na hInse will have access to computer facilities and these computers will have internet access.

## GENERAL

- Internet sessions will always be monitored by a teacher.
- Rules for internet access will be posted near all computer systems (See Charter at the end of this policy).
- Students will be informed that internet use will be monitored.
- 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 portable memory devices such as personal CD-R discs or USB memory sticks 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.
- Students may not load or play computer games on school computers unless directed to by a teacher.
- The School will keep a register of authorised users.
- Computers may not be used for any form of bullying or harassing another individual.
- All staff will be provided with the computer usage policy and its importance explained.

## WORLD WIDE WEB

- Students/Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students/Users will use the Internet for educational purposes only.
- Students/Users will be familiar with copyright issues relating to online learning.
- Students/Users will never disclose or publicise personal information.
- Students /Users 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 may not access the Internet on their own devices.

## EMAIL AND ELECTRONIC DISCUSSION FORUMS

- Students will use approved class email account.
- Students/Users 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 emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Newsgroups will not be made available to students unless an educational requirement for their use has been demonstrated.

## INTERNET

- Students will only have access to chat rooms, discussion forums or other electronic communication forums when they have been approved by the school and under teacher supervision.
- 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

- Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- Student's work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal information including home address and contact details will be omitted from school web pages.
- Students will continue to own the copyright on any work published.

## LEGISLATION:

The following legislation relates to the use of the Internet. [www.irlgov.ie/ag](http://www.irlgov.ie/ag).

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988 13

## 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.

## SANCTIONS

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or exclusion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Users should note that permission to use the Internet is not a right but a facility that is given at the discretion of the Principal. It may be withdrawn at any time for operational reasons or if abuse is suspected or detected.

## RESPONSIBLE INTERNET USE

*These rules will help us to be fair to others and keep everyone safe.*

1. I will ask permission before using the Internet.
2. I will use only my own network login and password, which I will keep secret.
3. I will not look at or delete other people's files.
4. I will not bring software or disks into school without permission.
5. I will only e-mail people I know, or my teacher has approved.
6. The messages I send will be polite and sensible.
7. I will not give my home address or phone number, or arrange to meet someone.
8. I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
9. I will not use Internet chat.
10. If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
11. I understand that the school may check my computer files and the Internet sites I visit.
12. I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school exercises its right to monitor the use of the school's computer systems, This includes access to web-sites, E-mail and the deletion of inappropriate materials (where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text or imagery).

## CYBERBULLYING

Cyberbullying is a form of bullying which is carried out through an internet service such as e-mail, chat room, online social networking or instant messaging. It can also include bullying through mobile phone i.e. texting. (Please note bullying is repeated aggression over time)

Examples of cyberbullying behaviour are:

- Teasing and being made fun of
- Spreading of rumours online
- Sending unwanted messages
- Defamation

## Impact of Cyberbullying

Cyberbullying, like all bullying can have terrible effects on those experiencing it. It can lower your self-esteem and you may feel alone, sad, angry and scared. If you are being bullied it is not your fault and there is nothing wrong with you. Don't be afraid to tell someone you are being bullied.

## What to do?

- If you are being cyberbullied it is possible that you're feeling powerless and isolated. But, there are options and you can do things to stop the problem.
- Keep a record (including time and date) -this may help you (or the Gardaí) to find out who is sending the messages.
- Tell someone -talk to someone you trust, a parent, friend, school counsellor or teacher.
- Contact your mobile phone or internet service provider and report what is happening -they can help you block messages or calls from certain senders.
- If messages are threatening or serious get in touch with support services if the cyberbullying becomes threatening seek support from services in your area.
- Don't reply to bullying messages -it'll only get worse if you do. By replying the bully gets what he or she wants. Often if you don't reply the bully will leave you alone.
- Change your contact details -get a new user name for the internet, a new email account, a new mobile phone number and only give them out to your closest friends.
- Keep your username and passwords secret -keep your personal information private so it doesn't fall into the hands of someone who'll misuse it.

## Coláiste na hInse and Cyberbullying (amended 2009/10)

Coláiste na hInse has taken precautions to minimise the opportunity for cyberbullies to operate within school through supervision of all internet use, blocking social internet sites and banning mobile phones. To further develop a bully-free school and promote a culture of respect and tolerance education takes place around the topic of bullying in SPHE class, followed up by regular anti-bullying audits among the students. The whole ethos of The Coláiste is based on respect and tolerance and this is practiced daily through modelling behaviour and discussion e.g. Tionóil. A Cool-School anti-bullying team of teachers focus on developing anti-bullying strategies with supportive in-service training taking place. The school's guidance counsellor also supports students experiencing bullying.

With regard to cyberbullying in particular, education on internet etiquette and safety takes place in IT classes in first year with reference to what to do if students experience cyberbullying. In recognition of the importance of this developing area Parent education on the topic will be offered in 2010. It is important for parents to understand that the vast majority of cyberbullying takes place outside school and/or from home. It is essential that parents adequately supervise their child's internet and mobile phone use to combat cyberbullying and protect their children. Proactive parenting on this topic will help support your child. Please take time to research how you can help your child in this area.

The following websites may be helpful:

- [www.internetsafety.ie](http://www.internetsafety.ie).
- [www.webwise.ie](http://www.webwise.ie).
- [www.watchyourspace.ie](http://www.watchyourspace.ie).

**Ratification date: June 2008**