Abbey Community College

ICT - Acceptable Use Policy

Introduction

Abbey Community College aims to give all its students confidence in the use of Information Communication Technology. It acknowledges that ICT is an essential life-skill and that computer skills are vital in accessing life-long learning and employment. The use of the Internet, which is an integral part of ICT, has proven pedagogical advantages. It provides tremendous research facilities and has the potential to promote cross-cultural exchanges, language learning opportunities and other collaborative projects.

Although the value of the Internet is indisputable, it also carries undeniable risks. As an unmediated medium anyone can send messages, discuss ideas and publish material with little restriction. Material of a sexually explicit nature and information on weapons, crime and racism, more restricted elsewhere, is easily accessible. E-mail and chat communication can provide opportunities for adults to make contact with students for inappropriate reasons.

Abbey Community College thus acknowledges that it has a duty of care to provide students with as safe an Internet environment as possible. On the other hand 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 student and the school. These responsibilities are outlined in this Internet Acceptable Use Policy.

Abbey Community College considers Internet use and access 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

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:

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent 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 provided with training in the area of Internet safety.
- Virus protection software will be used and updated on a regular basis.

Students will be asked to abide by the following rules

General

- Uploading and downloading of software will not be permitted.
- The use of all external memory devices is prohibited.
- The use of personal storage devices 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.
- At no time will students enter into any contractual agreement over the internet.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material
- Students will close immediately any offensive website accidentally happened upon and will report the matter to the teacher.
- 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.
- 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 teacher supervision
- 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.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Chatrooms will not be made available to pupils unless an educational requirement for their use has been demonstrated.
- Pupils will not be allowed access to public or unregulated chat rooms.
- 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 school work on the World Wide Web.
- The publication of student work will be coordinated 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.
- 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.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, contacting parents, 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.

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Internet Acceptable Use Policy

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil: _____

Year: _____

Pupil
I agree to follow the school's Acceptable 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 have read the Acceptable Use 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 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.

I accept the above paragraph. | . |

I do not accept the above paragraph. | . |

(Please tick as appropriate)

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 school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph. | . |

I do not accept the above paragraph. | . |

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Phone: _____

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