



Coláiste Chú Chulainn  
Cúram. Forbairt. Feabhas.



**lmetb**  
Bord Oideachais agus  
Oiliúna Lú agus na Mí  
Louth and Meath Education  
and Training Board

# Coláiste Chú Chulainn

## *Acceptable Usage Policy 2020*

Adopted: 2<sup>nd</sup> June 2020

Review due: June 2022

<b>RATIONALE.....</b>	<b>3</b>
<b>FÍS NA SCOILE .....</b>	<b>4</b>
<b>OUR STRATEGY.....</b>	<b>5</b>
WORLD WIDE WEB .....	5
EMAIL .....	5
COMMUNICATIONS .....	6
<i>Communication Technologies</i> .....	6
INAPPROPRIATE ACTIVITIES .....	6
SCHOOL WEBSITE .....	7
PERSONAL DEVICES.....	7
LEGISLATION .....	7
SUPPORT STRUCTURES.....	7
SANCTIONS.....	7
<b>PERMISSION FORM .....</b>	<b>8</b>
<b>LETTER TO PARENTS/GUARDIANS .....</b>	<b>9</b>

## Rationale

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – may be imposed.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 adopted on 2<sup>nd</sup> June 2020

## Fís na Scoile

Our school's Vision Statement is built on the the three strands of Vision, Values, Behaviours as adopted by our Board of Management. This statement is central to all plans, policies and routines in school.

*Vision* Coláiste Chú Chulainn - Success for All.

*Values*

- We **Plan** for Success for Every Student
- We **Model** Success in Our Practice
- We **Celebrate** Success
- We are **Partners** for Success in Our Community
- We **Deliver** Success for Students, Families and Community

*Behaviours* **We Plan for Success for Every Student**

- We set and share learning intentions in our work.
- We differentiate in our lessons.
- We give formative feedback to our students on their work.
- We use self and peer assessment in our lessons.
- We engage all students in school life.

**We Model Success in Our Practice**

- We implement LMETB and Coláiste Chú Chulainn policies in all of our work.
- We are prepared for our work as students and staff.
- We reflect on our professional practice and strive for improvements where identified.
- We share resources, knowledge and experience.

**We Celebrate Success**

- We praise our students for their efforts and achievements.
- We hold Awards Events.
- We share our stories at every opportunity.
- We include the whole community in our celebrations.

**We are Partners for Success in Our Community.**

- We collaborate with local and national enterprises.
- We are active in community activities.
- We invite guests to work with us in our learning.
- We are inclusive of everybody.

**We Deliver Success for Students, Families and Our Community**

- Our students achieve the best possible grades.
- Our students complete their 2nd Level education in Coláiste Chú Chulainn.
- Our students progress to Higher & Further Education or employment.
- Our students have excellent attendance.

## Our Strategy

The school employs a number of strategies in order to maximize 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 may regularly monitor students' internet usage
- Students and teachers may 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 removable digital storage devices (USBs etc) is prohibited.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

### 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
- Students will use the Internet for educational purposes only
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Downloading by students of 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

### Email

- Students will use approved class email accounts under supervision by or permission from a teacher
- Students will never disclose or publicise personal information
- 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 they only know through emails or the internet
- Students will note that sending and receiving email attachments is subject to permission from their teacher

## Communications

This is an area of rapidly evolving technologies and uses. The following table shows how the school currently considers the benefit and risks/disadvantages of using these technologies for education:

### Communication Technologies

Use of mobile phones in lessons	Not allowed
Use of mobile phones in social time	Not allowed
Taking photos on mobile phones or other camera devices	Not allowed
Use of personal email addresses in school	Not allowed
Use of school email for personal emails	Not allowed
Use of chat rooms / facilities	Not allowed
Use of instant messaging	Not allowed
Use of social networking sites	Not allowed
Use of blogs	Allowed with staff permission

### Inappropriate Activities

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Child sexual abuse images
- Promotion of illegal acts
- Computer misuse and fraud
- Racist material
- Pornography
- Promotion of any type of discrimination
- Promotion of racial or religious hatred
- Threatening behavior
- Any information which breaches the ethos of school or brings school into disrepute
- Use systems that bypass the filtering or other safeguards employed by school.
- Revealing confidential or proprietary material
- Creating or propagating computer viruses or harmful files
- Gaming
- Gambling
- Use of social network sites.

## School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission
- Personal student information including home address and contact details will be omitted from school web pages
- The school website will avoid publishing the first name and last name of individuals in a photograph
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web
- Students will continue to own the copyright on any work published

## Personal Devices

Students using their own technology in school should follow the rules set out in this agreement. They will only use iPads / Tablets in school if they have permission.

## 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

## 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 and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

## Permission Form

Please review the attached school Internet Acceptable Use Policy on [www.colaistecc.ie](http://www.colaistecc.ie) and sign and return this permission form to the Principal.

School Name: Coláiste Chú Chulainn

Name of Student:

Class/Year:

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.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the above student, 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 every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph ☐ I do not accept the above paragraph ☐

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. 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 ☐

Signature:

Date:



## Letter to Parents/Guardians

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance the learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy . It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Thomas Sharkey', with a long horizontal flourish underneath.

Thomas Sharkey  
Principal

