

# St. Patrick's Comprehensive School, Shannon. Co. Clare

## ICT Acceptable Use Policy

**Note:** The term “computer equipment” used throughout this document denotes any and all items of hardware and software provided by the school for the purposes of facilitating student access to and use of Information and Communications Technology (ICT). We aim to provide as much computer access to as many of our students as possible including our Special Needs students who can avail of laptop facilities where necessary.

### A) HARDWARE

- 1 Students must respect all computer equipment available in the school.
2. The computer laboratories and all other locations where computer equipment is made available must be kept clean and tidy at all times in accordance with health and safety regulations. Seating and desks in these areas must be used and maintained properly by all students with access to them.
3. Any use of a piece of hardware for a purpose other than that for which it was provided by the school, will be considered misuse/abuse of that item.
4. Removal of any piece of hardware from its designated location except under the express instruction of a staff member will be considered theft.
5. Computer equipment will be used strictly in accordance with specific instructions given by staff members relating to student learning and for no other purpose.
6. Students will not introduce/add any item of hardware, eg. any personal storage device into the school network except at express instruction of a staff member. Any such device must be scanned for viruses.

### B) SOFTWARE

1. Students must respect all software available in the school and ensure they do **nothing to make that software unavailable to or harmful to other users.**

2. Students will not introduce software from outside the school environment via any medium except with the express permission of a staff member. It will be the responsibility of said staff member to ensure any such software is virus free. Any breach of this rule which does introduce a virus into the managed network may lead to immediate suspension of the school's Internet access for an indefinite period.
3. Each student is provided with a unique username and password and is instructed to keep these confidential for the sake of all users. Sharing login details is strictly forbidden and students agree to abide by these rules at the point of logging on.

### **C) THE INTERNET**

1. The Internet is a powerful resource for teaching and learning and will be treated respectfully as such by all users within the school.
2. Internet use will be for educational purposes only and will be supervised and monitored by a staff member at all times.
3. Students will access the Internet in strict accordance with the instructions of a staff member only. Where possible, websites will be specified by the teacher in charge.
4. Uploading and downloading of non-approved software will not be permitted.
5. As part of the School's Broadband Network we have a high level of content filtering in place. Additionally every effort is made by staff to minimise the risk of exposure to inappropriate websites and material.
6. Staff and students will be provided with training in the area of Internet safety.
7. Students will not copy information directly from websites or other sources into assignments without acknowledging the source (plagiarism and copyright infringement).
8. Students will never disclose or publicise their own or anybody else's personal information on the World Wide Web.
9. Students will never access chat rooms for other than educational purposes in a strictly monitored environment. Students will not be allowed to arrange personal rendezvous online with unknown third parties.
10. Students will not be allowed to access their personal e-mail accounts at school. Students will not send or receive any material that is illegal, obscene, defamatory or intended to annoy/intimidate another person.

## **SANCTIONS**

Failure to observe any of the above clauses or deliberate contraventions of the school's policy in relation to Hardware, Software, Internet Use and any other ICT related issues as set down by the school will lead to a user being refused permission to avail of the school's ICT equipment and facilities indefinitely, even where such use may be deemed a necessary part of a course being undertaken by that user.

This policy forms part of the School Code of Behaviour. Failure to comply with it will be treated as a disciplinary issue and, depending on the nature of the offence, may incur any of the sanctions set out in the Code of Behaviour.

Furthermore, the school reserves the right to report any illegal activities to the appropriate authorities