



Millstreet Community School
Pobalscoil Sráid a 'Mhuilinn

(029) 70087

www.millstreetcommunityschool.ie

Twitter: @MillstreetCS

Acceptable Use Policy

Acceptable Use Policy **Millstreet Community School**

**School Address: Coomlogane,
Millstreet Town,
Co.Cork**

Roll number: 91390F

School Patron/s:

Millstreet Community School
operates under the Joint Patronage of the
Diocese of Kerry,
C.E.I.S.T. (on behalf of the Presentation Order) and
Cork Education and Training Board (CETB)

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

It is envisaged that school and parent representatives will revise the AUP biannually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The AUP of Millstreet Community School was drawn up by Ms Denise O' Leary (School Planning Coordinator) and Mr Shane Breen (ICT Coordinator)

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

General

- 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 students' internet usage.
- Each student will be issued with a school email account and Office 365 access. All accounts will be accessible from both inside and outside the school network. All accounts will be password protected. These are 'closed' accounts. Students with closed accounts can email students and staff within MCS but cannot receive emails from, or send emails to, outside sources.
- Students are entirely responsible for the confidentiality of their email and Office 365 accounts, passwords, personal information and for any activities that occur in the use of their account. New students will sign a permission form for access to O365. The student agrees to notify the Principal immediately if any unauthorised use is made of his/her school provided email and Office 365 account.
- Students and teachers will be provided with training in the area of internet safety
- Uploading/downloading and installation of non-approved software will not be permitted. All relevant requests must be made to the ICT coordinator in writing.
- Virus protection software will be used and updated on a regular basis.

- The use of digital storage media in school requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. The school requires a student who receives any harassing, threatening, intimidating, or other improper message through this system to report it immediately. It is the policy of MCS that no student should be subjected to such treatment, regardless of the identity of the sender of the message.

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.
- 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).
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's AUP.
- 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/Internet Communication

- Students will not use their school email for personal reasons. Emails for educational purposes will only be sent using approved school email addresses and will be supervised and authorised by a teacher.
- 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 mobile numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or other online communication. Students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that has been approved by the school

School Website

- Students will be given the opportunity to publish projects, artwork or school work on www.millstreetcommunityschool.ie in accordance with this policy and approval processes regarding the content that can be loaded to the school's website
- The website will be moderated to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by a teacher and authorised by the school.
- Students' work will appear in an educational context only. Students will continue to own the copyright of any work published.
- The school will endeavour to focus on group activities when using digital photographs, audio or video clips. Content focusing on individual students will not be published on the school website without parental consent.
- Personal student information including home address and contact details will be omitted from school web pages.

Student Personal Devices

This section refers to personal devices such as phones, tablets, ipods, cameras, dictaphones, game consoles, etc

- Students' personal devices, unless authorised by a teacher, are not to be used on school premises. Each student must ensure all his/her devices are SWITCHED OFF in the school building. Devices in 'silent' or 'vibrate' mode are not considered off.
- The unauthorised capture of images, video or audio is in direct breach of the AUP of MCS.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is also in direct breach of the AUP of MCS.

Legislation

The school will make available information on the following legislation relating to use of the internet which teachers, students and parents should familiarise themselves with:

- Data Protection Act 1988 (and Amendment Act 2003)
- <http://www.dataprotection.ie/>
- <http://www.irishstatuebook.ie/2003/en/act/pub/0006/index.html>

- <http://www.irishstatuebook.ie/1988/en/act/pub/0025/index.html>
- <http://www.irishstatuebook.ie/1998/en/act/pub/0022/index.html>
- <http://www.irishstatuebook.ie/1993/en/act/pub/0010/print.html>
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

Support Structures

Where appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

Designated Liaison Person (DLP)

Mr Pól Ó Síodhcháin

Deputy DLP

Mrs Frances Moynihan

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, 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.

Permission Form Template

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

Name of Student: _____

Class/Year: _____

Student

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: _____

Parent/Guardian

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**

(Please tick as appropriate)

In relation to the school website, I hereby grant permission to management of Millstreet Community School to publish content and photographs which refer to/ include my son/daughter if the school considers it appropriate

Parent/Guardian Signature: _____ Date: _____

Approval

This policy has been approved by the Board of Management of Millstreet Community School
on _____

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal/Secretary to the Board of Management