



Rathdown School

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

The aim of this Computer and Internet Acceptable Use Policy is to ensure that staff and students will benefit from learning opportunities offered by the school's computer and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school Computer and Internet Acceptable Use Policy is not adhered to, this privilege may be withdrawn and appropriate sanctions imposed.

Before signing the permission slip, the Computer and Internet Acceptable Use Policy should be read carefully so that the conditions of use are accepted and understood.

ACCEPTABLE USE

The computer system in this school has been established for a limited **EDUCATIONAL PURPOSE**. The term "educational purpose" includes classroom activities, career development and limited high quality self-discovery activities, such as project work and research.

The computer system has NOT been established as a public access service or a public forum. The school has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth by the law in your use of the school computer system.

This Computer and Internet Acceptable Use Policy may be amended from time to time as is deemed necessary by the school. A copy will be made available to all new students and staff. It is the responsibility of the students and staff to ensure familiarity with the current Computer and Internet Acceptable Use Policy.

UNACCEPTABLE USE

The following uses of the school computer system are considered unacceptable:-

PERSONAL SAFETY

- You will **not** post personal contact information about yourself or other people. Personal contact information includes any address, telephone, school address, work address, email address, etc.
- You will **not** sign a "guest book" on a web page on behalf of Rathdown School.
- You will promptly disclose to the Principal or the Deputy Principal any message you receive that is inappropriate or makes you feel uncomfortable.

ILLEGAL ACTIVITIES

- You will **not** attempt to gain unauthorised access to the computer system or to any other computer system through the school computer system or go beyond your authorised access. This includes attempting to log on to another person's account or accessing or interfering with another person's work or files.
- You will **not** make deliberate attempts to disrupt any computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will **not** use the computer system to engage in any other illegal act.

INAPPROPRIATE LANGUAGE

- Restrictions in the use of inappropriate language apply to public messages, private messages and material posted on Web pages.
- You will **not** use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will **not** post information that could cause damage or danger or disruption.
- You will **not** engage in personal attacks, including prejudicial or discriminatory comments that distress or annoy any person.
- You will **not** knowingly or recklessly post false or defamatory information about a person or organisation.

EMAIL

- Use of email is for educational purposes only. Boarders and staff may use email for personal purposes.

RESPECT OF PRIVACY

- You will respect the confidentiality of any message sent to you privately.
- You will **not** post private information about another person.
- You will **not** post pictures or photographs of other people without their permission.

INTERNET CHAT

- No access to chat rooms is permitted.
- Discussion forums and other electronic communication forums will only be used for educational purposes and students will always be supervised. You will **not** agree to meet with someone you have met online.

RESPECTING RESOURCE LIMITS

- You will use the system only for educational and career development activities.
- You will **not** download large files unless absolutely necessary.
- You will **not** post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

- You will **not** plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringements occur when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

INAPPROPRIATE ACCESS TO MATERIAL

- You will **not** use the computer system to access material that is profane or obscene (pornography) or that advocates illegal acts, or that advocates violence or discrimination towards other people.
- If you mistakenly access inappropriate information, you should immediately inform the Principal or Deputy Principal. This will protect you against a claim that you have intentionally violated this policy.

SCHOOL'S STRATEGY

The strategies employed by the school to maximise learning opportunities and reduce risks associated with the Internet will include the following:

- Student sessions will always be supervised by a teacher
- Filtering software will be used in order to minimise the risk of exposure to inappropriate material
- Students and staff will be provided with training in the area of Internet safety
- The school will monitor internet usage
- The 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 personal memory storing devices by students in the school will require a teacher's permission

Sanctions for not adhering to this policy will include:

- Withdrawal of computer privileges (temporary or permanent)
- Other measures deemed appropriate by the Principal, Board of Management or Board of Governors.



Rathdown School

Computer and Internet Use Permission Form for Students

Please review the attached school Computer and Internet Acceptable Use Policy

Please sign and return this permission form to the Principal

Student's signature: _____

Class: _____

Student

I agree to follow the school's *Computer and Internet Acceptable Use Policy* on the use of the school computers and access to the Internet. I will use the computers and Internet in a responsible way and obey all the rules issued by the school.

Student's signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the *Computer and Internet Acceptable Use Policy* and grant permission for my daughter to use school computers and access the Internet. I understand that every reasonable precaution has been taken by the school to provide online safety but the school cannot be held responsible if students access unsuitable websites.

Signature: _____ Date: _____

Address: _____ Tel: _____

In relation to the school website, I understand 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 *Computer and Internet Acceptable Use Policy* relating to publishing children's work on the school website.

Signature: _____ Date: _____