



INTERNET ACCEPTABLE USE POLICY

Belgrove Senior Girls' School is fully networked and has broadband internet access. In addition to our Computer Room, the network extends to all classrooms, where it is accessible as a teaching and learning aid through the interactive whiteboard and classroom PC.

This Internet Acceptable Use Policy is applicable to the whole school community, children and adults alike.

Aim of our Acceptable Use Policy:

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's Internet resources in a safe and effective manner.

Schools Broadband Programme:

Under the nationwide Schools Broadband Programme, our school has the security of the centrally managed services arranged by the Dept. of Education & Skills. This includes the following safety mechanisms:

- Controlled Internet access
- Content Filtering Software, intended to deny access to any inappropriate internet websites
- Virus control
- Firewall

The school also has secure email and spam management arranged and managed by our I.T. consultant.

School's Strategy:

In addition to the above, this school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- All school computers have password access.
- The Internet will be used for educational purposes only.
- Pupil use of the Internet or e-mail will be strictly under the supervision of a teacher or of another named adult (e.g. Parent or SNA), working under the direction of a teacher.
- Pupils will only be permitted to send e-mails under teacher direction and will not be permitted to use personal e-mail addresses.
- The use of personal USB keys, DVDs or CD-ROMs in school are prohibited without the permission of the school's IT Co-ordinator / Consultant.

- Pupils, Staff or other approved adult users will be prohibited from revealing their own or other people's personal details, such as addresses, telephone numbers or photographs.
- Additional virus control is installed on all school computers.
- Misuse of the Internet may result in disciplinary action, in accordance with the school's Code of Behaviour.
- No unauthorised use of the school's computers is permitted.
- In the case of both children and adults, the school reserves the right to report any illegal activities to the appropriate authorities.
- The school newsletter and notices are posted on the website. Currently we do not include the photographs of the pupils who have participated in particular activities but we wish to do so. Publication of photographs will comply with Department of Education and Skills guidelines on the safe use of the internet. Any parent who **DOES NOT** wish their daughter's photograph or their work to appear on the website should sign and return the attached Declaration. Otherwise, permission to publish is assumed to have been given.

Pupil Guidelines for Internet Use:

- It is the responsibility of each pupil to obey the rules about computer use and about the use of the Internet.
- You must listen carefully and follow the directions of the teacher at all times.
- You must always have a teacher's permission to use the Internet.
- You must have a teacher's permission before you print or download anything from the Internet.
- No child has permission to send an e-mail without the teacher's direction to do so.
- It would be considered a very serious offence to purposely attempt to access an unsuitable website.
- If you find that you have gone into an unsuitable website, by accident, you must inform the teacher immediately.
- No child is allowed to go into the Computer Room without the permission of a teacher.
- No child is allowed to use a classroom computer without the permission of a teacher.
- Remember that the school has access to all files and disks used on school computers, including e-mail messages sent and received. School computers also record details of what websites have been accessed.

All parents and pupils will be required to sign the school's Internet Agreement Form. A similar agreement will be signed by all school staff.

Samhain / November 2014