

**Belgrove Senior Girls' School**  
Seafield Road  
Clontarf  
Dublin 3  
Telephone: 833 1888



**Scoil Eoin Baiste**  
*Cailíní Sinsear*  
Bóthar Ghort na Mara  
Cluain Tarbh  
Baile Átha Cliath 3  
Guthán: 833 1888

## **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 & Science. 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, Brian Henry.

### **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 will have password access only.
- 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 floppy disks, DVDs or CD-ROMs in school will be prohibited without the permission of the schools' 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 (AVG) 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.

#### **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.

*September 2009*