

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

Phone: 056 7721402

Fax: 056 7763652

email: office@cbskilkenny.ie



ICT ACCEPTABLE USAGE POLICY Nov 2015

| | |
|---------------------------|--|
| School Name: | Christian Brothers Secondary School, Kilkenny |
| School Address: | James's Street, Kilkenny |
| School Details: | CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school. |
| School Management: | The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998. |

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Rationale

The aim of this Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives will be involved in the review of this policy on a regular basis.

School AU Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include:

GENERAL

- Open internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Each student will be issued a unique Computer Network Account username and password. This will grant them access to the schools ICT resources at a student's security level. Students must use only their own username at all times (unless a specific account has been put in place for group work).
- Each student will be issued with a school email account for educational purposes only. The students in the junior cycle will be confined to sending and receiving emails within the CBS Kilkenny domain.
- Students and teachers will be provided with training in the area of internet usage and 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.

WORLD WIDE WEB

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- 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 materials or images which are not relevant to their studies is in direct breach of the school's AUP.
- Students will be made 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 email for personal reasons. Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher.
- Students will not send or receive any material that is illegal, obscene and/or 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 telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or other online communication.
- Internet chat/social networking sites: students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that have been approved by the school.
- Where appropriate, usernames will be used to avoid disclosure of identity.

SCHOOL WEBSITE

- Students will be given the opportunity to publish projects, artwork or school work on www.cbskilkenny.ie in accordance with this policy and approval processes regarding the content that can be loaded to the school's website.

CBS Kilkenny, ICT Acceptable Usage Policy

- 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. 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, iPods, cameras, Dictaphones, game consoles, PSPs, etc.

- Students' personal devices, unless authorised by a teacher, are not to be used on school premises (classrooms, corridors or within the school building). Each student must ensure all his devices are SWITCHED OFF. Mobile phone usage is not permitted within the school or grounds. Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'.
- The unauthorized capture of images, video or audio is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.

SANCTIONS

Misuse of ICT and internet resources 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.

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.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- <http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
- <http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
- <http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989
- <http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

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.

CBS Kilkenny has adopted the *Child Protection Procedures for Primary and Post Primary Schools* as part of its child protection policy. This policy has been made available to the Parents' Council and is available to all parents on request.

DESIGNATED LIAISON PERSON (DLP)

Mr. Tom Clarke (Principal)

DEPUTY LIAISON PERSON

Ms. Ann Walsh (Deputy Principal)

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 Usage 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 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 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 CBS Kilkenny to publish content and photographs which refer to/include my son if the school considers it appropriate.

Parent/Guardian Signature: _____ **Date:** _____

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____