

## ACCEPTABLE USER POLICY FOR COMPUTERS AND THE INTERNET

### Students and Parents

#### Policy

Computer networks have been established for the enrichment of learning in the school. They provide students with the opportunity to prepare for the technological world in which we live which includes access to online resources enabling integration in all areas of learning. In addition to the vast educational resource base that may be accessed, there exists material which may be pornographic, racist, or in other ways offensive. This policy will address acceptable use standards for students and responsibilities of the school and individual teacher to prevent misuse of these systems.

#### Guidelines

The network administration will have the following authorities to be exercised in conjunction with school principal:

- Grant or revoke user accounts (which allow access to computer network).
- Due to lack of explicit standards and monitoring technology, the individual teacher, acting within these guidelines, shall have final say on what is deemed appropriate use of a computer.
- Allow use of specific computer applications.
- Monitor which Internet sites are being accessed.
- Block access to Internet sites.
- Read all outgoing electronic information (i.e. e-mail).

#### Student Responsibility

The use of computers and networking is advantageous to the student, yet remains a privilege rather than a requirement. Therefore students are required to adhere to the following guidelines to keep this privilege:

#### General Computer Use

- Use equipment respectfully.
- Respect the property of others and copyright laws. Do not copy software programs.
- Respect the privacy of others. Do not read others' work on the hard drive or disks without permission.
- When others need help, be ready to teach them. Allow them to do the procedure themselves in order to learn
- NEVER have food or drink around computers
- Keep the area around computers neat
- Treat disks and CDs properly
  - Store in box
  - Handle correctly
  - Don't play with movable parts
- You must have permission from the teacher in charge in order to alter the control panel
- Read warnings and directions on the computer
- No installations allowed without prior permission from the administrator

#### INTERNET USE

- Computers are to be used for educational purposes only: World Wide WEB
- Searching and browsing shall be limited to appropriate sites.
- Language in e-mail is to be the same standard as other forms of communication.  
Therefore use of profane, racist, harassing or otherwise inappropriate language is forbidden.
- Harassment of other users in any way is forbidden.
- Use of anonymous e-mail sites or any other method of disguising source of electronic messages is forbidden.
- Copyright laws are strictly followed by schools, therefore accessing, downloading, or storage of copyrighted software or information for which school does not have licence is forbidden.
- Computers are expensive and fragile pieces of equipment and as such extreme care should be taken so as not to damage them.
- System security relies on users maintaining the secrecy of their passwords, accounts should not be "shared" for any reason, and users should ensure they are logged off before leaving a computer.
- Accessing or attempting to access any computer network or resource for which student does not have authorization is **strictly prohibited** and will lead to immediate and permanent revocation of computer privileges.

- Do not disclose to any password or login name you have been given.
- Do not give personal addresses, telephone/fax numbers of any person.
- Under no circumstances give addresses/telephone/fax numbers of any teachers and students at Patrician Secondary School.
- Use of names of students or photographs of students will require written permission from parent(s) guardian(s) of every student concerned.
- Downloading of unsuitable material from Internet is strictly forbidden.

Failure to comply with these rules will result in one or more of the following:

- (a) A ban, temporary or permanent, on the use of the Internet facilities at school.
- (b) A letter informing your parents of the nature and breach of rules.
- (c) Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of Year/Head of Department.
- (d) Any other action decided by the Principal and Patrician Board of Management.

#### **Parental Permission to use the Internet Facilities**

**The school has a connection to the Internet. The Internet provides a number of important and valuable contributions to make, which should enhance learning and understanding in all of the school curriculum areas. Thousands of schools across the world now have access to the Internet and many students are reaping the educational benefits of this medium.**

As a result of the open nature of the Internet, there is some material, which is unsuitable for viewing by pupils. Therefore, we have introduced procedures that should enable your son to use the Internet facilities safely and securely. These policies are attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son. A member of staff will monitor each session. Each member of staff and each student using the Internet must agree to follow an Acceptable Use Policy. These policy set out the rules, which must be adhered to, for the protection of all users.

For most educational activities the Internet links provided by Patrician Secondary School should be adequate and appropriate. Further in-depth treatment of a topic can be provided by the use of Search Engines, which scan all the available sites for appropriate material. However, the use of Search Engines could result in listings of sites, which are inappropriate/unsuitable for pupils. Supervision by a member of staff will be provided during student access to the Internet.

I have read and understand the above rules.

Signature of Student: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and accept the **Acceptable User Policy for Students**

Signature of Parent(s)/  
Guardian(s): \_\_\_\_\_

My Son: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_