

Policy for the use of Internet (Acceptable User Policy) for all Learners
Nenagh College

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Nenagh College of Further Education

Policy for the use of Internet (Acceptable User Policy) for all Learners:

Mission Statement

‘To educate all students for their personal development and for the good of the community’

Policy for the use of Internet (Acceptable User Policy) for all Learners:

The letters **AUP** as used in this policy, means the **Acceptable User Policy** in the **Nenagh College**.

Aim of Policy:

The aim of this policy is to ensure the safe and beneficial use of the Internet for all learners, afforded the opportunity to use these resources at **Nenagh College**. The use and access to the Internet in the school will be subject to the all users adhering to the AUP as set out in this policy. The availability of the Internet for use by learners is regarded as a school resource and privilege, which may be withdrawn if the terms of the AUP are abused.

School’s Strategy:

The school will employ all strategies necessary to maximise the learning opportunity, while maintaining a vigilant monitoring of the use of the Internet, to minimise the risks associated with its use by our learners and staff.

Staff:

Means the teacher given charge of a class group. The class teacher will be responsible for the proper use by all students (2nd level, PLC or Adults) who are part of the class for the adhering to the conditions set out in this policy for the use of the Internet facilities in our school.

Supervision:

All Internet sessions or classes will be conducted **only under the supervision of the class teacher**.

No learner will be allowed access to the Internet without the teacher being present.

Monitoring:

Both the school staff and the Department of Education and Science will monitor the use of the Internet in our school. The privilege for the use of the Internet will be withdrawn if misuse is detected.

The class teacher will maintain vigilant monitoring of Internet usage with their respective class groups.

Filters:

The Internet in schools is controlled and provided through the Department of Education and Science. The school authorities have already agreed the filtration of material, and sites available, to minimise the possible exposure of the user to inappropriate sites and material.

Training:

All students and teaching staff will receive training in the safe and appropriate use of the Internet.

Uploading/ Downloading:

The uploading or downloading of non-approved material or software will not be permitted

Virus Protection:

Protection against viruses will updated at regular intervals.

Input and recording devices:

The use of such devices as Floppy Disks, CDs etc., by the learner, for the purpose of input or recording must firstly have the permission of the teacher in charge.

Production of Hard Copy:

The production of hard copy by the learner must have the permission of the teacher in charge.

Selling or Purchase of goods or other products:

It is not permissible for the learner to use the school's Internet for the sale or purchase of any goods or products.

Use of Internet/ World Wide Web:

Learners for educational purposes will use the Internet only.

All users will be aware of copyright issues relating to the use of the Internet.

Learners are not allowed and are advised never to disclose or publish personal information, about themselves or other persons.

All learners will be informed that all usage, including distributing or receiving information (by text or image), school related or personal, will be monitored for unusual activity, and for security and network management reasons.

E-mail:

Learners may use only approved class E-mail accounts, under the supervision of the class teacher.

Learners will not send or receive any material which may be illegal, obscene, defamatory or that is intended to annoy or intimidate others persons.

Learners will not reveal their own or other people's personal details, such as names, address, telephone or fax numbers or photographs.

Learners will not arrange a face-to-face meeting with others arranged through E-mail or the Internet.

Sending or receiving of E-mail attachments is subject to the expressed approval of the class teacher.

Internet Chat:

The use of school Internet resources for the purpose of access to chat rooms, face-to-face meetings and other forms of electronic communication is strictly forbidden. Filtering has been put in place to prevent the use of school Internet for these purposes.

VEC and School Website:

All learners with the permission of the school authority will be given the opportunity to publish projects, artwork or other related schoolwork on the named Websites.

The publication of such material by learners will be co-ordinated by the class teacher.

All personal details of learner or others will be omitted for all publications.

All work published by or on behalf of the learner, will appear in an educational context. All material will carry a copyright notice prohibiting the copying of the work without the expressed permission on the publisher.

Learners will continue to enjoy copyright of any work published and will be removed from the site by the school after an agreed time period.

Support Structures:

The school will inform all learners and parents of key structures and organisations that deal with illegal material or harmful use of the Internet.

Respect for equipment:

All students and learners will use the equipment carefully and respect the facilities provided

Legislation:

Teachers, learners and parents should be familiar with the following legislation:

- **Data Protection (amendment) Act 2003.**
- **Child Trafficking and Pornography Act 1998.**
- **Interception Act 1993.**
- **Video Recording Act 1989.**
- **The Data Protection Act 1988.**

Netiquette:

Learners will at all times when using the school's Internet facilities practice and observe "Netiquette" (i.e., etiquette when using the Internet). This means an undertaking by all users to avoid all activity or action, which may reflect adversely on our school or bring the school into disrepute.

Sanctions:

Misuse of the Internet resources in the school will result in disciplinary action, which may include:

- Verbal and written warnings
- Withdrawal of access privilege to internet
- In extreme cases suspension or exclusion from school

The school reserves the right to report any illegal activity or use of the school's internet resources to the appropriate authority.

Review of Policy:

This policy will be reviewed from time to time to keep pace with changing Technology, DES regulations, other School Policy reviews.

Date adopted by Board of Management 10th October 2012

Referred to NTVEC for adoption October 2012

Change College name 2013

Policy currently under review

Parent / Guardian acceptance and agreement with policy.

Please complete, and return to the school (Year Head)

I/We the parents/guardians of _____ (student name) having read the

Acceptable User Policy for students using the **Internet** at the **Vocational School,**

Nenagh agree to the terms contained within the policy.

Signature of agreement:

Student: _____ Date _____

Parent: _____ Date _____

Guardian: _____ Date _____

Received by school Year Head _____ Date _____