

Created 8th October 2013

Acceptable Use Policy

INFORMATION AND COMMUNICATIONS

TECHNOLOGY USE

St. Fintan's High School Administrative Policy

1. PURPOSE

St. Fintan's High School owns and operates a variety of computing systems, which are provided for the use of St. Fintan's High School students, faculty, life-long learners and staff in support of the programs of the school and are to be used for education, research, academic development, and public service only. All users of these systems are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner. This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions. This document establishes the need for ICT administrators. The task of the ICT administrators is to:

- Set hardware and software purchasing plans, secure an annual budget and provide an annual budget breakdown
- Ensure that there is an ongoing program of staff development and support.
- Regularly review hardware, software and ICT training needs.
- Co-ordinate where necessary with resource leaders in other curriculum areas, particularly in respect to software purchases.
- Maintain up to date virus protection on all computers that are attached to the network.
- Manage the school Gmail accounts.

2. AUDIENCE AND AGREEMENT

All users of St. Fintan's High School computing systems must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the Information Technology Department. Such guidelines will be reviewed by the ICT administrators and may become subject to Board approval as a policy or procedure to be included in the school plan.

3. RIGHTS

These computer systems, facilities, and accounts are owned and operated by St. Fintan's High School. St. Fintan's High School reserves all rights, including

termination of service without notice, to the computing resources that it owns and operates. These procedures shall not be construed as a waiver of any rights of the school, nor shall they conflict with applicable acts of law.

N.B. All data on the school system is the property of St. Fintan's High School, and management reserve the right to view any and all data.

4. PRIVILEGES

Access and privileges on St. Fintan's High School computing systems are assigned and managed by the ICT administrators. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system by the ICT administrators. The ICT administrators must approve all access to the School's computer resources, including the issuing of accounts and related passwords. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to an individual without express permission from the ICT administrators. The authorized user is responsible for the proper use of the system, including any password protection.

5. RESPONSIBILITIES

Users are responsible for maintaining the following:

a) An environment in which access to all School computing resources are shared equitably between users. The ICT administrators set minimum guidelines within which users must conduct their activities.

A user who harasses, or makes defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks, to or from the school, shall bear sole responsibility for their actions. Users agree that St. Fintan's High School's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by St. Fintan's High School.

Some of the St. Fintan's High School computing systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that St. Fintan's High School does not assume responsibility for the contents of any of these outside networks.

The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through St. Fintan's High School systems. Further, the user agrees to follow proper etiquette on outside networks. Documents regarding etiquette are available through the ICT administrators and throughout the school website.

The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services

which may conceal identities as part of the service). The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not St. Fintan's High School, which is acting solely as the information carrier.

b) An environment free of illegal or malicious acts:

The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s) he is authorized, or any attempt to deprive other authorized users of resources or access to any St. Fintan's High School computer system shall be regarded as malicious, and may be treated as an illegal act. The user agrees to be bound by the terms and conditions laid down in the **Data Protection Act of 2003** and the **Freedom of Information Act of 2003** and to inform themselves of their rights as citizens and their responsibilities under said acts. Other legal / sector specific requirements need to be satisfied under the list of applicable Irish Laws as laid down on page 7 of this document. All users agree to abide by the terms and conditions of these applicable Irish Laws.

c) A secure environment:

When not in use the doors to the computer rooms must be kept locked. Any user who finds a possible security lapse, or technical difficulty, on any system is obliged to report it to the ICT administrators. The system must not be used until the ICT administrators have investigated the problem. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given. Users are responsible for backup of their own data. The ICT administrators may from time to time schedule an overhaul and clean up of the network. File owners will be notified of this necessary maintenance, in advance, if such notice is practical. All users must become familiar with logging off the system and must do so at the end of every session. If so asked by their teacher, users must ensure that all systems are shut down, through the proper means, when they are finished using them.

6. ACCOUNTS

Accounts will be issued and revoked solely by the ICT administrators. Others must not use an account assigned to an individual without express permission from the ICT administrators. The individual is responsible for the proper use of the account, including proper password protection. The user is responsible for all work carried out through and transmitted to and from the account issued and for maintenance of files and folders created within said account.

- **All access to St. Fintan's High School IT systems are authorised by St. Fintan's management or a delegated representative.**
- **St. Fintan's management may and will monitor all activity on the system.**
- **St. Fintan's High School may and will read all data on the systems.**

7. SYSTEM USAGE

Users must be aware that all their computer activity is tracked and logged for reference purposes. These individual user logs may be accessed at any time by the ICT administrators. If policy violations are discovered they will be reported immediately.

Electronic communications facilities (such as stfintanshs.ie e-mail addresses) are for school related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored. The computer facilities may be used during out of class times by any student who has been deemed competent in computer usage by a member of the ICT administrators. Staff may use either of the Computer Rooms with their class group(s) during class time provided the appropriate class period(s) are recorded via the booking procedures in force at that time. Scheduled and timetabled ICT classes take precedence over all other sessions.

8. SYSTEM PERFORMANCE

No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any school computer system.

9. UNAUTHORIZED ACCESS

Loopholes in computer security systems or knowledge of a special password should not be used to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

10. COPYRIGHT

Computer software protected by copyright is not to be copied from, into, or by using St. Fintan's High School computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

11. VIRUS PROTECTION

Computer viruses are items of software that attach themselves to other legitimate items of software or data, without the consent of the computer user, and are programmed to proliferate themselves onto other computers, often to cause disruption or damage. It is essential that all users play a part in protecting the network from the presence of viruses. It is the policy of the school to run up to date virus protection software on all computers that are attached to the network. This software will automatically report the presence of most known viruses. Any user who receives an

on-screen warning from this software (these are very clear and explicit) should stop all use of the computer immediately and report the occurrence to the ICT administrators.

Viruses can attach themselves easily to removable storage media and this is one of the main ways in which they proliferate. The software used to prevent students from tampering with various computer settings will also, to some extent, prevent them from accessing these removable media. However this is not totally secure. Furthermore there are instances in which students and staff will want to transfer data to and from the network on removable media, e.g. as a means of submitting homework. To allow for this and still ensure system security it is the school's policy that all removable media must be virus scanned before being accessed through any computer on the network. These must be re-scanned again each time they are used in computer outside the network. Reasonable notice should be given to system administrators if scanning is needed.

12. VIOLATIONS

An individual's computer use and/or email privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the ICT administrators.

The Principal may nominate the administrators to conduct an examination of computing systems at any time and without prior notice to assure compliance with internal policies, assist with internal investigations, and assist with the management and protection of the schools information resource systems.

Violations of these policies will be dealt with in the same manner as violations of other school policies and may result in disciplinary action. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the school, Garda involvement and legal action. Violations of some of the above policies may constitute a criminal offence.

13. ST. FINTAN'S HIGH SCHOOL STRATEGY

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

AUP Forms

All students will be presented with an appropriate acceptable use policy document. These forms must be read carefully, signed and returned to the administrators where

they will be filed securely. Once these forms have been signed returned, the user will have access to the computing systems in operation throughout the school.

General

Uploading and downloading of non-approved software will not be permitted. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. Filtering software and / or equivalent systems will be fully explained to all users.

The school expects all parents / guardians to engage in teaching their children about responsible use of the Internet. The school will regularly monitor students' Internet usage. Students and teachers will be provided with training in the area of Internet safety. Virus protection software will be used and updated on a regular basis. The use of personal removable storage media in school requires a teacher's permission. Users will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Users will use the Internet for educational purposes only. Users will never disclose or publicise personal or school information especially on sites requiring e-commerce transactions. Users will be 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

Teachers and students have been assigned approved school email accounts for communication with other school users regarding school or educational business. Students will only use approved class email accounts when communicating approved work to or from the school. Non-school related business should be conducted using a non-school email account. Students will not send or receive any material that is illegal, obscene, or defamatory or material 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.

Internet Chat

Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by, or set up by, the school. Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

School Website

We are privileged to have a portal on the World Wide Web that gives interested parties an insight into the life of St. Fintan's. It will exist at <http://www.stfintanshs.ie>. It is envisaged that our students will contribute to the site and they will be given the opportunity to publish projects, artwork or school work on the World Wide Web. The publication of student work will be co-ordinated by a teacher and overseen by the ICT administrator.

Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission. Digital photographs, audio or video clips of individual students will not be published on the school website without parental permission. Most photographs, audio and video clips featured on the school website will focus on group activities. Personal student information including home address and contact details will be omitted from school web pages. Students will continue to own the copyright on any work published.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

Child Trafficking and Pornography Bill (amended) 2013

The Data Protection Act 2003

Freedom of Information Act 2003

Video Recordings Act 1989

1993 Interception Act

Sanctions

Sanctions for inappropriate internet or email use will be dealt with according to the school's Code of Behaviour. Parents may be asked to furnish the school with the IP address of any home internet account that is used in a malicious or offensive manner regarding communications to or from the school. This IP address will be used in order to establish beyond reasonable doubt the origin of said malicious or offensive material.

14. ANNUAL REVIEW

The aim of this Acceptable Use Policy is to ensure that all users will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. It is envisaged that school and parent representatives will revise the AUP annually.

This version of the AUP was created on:

8th Oct 2013

and was ratified by the Board of Management of St. Fintan's High School on:

14th November 2013

Appendix:

1.) ICT administrators:

The following members of staff currently hold the role of ICT administrator;

Aelsa Carroll, Mary Fox, Brian Henry and Shane Prunty.

Further to section 14 of the AUP, an annual review of those tasked with administration of the ICT facilities within the school shall take place concurrently with the review of the AUP.

2.) Further reading, resources and policies accessible online:

Gmail – terms of service and privacy policy

<http://www.google.ie/intl/en/policies/terms/regional.html>

<http://www.google.ie/intl/en/policies/privacy/>

Webwise is an internet safety initiative focused on raising awareness of online safety issues and good practice among students, their parents and teachers.

<http://www.webwise.ie/>

The **Office for Internet Safety** is an Executive Office of the Department of Justice and Equality.

<http://www.internetsafety.ie/>

Scoilnet is the Department of Education and Skills official portal for Irish education. It is responsible for the promotion and use of the Internet in education under the Government's ICT in Schools Programme.

http://www.scoilnet.ie/online_safety_primary.shtm