

Gallen Community School ICT Policy



Introduction:

ICT is an accepted element in all our lives and has an ever-increasing central role to play in education. It is the aim of this policy to identify this role in the context of the educational needs of our school. Learning is changing and this policy will endeavour to identify how ICT can enhance this change and what role ICT will play in the teaching and learning in Gallen Community School.

ICT's are now an integral part of our lives. The Students of today have been born into this technological era and are generally very capable IT users. The dominance of ICT cannot be denied and there is an ever-increasing demand on us to be capable of full participation in this digital world. ICT develops the very skills in Students to ensure that they will succeed as adults in a society that is becoming ever more defined by its speed of change. We at Gallen Community School hope that developing skills in ICT in our students we will also develop skills that are necessary to solve problems to collaborate and communicate effectively, and to become more evaluative and inventive young people.

ICT in our school will assist in the enhancement of cognitive learning, the development of problem solving and higher thinking skills and will extend physical and mental abilities. These ICT skills will be taught informally as the need arises and will be integrated into all areas of the school curriculum, through project work, presentations, information gathering and collaborative group work, this will be evident in CBA's conducted at Junior Cycle and projects created at Leaving Certificate.

We in Gallen Community School recognise that in using ICT in our school we can affect the achievement in all subject areas in a very positive way and that using ICT for instruction can positively influence Students' attitudes towards learning and towards school life.

Rationale:

ICT can be used in a variety of ways and for a variety of reasons in secondary school. ICT can be used as a very effective tool in order to compliment the on- going work of the teacher. It can used to facilitate access to a broad range of activities in a variety of contexts and can be used to develop new techniques in learning for the students in our school.

ICT can be used....

- To promote a positive, competent attitude to technology.
- To use computers as tools to enhance further learning.
- To facilitate cross-curricular learning.
- To develop basic keyboard skills.
- To promote imagination and creativity.
- To develop problem-solving skills.
- To motivate Students to collect, enter and interpret data.
- To encourage Students to communicate effectively.
- To develop project management and presentational skills.
- To develop co-operative skills through participation in ICT.
- Projects that demand the pooling of skills and interactive development of ideas and material.

This policy is in conjunction with our E- Learning Plan and our GDPR Policy (Please See Green Folder)

Our School:

Currently we have a strong ICT culture within our school. As a staff we share teaching resources on our school network and through Office 365. We have VS ware in place to track Students' attendance and testing and to keep a record of their school reports. Students with special educational needs can increase their learning experience by using our student Ipad's and our integrated computer syllabus with the Cluny Centre. The Learning Support Room is well equipped to allow students access to computers for Project work during allotted times. We also have a school website and Twitter account and Facebook page, which are all updated regularly.

The following list outlines in detail what ICTs we have in place in our school (this list is not exhaustive)

- Most classroom has an Interactive Whiteboard
- Each classroom has a teacher desktop and projector.
- Digital leaders have ThinkPad's.
- Most classroom have a digital camera and visualizer.
- Each classroom has the use of a digital video camera.
- We have iPad for student use, mainly for the Special Education Team and the Students of the Cluny Centre.
- We have full wireless access points located around the school also. We now have fibre optic broadband with 200MB download and upload speeds, and Wireless Access points that provide a minimum of 45MB download speeds.
- School website www.gallencs.ie and Twitter @Gallencs and Facebook @GallenSchool
- Three fully equipped computer rooms with 30 computers in each.
- The DCG room has 20 computers and printers.
- Printing is available to students on request from your class teacher.
- The IT co-ordinator/Deputy Principal has the ability through Office 365 to monitor student and staff email

ICT Plan:

We at Gallen Community School hope that ICT will help with the implementation of the general aims of the Post Primary Digital Strategy 2015-2020;

- Using ICT to open new forms of learning and collaboration to support different styles of learning.
- Experiencing joy, satisfaction, passion and success in their education and lifelong learning.
- Actively engaged in learning – both in and out of school.
- Accepting ownership of their learning – involving the ability to be self-directed, a decisionmaker, and a manager of priorities in and out of school.
- Using technology to achieve personal learning goals and to succeed in various learning activities (Adapted from McGinn, 2007).
- Using ICT critically and ethically.

It is the overall aim of this ICT plan to ensure that we have a strong culture of ICT in place in our school. This culture will be one of collaboration and development for the good of the Students, staff and school. This plan will always need to evolve and be reviewed to ensure that we keep the ever-changing role ICT plays in the teaching and learning of our school as a pivotal feature of our school culture. We will endeavour to ensure that ICT integration is a never-ending process rather than a one-off activity. We will ensure that as ICT developments are being unveiled, they will have significant impact in the classroom both from the perspective of the teacher and the learner. It is the hope of our school that the implementation and integration of ICT across the curriculum will be grounded in effective and worthwhile learning theories and strategies with a view to furthering the holistic development of the Students in our care by means of the most progressive methods and technologies at our disposal. We will prioritise three main areas of focus, namely, the school, our Students and the teaching staff.

We will ensure

- that our school is adequately equipped to effectively teach our students.
- that our students are using the most up to date equipment at their disposal.
- that the staff is adequately trained and capable in using the ICTs in their rooms for effective instruction.

Maintaining security:

- Students Unique Usernames and Passwords: On arrival to Gallen Community School all students will be given a unique username. Upon initial log in they will be asked to create their own unique password. This password must contain a capital letter and numbers. This will allow access to email, internet and Office 365. This must be kept secure and private and is the sole responsibility of the user.
- Saving work: Students and Teacher using the school network are asked to save and share items only using approved Office 365 accounts and OneDrive for saving.
- The use of USB memory sticks is not preferable and if being used they must be scanned prior to saving any item.

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons. The IT co-ordinator will update the virus protection regularly and will keep up to date with IT developments and strategies to protect the computers. Internet to enhance learning Student will learn how to use a web browser. Staff and Students will use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work. As in other areas of their work, we recognise that Students learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the Students.

- Access to the internet may be by teacher demonstration
- Students may access teacher-prepared materials, rather than open the internet.
- Students may be given a suitable web page or a single web site to access.
- Students may be provided with lists of relevant and suitable web sites which they may access.

Students will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and sites they access. The teacher will always supervise Students accessing the internet. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. This will

be completed with all first-year students at the beginning of the academic year. It is necessary that teachers of both Transition year IT and teachers of LCVP in fifth and Sixth year remind students about the rules and responsibilities of internet use at the beginning of the term.

Internet Policy

Ensuring access is appropriate and safe. The internet is only available to students and staff who log in to our system using their given username and password. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for students. The school will take every practical measure to ensure that Students do not encounter upsetting, offensive or otherwise inappropriate material on the internet.

The following key measures have been adopted to help ensure that our Students are not exposed to unsuitable materials;

- Students using the internet will be working in the classroom, during lesson time and will always be supervised by the class teacher .
- Staff will check that the sites pre-selected for Students use are appropriate to the age and maturity of Students.
- Staff will be particularly vigilant when Students are undertaking their own search and will check that the Students are following the agreed search plan.
- Students will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others.
- Our Rules for Responsible Internet Use will be posted near computer systems.
- The IT co-ordinator will monitor the effectiveness of the internet access strategies.
- The IT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy.

It is our experience to date that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet it is not possible to guarantee that types of material will never appear on a computer screen.

The WIFI is operated in three categories

- **Staff**
- **Guest**
- **Student**

All are operated separately and have individual passwords. WIFI will only be active on a device by ICT Coordinator or a member of the Senior Management Team.

A most important element of the Rules for Responsible Internet Use is that Students will be taught to tell a teacher immediately if they encounter any materials that make them feel uncomfortable. Teachers will go through the Web Wise “Internet Safety Awareness” Programme with their class prior to using the Internet. This will educate the Students to the dangers of the internet and make them aware of cyber bullying and the harm it can cause and what actions to take in such event. If there is an incident in which a Student is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving Students will be taken by the IT co-ordinator in consultation with the Senior Management team.

All the teaching staff will be made aware of the incident if appropriate. If one or more Students discover inappropriate material our priority will be to give them appropriate support. His/Their parents/guardians will be informed and explained the course of action taken by the school. The school aims to work with parents/guardians and Students to resolve any issue. If staff or Students discover any unsuitable sites, the IT co-ordinator will be informed. The IT co-ordinator will report the URL and content to the Internet service provider if it is thought that the material is illegal. After consultation with the ISP, the site will be referred to the Internet Watch Foundation and the gardaí. Students are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material.

If Students abuse the privileges of access to the internet and e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied.

- This may involve informing parents/guardians.
- ICT coordinator/ Senior Management Team may also consider whether access to the internet may be denied for a period.

Using information from the web

We believe that in order to use information from the internet effectively, it is important for Students to develop an understanding of the nature of the internet and the information available on it. They should know that, unlike the school library books for example, most of the information on the internet is intended for an adult audience, and that much of the information on the internet is not properly audited / edited and most of it is copyright.

- Students will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television.
- Teachers will ensure that Students are aware of the need to validate information whenever possible before accepting it as true and understand that this is even more important when considering information from the internet.
- When copying materials from the web, Students will be taught to observe copyright and reference their work.
- Students will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Computer Rooms:

- A seating plan is to be used in each computer room for teachers to assign seats for their students.
- A fault and repair log are available in each computer room to identify issues that need to be resolved to keep PC's running and problem free, any student who notices a problem must report it to their teacher. The teacher will then report it to the ICT coordinator and a member of the Senior Management team.
- The booking form for each computer room will be displayed in the staff room at the beginning of each academic year, with the Digital Literacy and LCVF classes already inserted. Teachers will be able to sign up to each computer room.

Using e-mail:

Students will learn how to use an e-mail application and be taught e-mail conventions. Staff and Students will begin to use e-mail to communicate with others, to request and to share information. It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

Therefore;

- Students will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the students' minds as they monitor Students using e-mail.
- Students may send e-mail as part of planned lessons but will not be given individual e-mail addresses as a rule.
- In-coming e-mails to Students will not be regarded as private and will be monitored.
- Students will have the e-mail messages they compose checked by a member of staff before sending them
- The forwarding of chain mails will not be permitted.
- Students will not be permitted to use e-mail at school to arrange to meet someone outside of school hours.

Sanctions

- Failure to observe any of the above clauses or deliberate breaches of the school's policy in relation to the internet use and the use of ICT equipment will lead to a user being refused permission to avail of the school's ICT equipment and facilities. Where such use may be deemed a necessary part of a course being undertaken by that user an arrangement will be made between school management and parents/ Guardians.
- Furthermore, this policy will form part of the School's Code of Behaviour. Failure to comply with it will be treated as a disciplinary issue and depending on the nature of the offence, may incur and of the sanction set out in the Code of Behaviour.
- The purpose of this policy is to ensure a safe, secure and efficient learning environment for all our students.

REVIEW

This policy will be reviewed by the Board of Management.

Policy ratified BOM meeting	
Reviewed	
Reviewed and ratified BOM meeting	

Appendices

GALLEN COMMUNITY SCHOOL FERBANE Data Protection Statement

Parents/Guardians, the school has a legal responsibility to comply with the Data Protection Acts 1988, 2003 and GDPR May 25th, 2018. Gallen Community School Ferbane is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied by you is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations.

Data Protection Policy: A copy of the full Data Protection Policy is available from the school on request. In line with this policy we ask parents/guardians on enrolment, to sign that their consent to your data/your child's data being collected, processed and used in accordance with this Data Protection Policy during their time as a student in the school.

School Contacting You

Please confirm if you are happy for us to contact you by phone/ text message or email, if specified, for the purposes of school notifications relating to your son/daughter e.g., parent teacher meetings, school events , to notify you of school closure (e.g. where there are adverse weather conditions) , to notify you of your child's non-attendance or late attendance, any issues relating to your child's conduct in school, to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Use your mobile phone number _____ to send you texts to alert you to these issues highlighted above.

Use your email address to alert you to these issues if we fail to reach you by phone. If you agree please provide your email address:

_____.

Contact the school if you do not wish to receive text messages.

Please note: Gallen Community School Ferbane reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

While the information provided will generally be treated as private to Gallen Community School Ferbane and will be collected and used in compliance with the Data Protection Acts 1988,2003 and 2018, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school).

We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data, you should write to the school principal requesting an Access Request Form.

Photographs of Students: The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school.

Photographs may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. To date names have been placed under captions in school newsletters and in the local newspapers etc.

If you or your child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Consent (*tick one only*)

1. If you are happy to have your child's photograph taken as part of school activities and included in all such records, on the school website, school material, newsletters etc, tick here
2. If you would prefer not to have your child's photograph taken and included in such records from September 2018/2019, please tick here.

Signed:

_____ **Parent/Guardian**

_____ **Date**

Gallen Community School

“IT - Acceptable Use Policy”

In accordance with the School’s Ethos and Policies, the aim of this Acceptable Use Policy is to ensure that Students 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. Therefore, if the school Acceptable Use Policy (AUP) is not adhered to, then this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on _____ (date)

By _____

(name of parties involved in drawing up the AUP)

School’s Strategy

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

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor Students’ Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires the teacher’s permission and MUST be scanned before use by the schools Anti Virus software.
- Students while using the School’s IT facilities will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Computer ‘logon’ password will not be divulged to others.
- Malicious Use/Vandalism:- Students will not attempt to modify settings, damage or hack into the school’s computers, network, Internet services or LAN. Doing so will constitute a serious breach of discipline. Sending of Junk Mail or Spam is strictly prohibited.
- The school will provide students with network storage of school work. However it is the responsibility of each student to ensure that they have a proper back-up of all important data. While precautions are taken, disruptions and faults can and do occur, therefore the school cannot be held responsible for such interruptions or losses.

- Use of schools printing facilities must be utilized resourcefully and may ONLY be used with the teachers prior permission.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- 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 not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students 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.
- Goods or services will not be purchased over the Internet including the downloading of music.
- Students may not try to circumvent the schools content filters in any way to access blocked sites.

Email

- Students will use approved class email accounts under supervision by or with permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or 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 the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forum that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

- The website will be regularly checked to ensure that there is no content that compromises the safety of Students or staff.
- Website using facilities such as guestbook, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details?
- The publication of student work must be approved and co-ordinated by a teacher in the school.
- 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.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Personal Student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use Students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

Laptop/Personal Computers

Permission by the Network Administrator must be granted to Teachers or Students wishing to use the school's LAN. They must ensure that both the Operating System and Anti Virus are operational and up to date.

Legislation

Teachers, students and parents should familiarise themselves with the following legislation relating to the use of the internet:-

- | | |
|--|---------------------------------------|
| • Data Protection (Amendment) Act 2003 | • Copyright Act (1963) and as amended |
| • Child Trafficking and Pornography Act 1998 | • Freedom of Information Act 1997 |
| • Interception Act 1993 | • Criminal Damage Act 1991 |
| • Video Recordings Act 1989 | • The Data Protection Act 1988 |
| • Prohibition of Incitement to Hatred Act 1989 | |

Support Structures

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

Sanctions

Misuse of the Internet will 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.

▪ Documentation included:-

1. 'Student IT' AUP Permission Form
2. IT Classroom Rules
3. Staff IT Policy
4. Teacher IT Responsibility Form
5. Safe Surfing – Recommended Guidelines to parents

Policy for Staff Use of the School's 'LAN' and the Internet

Use of computers and IT facilities in the school is a privilege and not a right.

Please read carefully

- The purpose of internet use in the schools is to raise the educational standards, to promote Student achievement, support the professional work of the staff and to enhance the school's management information and business administration systems. Internet use is also part of the school curriculum and a necessary tool for staff and Students.
- Staff should be critically aware of the materials they read and how to validate information before accepting its accuracy. Staff should also ensure that use of the Internet derived materials comply with copyright law.
- In common with other media such as magazines, books and video, some material available via the internet is unacceptable. Teachers will take reasonable precautions to ensure students access only appropriate material. However due to the international scale and the linked nature of internet content it is not possible to guarantee that unsuitable material will never appear on a

school computer. The school can not accept liability for the material accessed, or any consequences of internet access.

- The following are the rules for responsible internet use:
 - ✓ Users should not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate other persons.
 - ✓ If staff discover unsuitable sites, the address, date and time should be logged for their own protection.
 - ✓ Uploading and downloading of non-approved software will not be permitted.
- All users must accept the rules for responsible internet use before using internet resources in the school. These rules are posted in each room with computers.
- 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. Misuse of the internet may result in disciplinary action by management. The school also reserves the right to report any illegal activities to the appropriate authorities.
- Teachers should try not to have too much irrelevant or unusually large files stored on the network e.g. photos, video, thereby using up valuable network resources.

GALLEN COMMUNITY SCHOOL'S IT Policy

Student's Last Name: _____ **First Name:** _____ **Year:** _____

Parent/Guardian's Last Name: _____ **First Name:** _____

Internet access and Electronic Mail (E-Mail) are now available to students and teachers in Gallen Community School, Ferbane. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While every effort will be made by the school to block prohibited websites through the use of Firewalls and Content Filtering software, no system is foolproof and the school ultimately cannot be held responsible for such breaches of security.

Accidental Access to a prohibited website! – Should this occur the site's web address MUST be reported immediately to the teacher! Otherwise sanctions will occur!

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their Students should follow when using media and information sources.

To that end, Gallen Community School supports and respects each family's right to decide whether or not to apply for access.

Internet and E-Mail Rules

Students are responsible for good behaviour on school computer networks just as they are in a classroom or school grounds. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

The network is provided for students to conduct research and communicate with others. Access to the network is given to students who agree to act in a considerate and responsible manner. Parental permission is required. **Access is a privilege - not a right. Access entails responsibility.**

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on network servers will always be private.

Malicious Use/Vandalism:- Students must not attempt to modify settings, damage or hack into the school's computers, network, Internet services or LAN. Doing so is a serious offence. Any user who identifies a security problem must notify the teacher/network administrator and not show others.

SERIOUS ATTEMPTS TO DO SO WILL AUTOMATICALLY REVOKE ACCESS!
See ICT Law, Criminal Damage Act, 1991 @ <http://www.ictlaw.com/crime.htm>

Within reason, freedom of speech and access to information will be honoured. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Illegal use of data in folders or work files
- Intentionally wasting school resources
- Employing the network for commercial purposes
- Personal details must NEVER be divulged over the internet e.g. name, address, phone no., photos.
- Purchase of goods or services
- Subscribing to Internet Services
- Accessing sites on Gambling, Pornography, Racism, Drug misuse, Cruelty, Crime, Violence or other obscene, illegal or hateful sites.
- Downloading Music or Pictures for personal use.
- Online games.

In the event a student engages in any of the above-referenced activities, his/her access privileges will be revoked, and other disciplinary measures may result.

Email attachments

Due to the spread of computer viruses, under NO circumstances can a student open an email attachment unless permission has first been obtained by the teacher. Then it MUST first be saved to a folder and then scanned by the school's anti-virus software.

USB/Flash Memory Sticks

No student may save or open a file using a USB/Flash memory stick without express permission from the teacher and AGAIN before doing so its contents must be scanned for viruses!

Use of Local & Network printers – Work may only be printed with the teacher’s permission.

Parent Permission Form for Publishing Students’ Work on the World Wide Web

We understand that our daughter or son may create work which could be suitable for publication on the Internet e.g. school web site. We know that every student cannot have his or her work published, and it is an honour to have our child's work included as an educational resource for others. We further understand that the work may appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission. No home address or telephone number will appear with such work. In addition, students must get the teacher’s permission to print or download any data from the Internet. By signing this form, we grant permission for our son’s/daughter’s work to be published on the World Wide Web as described above.

(NOTE: After students receive Internet Orientation in home/computer room, parents will be required to sign this permission form. Only upon returning this signed form can a student be allowed to ‘log on’ and use the schools computer resources.

Username & Password

Every Student will be issued with a unique “Username”, upon ‘log on’ to the school’s network; they will be requested to enter their own personal “Password”. This **MUST** be kept private and under **NO** circumstances must it ever divulged to others or used to ‘log on’ another student. To do so will be a serious violation of the school’s IT policy and will therefore loose that privilege!

Disclaimer – The school does not accept liability to data stored on schools’ computers and servers by students.

Consequences for Unacceptable Use of the Schools Computer Network.

If a student violates any part of this policy, the consequences will be:

First Offence: Students will lose their Computer access for one or two weeks and the school will notify the parent or guardian. Any assigned work will be completed with pen and paper using traditional texts and resources.

Second Offence: Students will lose their Computer access for one month and the school will notify the parent or guardian. Any assigned work will be completed with pen and paper using traditional texts and resources.

Third Offence: Computer access will be revoked for one school term. The school will contact the parent or guardian, and a written violations form will be sent home. To reapply for Computer access, students will need to appeal to the school’s advisory group.

NOTE:- Further action may be taken by school management depending on the severity of the offence!

Final note to parents or guardians: The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While your child is at school, the staff will make every effort to assure that this resource is used appropriately. **As parents, it is your responsibility to monitor this resource at home**, not unlike the manner in which you monitor use of TV, video games, or the telephone. The home computer should be kept in a family room where its use can be constantly monitored and not in a child’s bedroom. It is not advisable for Students to engage in long

hours of unsupervised time on-line. Furthermore, home computers should have up to date antivirus, firewall and content filtering enabled with administrative password and users with “limited user access”. Agree as a family to a list of *Internet House Rules* i.e. do’s and don’ts. If you help your child use the Internet wisely at home, together we can help him become a responsible 'Netizen--Citizen of the Internet!

After reading the attached rules with your child, please sign the form below and return it to school. (Due to the technical nature of this policy, parents are most welcome to discuss any part of this document should they wish to do so.)

GALLEN COMMUNITY SCHOOL'S IT Policy

Please review the School's IT Acceptable Use Policy and return this signed permission form.

Student Agreement and Parent Permission Form: As a user of Gallen Community School's computer network, I hereby agree to comply with the above-stated rules--communicating over the network in a responsible and reliable fashion while honouring all relevant laws and restrictions.

Student's Signature: _____ **Date:** _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable and the school cannot be held responsible if Students access unsuitable websites but I accept responsibility for guidance of Internet use - setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media.

Parent/Legal Guardian Signature: _____

(BLOCK CAPITAL)

Name of student: _____ **Year:** _____

Date of Birth: _____ **Street Address:** _____
