ICT POLICY 2012/2013

Pupils of the Rosses Community School must be able to recognize and adapt to a rapidly changing society that is served by ever increasing use of ICT related processes. It is important that our students are confident and competent users of ICT and are prepared to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technologies. ICT has a critical role in enhancing the learning process at all levels and across a wide range of activities helping pupils become knowledgeable about the nature of information, comfortable with the new technology and able to exploit its potential. The Rosses Community School recognises the dynamic nature of ICT and the increasing range of opportunities and applications for its use.

AIMS OF THE POLICY

1. To provide pupils with the equipment that is required to meet their curricular needs and in so doing ensure best value for money.
2. To maintain and update the equipment as required within the resources available.
3. To provide pupils, on an equal opportunities basis, with the chance to develop their ICT capabilities in the various areas specified in the curricula of the Department of Education and Science that demand an ICT competence.
4. To allow pupils to gain confidence and enjoyment through their ICT activities and to develop skills which extend and enhance that learning experience.
5. To develop pupils' awareness of the use of ICT in school and in everyday life so that they may become independent users of ICT as a learning resource and as a discipline in its own right.
6. To develop pupils who are capable of evaluating the potential and of recognising the limitations of ICT, viz. critical users.
7. To provide opportunities for pupils to gain knowledge about and competence in the use of ICT tools e.g. word processors, spreadsheets, databases, control devices, CD-ROM, etc.
8. To provide opportunities for teachers and pupils to access information from a wide variety of sources throughout the world via the Internet and email.
9. To enable pupils with Special Educational Needs to access the curriculum through the provision of appropriate devices.
10. To cultivate a positive attitude towards ICT.
11. To ensure the health and safety of all pupils using the ICT resources.

SCHOOL NETWORK/INTERNET ACCEPTABLE USE POLICY

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The purpose of the Internet is to facilitate communication by providing access to unique and very often highly specialised resources. The Rosses Community School is now in a position to offer access to Internet services to its students and staff. This access is made possible through a provider who will be designated by the school management.

INTERNET ACCESS

- Access to the network is a privilege and not a right. Violation of this policy or abuse of the facilities will result in disciplinary action that may include revocation of access privileges, suspension, possible expulsion and/or appropriate legal action.
- Internet access will be purchased from a Service Provider and a filtering system will be applied.
- Staff will ensure that occasional checks are made to ensure that filtering methods selected are effective. Unsuitable sites and content will be reported to the ICT coordinator who may act or report them to the Service Provider.
- The Internet is similar to books, videos and other information sources. On a dynamic and global network it is impossible to control the content of data. It is not possible to guarantee that unsuitable material will never appear on a terminal. It is the user's responsibility not to initiate access to such material and the school cannot accept liability for the material accessed, or any consequences thereof.
- Students will be given clear objectives for Internet use.
- Parents will be informed that students will be provided with Internet access.
- Parents will be asked to sign and return a permission form.
- Students must apply for Internet access individually by signing the Internet Use Agreement, countersigned by a parent or guardian.
- A record will be maintained of all staff and students with Internet access.
- The school cannot be held responsible for any loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, caused by whatsoever reason.
- The school denies responsibility for the accuracy or quality of information received through its Service Provider. All users need to consider the source of any information they obtain and to consider how valid that information may be.

The school's Internet Access Policy has been drawn up to protect all parties- the students, the staff and the school.

ACCEPTABLE USE POLICY (NETIQUETTE)

The students of the school are responsible for good behaviour on the Internet just as they are in class, on the corridors or at home. The school rules as to good behaviour apply to the Internet as elsewhere throughout the school. All users are also expected to abide by the generally accepted rules of network etiquette. They will help to keep everyone safe and help the school to be fair and consistent in its policy.

1. It is presumed that those who use the Internet will comply with school standards and will honour the agreements they have signed.
2. Students will seek permission from a member of staff before using the Internet.
3. Students will not access and/or delete files or work belonging to other people.
4. Students will use the computers only for schoolwork and homework.
5. Students will only use school-approved, licensed software on school computers and will not bring to school or use other programmes or applications without permission from the ICT coordinator, the granting of which will be recorded and the record retained for future reference.
6. Students will e-mail only people they know, or people their teacher has approved and must never reveal their name, address or phone number.
7. Students must never use their own or their parents' credit card on the school computer system.
8. Students will be polite and use appropriate language. They will not swear, use vulgar language or be abusive in any way. REMEMBER THAT A SERIES OF CAPITAL LETTERS IS TAKEN AS SHOUTING AND CONSTITUTES BAD MANNERS.
9. Students will not post any item/s produced by them or by another student to the Internet without first obtaining the permission of the School Principal and the permission of the parent/guardian of the student who produced it.
10. Students will not engage in any activities prohibited by the law of the land. This includes the violation of copyright laws.
11. Students will not waste limited resources
12. Posting anonymous messages and forwarding chain letters is forbidden.
13. Gambling, share trading, advertising, and use for political purposes is expressly forbidden.
14. Activity that threatens or compromises the integrity of the school ICT system, or attacks or corrupts other systems, is forbidden. This includes the creation or downloading of computer viruses.
15. The school reserves the right to modify this policy at any time

SANCTIONS

1. Violations of the above policy will result in a temporary or permanent ban on using the Internet in school
2. Additional disciplinary action, in accordance with the school rules, may be invoked for the willful destruction of school property or that of another or for the use of inappropriate language.

3. When applicable the Department of Education and Science may be informed and/or appropriate legal action taken.

Be SMART

The Rosses Community School wants its students to be safe and responsible when using the Internet. The school recommends the SMART© code of safety when using the net. It is important to be careful when using the internet so remember the SMART rules.

| **S** | Keep your name, address, phone number and any passwords Secret and never use your parents' credit card without permission. Do not use any credit cards on the school system. |

| **M** | Never Meet someone you have contacted in Cyberspace without your parent's / guardian's permission, and then only when they can be present. |

| **A** | Don't Accept e-mails or open files from people or organisations you do not really know or trust. They may contain viruses or objectionable material. |

| **R** | Remember that someone on line may not be who they are or who they say they are. If you feel worried or uncomfortable in a chat room simply get out of there. |

| **T** | Tell your parent or guardian if someone or something makes you uncomfortable or worried. |

The Rosses Community School reserves the right to examine or to delete any files that may be held on its computer system and/or to monitor any Internet sites visited. Information downloaded is stored in the cache of the system and can be accessed by a third party.

STAFF USE

- Access must be made using the authorised password, which must not be made available to others.
- The School computer system must not be used for any illegal activity.
- All Internet uses should be appropriate to the students' education or staff professional activity.
- Activity that threatens or compromises the integrity of the school ICT system, or attacks or corrupts other systems, is forbidden. This includes the creation or downloading of computer viruses.
- Sites and material accessed must be appropriate to work in school. Users accessing inappropriate sites will have their access removed.
- Users are responsible for e-mail they send and for contacts made that might result in e-mail received. Be aware of your language and content!
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials must be respected.
- Gambling, share trading, advertising, and use for political purposes is expressly forbidden.
- Involvement in illegal activity may be referred to appropriate authorities.
- Staff requiring Internet access must sign a copy of this Acceptable Internet Use statement and return it to the ICT co-ordinator. No member of staff may access the Internet without having done so.

Full Name: _____

Signed: _____

Date: _____

INTERNET USE AGREEMENT

The undersigned acknowledges that s/he has read and understands the Internet Policy and the Acceptable Use Policy of the Rosses Community School before signing this Internet Use Agreement. The signatures at the end of this document are legally binding and indicate the parties who signed have read carefully the terms and conditions of the policies, understand their significance and agree to abide by all provisions of the policies.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects the right of each family to decide whether or not to apply for the use of the Internet.

Student

I understand and agree to comply with the Internet Policy and the Acceptable Use Policy of the school. I will use the network in a responsible way and observe all the restrictions contained in the above policies.

Student Signature:_____

Date: _____

Parent / Guardian

As the parent of the student signing above, I grant permission for them to use electronic mail and the Internet within the Rosses Community School. I accept the terms of the Internet Policy and the Acceptable Use Policy of the school and I accept full responsibility for my son's / daughter's actions.

Parent/Guardian Signature:_____

Date: _____

Note: Policy to be reviewed annually by teaching staff and periodically by students and parents.