



Bandon Grammar School  
Bandon, Co. Cork  
Phone: 023 8841713  
Email: [info@bandongrammar.ie](mailto:info@bandongrammar.ie)  
[bandongrammar.ie](http://bandongrammar.ie)

## **Internet Safety: Acceptable Use Policy**

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 15<sup>th</sup> March 2016

### **School's Strategy**

Information and Communication Technologies (ICT) are provided at Bandon Grammar School for educational, communication and research purposes.

This Acceptable Use Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

This Acceptable Use Agreement for ICT resources, mobile telephones and student owned devices also applies to students during work placements, school excursions, camps, and extra-curricular activities as well as any event where the students is representing Bandon Grammar School or using any school-based ICT infrastructure.

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 during classes will always be supervised by a teacher
- Brightcloud filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material when using the school based system.
- The school reserves the right 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 memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.



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- All students will be provided with an account that they are responsible for.

### **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 by students of 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
- Students will not sign a 'guest book' on a Web page on behalf of Bandon Grammar School
- Students will promptly disclose to the Principal or the Deputy Principal, or any teacher any message received that is inappropriate or which makes you feel uncomfortable.
- Students will not re-post a message that was sent privately without permission of the person who sent the message.

### **Email**

- Students will use approved email accounts (@bgsmail.ie)
- Students will not send or receive any material that is illegal, obscene, defamatory or 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 or any other info
- 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

### **Virtual Desktop Environment**

- Bandon Grammar School has implemented a Virtual Desktop Infrastructure (VDI) within the school.
- The VDI can be accessed by students from inside or outside the school campus and gives students full access to all school ICT resources at home.
- Students are expected to follow all relevant rules and good practice when using the VDI, regardless of physical location or device.
- All students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use the



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account. Under no conditions should the User provide his/her password to another student.

### **Communications**

- Mobile phones may be brought to school
- Mobile phones may be used in class at the discretion of the teacher.
- Mobile phones may be used during social time.
- Taking photos on mobile phones or any other device with a camera is not allowed unless they have specific permission by a teacher.
- The use of personal email addresses on the school network is not allowed.
- School email may not be use for personal email.
- The use of chatrooms or IRC (Internet Relay Chat) is not allowed.
- Instant messaging is allowed with staff permission.
- The use of social networking is allowed but is restricted by the internet filter. Social networking is a very useful tool but students must be aware that in school it can only be used for educational purposes.
- Blogs are allowed with staff permission.

### **Inappropriate Activities**

- Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:
  - Child abuse images
  - Promotion or conduct of illegal acts e.g. under the child protection, obscenity, computer misuse and fraud legislation.
  - Racist material
  - Pornography
  - Promotion of any kind of discrimination.
  - Promotion of racial or religious hatred.
  - Threatening behavior, including promotion of physical violence or mental harm.
  - Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute.
  - ***If the User mistakenly accesses inappropriate information, the School should be informed. This will protect the User against a claim that there was intentional violation of this Policy.***



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- Students may not:
  - use school systems to run a private business.
  - Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school.
  - Upload, download or transmit commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions.
  - Reveal or publish confidential or proprietary information e.g. financial / personal information, databases, computer network access codes and passwords
  - Create or propagate computer viruses or other harmful files.
  - Carry out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet.
  - Gamble online in school or through the school VDI.
  - Use school resources for online gaming.
  - Use school resources for online shopping / commerce.
  - Use file sharing software or websites.

### **School 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 comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities.
- 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 where possible.
- The school will ensure that the image files are appropriately named and 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
- It is expected that parents and guardians will give permission for the school to use photographs to highlight the activities of BGS unless formally directed to do so in writing.



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## **Boarding**

- WiFi is provided for boarders with junior and senior students on different WiFi systems that coincide with their different bed times.
- WiFi is provided throughout the school for students and any use of the WiFi is subject to all conditions of the AUP.
- Computers may be used in prep subject to the following conditions:
  - Computers may not be used in first prep unless the student has a special dispensation.
  - Students may use computers second and third prep but only for educational purposes.
  - Computer usage will be monitored by the teacher on duty and usage of computers in prep is completely at that teachers discretion.
- A limited number of laptops will be provided for student use during Prep. This is done at the discretion of the teacher on duty.

## **Personal Devices**

- Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (mobile phones / USB devices etc) in school if they have permission.
- The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with: (Links will be made available through the school website)
  - Data Protection (Amendment) Act 2003
  - Child Trafficking and Pornography Act 1998
  - Interception Act 1993
  - Video Recordings Act 1989
  - The Data Protection Act 1988



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### **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.
- Bandon Grammar School recognizes the importance of educating students in good netiquette and staying secure online. This includes educating students on the dangers and problems related to sexting, catfishing, cyberbullying and managing your online reputation.
- The school also recognizes the importance of providing parents with up to date information on keeping their child secure online and will provide this through guest speakers on relevant topics.

### **Sanctions**

- Misuse of the Internet may 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.