

# **Catholic University School**

**89 Lower Leeson Street  
Dublin 2**



**Acceptable Internet & Mobile Phone Use Policy**

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## **Acceptable Internet & Mobile Phone Use Policy**

This document outlines the Acceptable Use Policy in relation to ICT and mobile phones for students in Catholic University School. Before signing the Consent in the Student Journal, both parents/guardians and students should read the acceptable use policy carefully to indicate that the conditions of use are accepted and understood.

The aim of this Acceptable Internet & Mobile Phone 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 Therefore, if the school's acceptable use policy is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined below under (h) 'Sanctions' - will be imposed.

It is envisaged that school and parent representatives will revise the acceptable use policy annually.

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### **Guidelines for Acceptable Internet Use & conditions of use of the school's internet facilities**

#### **(a) General**

- The use of networked devices in class is a privilege and not a right.
- Internet sessions are always supervised by a teacher.
- In class, a teacher's directions regarding the use of networked devices must be followed.
- Teachers may confiscate any device which is being used inappropriately in class.
- The school ensures that students' internet usage is regularly monitored.

- Students and teachers are provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software is used and updated on a regular basis.
- Use of personal CD-ROMs or USB key in school requires a teacher's permission.
- Students observe good etiquette on the Internet at all times and must not undertake any actions that may bring the school into disrepute.
- Students must not access other students' files.

### **(b) World Wide Web**

Access to on-line resources enables students to explore thousands of libraries, databases and information boards that help to develop their research skills. The school believes that the benefits of accessing information resources exceed the disadvantages of on-line access. Filtering software is used by the school in order to minimise the risk of exposure to inappropriate material.

- Students must not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must use the Internet for educational purposes only.
- Students are familiar with copyright issues relating to online learning.
- Students must never disclose or publicise personal information.
- Students are 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.

### **(c) Email**

- Students must only use approved class email accounts under supervision by or permission from a teacher.
- Students must not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students must not reveal online their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students should never make arrangements for an unsupervised meeting with another person online without the permission of a teacher/parent.

- Students should note that sending and receiving email attachments is subject to permission from their teacher.

#### **(d) Internet Chat**

- Students only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums are only used for educational purposes and are always supervised.
- Usernames must be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat are forbidden.
- Access to social networking sites like 'Facebook' and 'Twitter' is not permitted.

#### **(e) School Website**

- Digital photographs, audio or video clips of students participating in team/group activities may be published on the school website from time to time. Parents who do not wish photos or video of their son to be used in this way should inform the school of this in writing at the beginning of the school year.
- Personal student information including home address and contact details are omitted from school web pages.

#### **(f) Mobile Phones**

In the interests of supporting the teaching and learning environment the school has a strict mobile phone policy, as follows:

- Students must turn off their phones at 8.45am at the start of the school day. Students will be allowed to switch their phones back on during the mid-morning break and again at lunch break. In order to assist the school in implementing this, parents are asked not to contact students directly except during break times. Contact during class time should be made via the school office.
- If for any reason a student should need to leave school before the end of the day they must contact their parents through the school office.

- If any student is found with a phone turned on at any time outside of the stated times the phone will be immediately confiscated and left in the school office. The student will be placed on a two hour detention. Detention takes place on Thursday afternoons from 4pm – 6pm. Mobile phones will be returned at 3.45pm for a first offence.
- If the student is caught with a phone subsequently their phone will be confiscated for five days. They will be provided with a basic Nokia pay-as-you-go phone with €10 credit. Both parents'/guardians' numbers will be added to the contacts. The Nokia phone must be returned at the end of the five days with €10 credit still remaining.
- The use of mobile phones is not permitted during morning or evening study. As the school office is closed during evening study, in any breach of the school's mobile phone policy the supervising teacher will take the student's name and the matter will be addressed the following morning.
- The above arrangements also apply in Bird Avenue and on the coaches to and from Bird Avenue.

#### **(g) Legislation**

- Students and parents should familiarise themselves with the following legislation:
  - ✓ Child Trafficking and Pornography Bill 1997
  - ✓ 1993 Interception Act
  - ✓ Video Recordings Act 1989
  - ✓ The Data Protection Act 1988

#### **(h) Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, the student's future in school will be considered. The school also reserves the right to report any illegal activities to the appropriate authorities. Please refer to the Code of Behaviour of the school.

## **(i) Support Structures**

There are key support structures and organisations that deal with illegal material or harmful use of the Internet. Examples are:

[www.safe.ie](http://www.safe.ie)

[www.ncte.ie](http://www.ncte.ie)

[www.skool.ie](http://www.skool.ie)