

STAFF POLICY FOR THE ACCEPTABLE USE OF THE INTERNET IN OUR SCHOOL

1. When using the Internet, all school staff (both teachers and support staff) must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the Education Sector and Teaching Council Code of Conduct. Rules of behaviour are available from the Principal.

Staff should ensure that students know and understand that **no** Internet user is permitted to:

- retrieve, modify the security settings/configuration of the school's PC and IT facilities, send, copy or display offensive messages or pictures;
- use obscene or racist language;
- harass, insult or attack others;
- damage computers, computer systems or computer networks;
- violate copyright laws;
- use another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);
- use the network for unapproved commercial purposes.

In the computer classroom and other classrooms/workshops, labs, all staff members must ensure that the AB Tutor program on the teacher's computer is running in order to monitor computer use by students. The security settings/configuration of the school's PC and IT facilities must not be modified.

2. Location and Supervision

It is an absolute requirement that the school ensures that access to the Internet provided to staff and students is a filtered service. The filtering service is provided by N.C.T.E. The school management reserves the right to review such access and revoke Internet access. Staff are informed that the I.C.T. system in the school records websites visited.

Internet access for students will be available only on computers that are in areas of the school such as classrooms, libraries, study rooms, computer laboratories and media centres. Machines, which are connected to the Internet, must be in full view of people circulating in the area. At all times Internet use by students must be supervised.

3. Internet as a Teaching Resource

Our School supports the use of teachers' resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.

Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum.

4. Examples of Acceptable and Unacceptable Use of the I.C.T. facilities available to staff in St. Joseph's Secondary School:

a. On-line activities which are **encouraged** include:

- use of email and computer conferencing for communication between colleagues, between students(s) and teacher(s), between student(s) and student(s), between schools and industry;
- use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;

- use of the Internet to investigate careers and further and higher education;
- development of students' competence in ICT skills and their general research skills.

b. On-line activities which are **not permitted** include:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- downloading text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity;
- using the computer to perpetrate any form of fraud, or software, film or music piracy;
- using the internet to send offensive or harassing material to other users;
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence;
- hacking or accessing unauthorised areas;
- publishing defamatory and/or knowingly false material about St. Joseph's Secondary School, your colleagues and/or our students on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format;
- revealing confidential information about St. Joseph's Secondary School in a personal online posting, upload or transmission - including personal information and information relating to our students, staff and/or internal discussions;
- undertaking deliberate activities that waste staff effort or networked resources;
- introducing any form of malicious software into the school network;
- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or careers information that is relevant to students;
- copying, saving and/or redistributing copyright protected material, without approval;
- subscribing to any services or ordering any goods or services, unless specifically approved by the Principal;
- playing computer games or using other interactive 'chat' sites;
- publishing, sharing or distributing any personal information about any member of staff without their permission (such as: home address; email address; phone number, etc.)

Any breach of this Internet Acceptable Use Policy may lead to disciplinary action. All staff (teachers, student teachers, SNAs, ancillary staff) that use the school's internet service is required to sign this agreement confirming their understanding and acceptance of this policy.

Teacher's signature: _____

Date: _____

All activity on the Internet is monitored and logged.