E-Learning and Acceptable Use Policy
(Incorporating Cyber Bullying)

Rationale:

The D.E.S. Primary School Curriculum 1999 seeks to satisfy the developmental and educational needs of the children it serves in the context of the **contemporary** society in which they live.

In delivering this aim Alexandra College Junior School has included **communication technology** as a valuable resource tool for research and reference purposes for all its pupils and staff.

I.C.T. skills will enable students to access life-long learning and prepare them for the digital society we live in.

In the context of the Junior School's commitment to the care and its protection of all its pupils, the Board of Management has adopted this policy to govern the acceptable use of e-mail and internet.

This policy has been framed in compliance with the Data Protection Act 1998.

Aim:

- To take precaution against encountering all inappropriate material on the internet.
- To ensure that pupils, staff and parents understand what cyber bullying is and how it can be combated.
- To ensure that reported incidents of cyber bullying are dealt with effectively and quickly.
- To ensure continuous updating of the filter system.
- To adhere to strict observance of the safety guidelines.
- To supply Parents /Guardians and Staff with copies of this policy
- To seek in writing Parents/Guardians' permission and support of the policy.
- To make all members of staff aware of possible misuses of on-line access and of their responsibilities and need of vigilance towards their pupils.

Implementation:

The computer system is owned by the College and is made available to all pupils to further their education and to staff to enhance their professional activities including teaching, research administration and management.

The following Guidelines for Responsible Use of ICT have been adopted for Staff and Pupils:

- The College Internet Access Policy has been drawn up to protect all parties- the pupils, the staff and the College.
- All Internet activity by teachers should be appropriate to their professional work or the pupils' education.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.

- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is prohibited.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Posting anonymous messages and forwarding chain letters is forbidden.
- All users will only access the system with their own login and password, which is private and secret.
- Use for personal gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Personal chat room sessions are prohibited.
- Pupils and staff will sign an Acceptable Use of I.C.T contract.
- Parents will sign an Acceptable Use of I.C.T contract prior to enrolment and discuss its meaning with their daughters.
- Students, parents and staff will be involved in reviewing and revising this policy and school procedures.

Pupils' Guidelines:

To ensure that pupils will benefit from the school's ICT resources all
pupils are to adhere to the following guidelines:

- Pupils will not use the Internet to seek, read, print or download any information in any media that would be considered harmful or in anyway detrimental to the health, well- being, or positive development of the pupil by the school staff or by the pupil's parents/guardians.
- Access to E-mail and internet will be only permitted in the presence of an adult (usually the class teacher).
- Staff will ensure that sites are pre-selected, maturity and age appropriate.
- The use of search engines by pupils will be closely monitored or restricted and pupils will be following the agreed search plan as set out by the supervising adult.
- As E-mail can be forwarded or inadvertently be sent to the wrong person, no inappropriate language or offensive messages may be used or sent.
- Pupils should **never give out** personal information such as home address or phone numbers in an e-mail message to unknown person(s)
- Pupils should never make arrangements for unsupervised meeting with another person on-line without the permission of a teacher/ parent.
- If a pupil receives a message that causes them to feel uncomfortable, it must immediately be reported to the teacher and system administrator**.** On no account should a response be given.
- Passwords will be allocated to each class teacher, no pass words will be given to the pupils.
- Use of email apart from @alexandracollege.ie is prohibited.
- Pupils may not access at any time from the College system, any site blocked by Vicom gateway.

If any of the above rules are broken it may result in a temporary or permanent ban on Internet and /or computer.

All reports of misuse /cyber bullying will be investigated, recorded and stored in the office of the Head of Junior School for regular monitoring.

The Principal, Head of Junior School and College Council may view computer logs when misuse is detected.

The College reserves the right to examine or delete any files, e-mail messages and its attachments that are held on its computer system and to monitor any visited Internet sites.

In the event of cyber bullying the Junior School's Anti Cyber Bullying Policy will be invoked. The police will be contacted in case of actual or suspected illegal use or content.