

Carndonagh Community School

Internet Acceptable Use Policy for Staff

Overview

Access to the Internet and a number of on-line computer services are currently available at *Carndonagh Community School*. There is a wealth of information available through the Internet that can serve to enhance and augment the Core Knowledge curriculum. Staff can also access information on their subjects and programmes, research and help their students better understand the wealth of information available on the Internet. To this end, *Carndonagh Community School* provides access to staff members in accordance with this Acceptable Use Policy once they have read, agreed and signed the AUP. Any staff member wishing to use the Internet will be advised of this policy by the IT Co-ordinator. The IT Co-ordinator will issue access to the school's eportal system. All access and use is conditional upon preserving the integrity of the system and the confidentiality of information thereon. The IT co-ordinator may modify the instruction in accordance with the staff member's experience with Internet use.

Privileges

Each staff member accessing the Internet will be advised on the proper uses of the Internet. The school management will provide information and updates as deemed necessary. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges.

Specific Guidelines

1. Staff members must have a signed Acceptable Use Policy on file with the technology instructor prior to Internet access. The form shall be signed at the beginning of the school year in order to use the Internet that year.
2. No student is to be identified over the Internet by full name, photograph, etc. without specific written permission from the parent or legal guardian. Copies of any signed agreement shall be kept on file by the classroom teacher and technology instructor.
3. Use of the Internet to defame or demean any person is prohibited.
4. Network etiquette-Be polite. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not reveal your personal address or phone number or the personal addresses or phone numbers of others. Remember that illegal activities are strictly forbidden.
5. Users may not download, nor use, any documents or data that could knowingly cause damage to the school's computer system (e.g. viruses).
6. Hate mail, harassment, discriminatory remarks, and other antisocial behaviour are prohibited on the network.
7. The illegal installation of copyrighted software for use on district computers is prohibited.
8. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.

9. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
10. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Teachers providing access to student users in IT rooms must not allow unsupervised access to the internet. Teachers must not bring a class to IT rooms for casual use of the internet facilities. The IT rooms are for teaching and learning purposes.
11. Carndonagh Community School board and administrator reserve the right to access email accounts should they deem necessary.
12. Staff will not engage in any activity that requires an exchange of money, credit card numbers or where they enter into an area of service for which the school will be charged an additional fee. Personal business e.g. purchases or sales of any kind is prohibited without authorisation by the school management.
13. Data downloaded from the Internet must comply with copyright law.
14. Carndonagh Community School Board of Management shall be the final authority on use of the network.
15. Appropriate disciplinary action shall be taken against any staff member who willingly and knowingly violates the Internet Acceptable Use Policy.
16. It is prohibited for any pupil(s) to access a classroom without authorisation or to access a teacher / school PC or laptop without authorisation and supervision.

Carndonagh Community School

Internet Acceptable Use Policy for Staff

Staff member: I have read the Internet Acceptable Use Policy for Staff and agree to abide by the provisions therein.

Staff member name (please print) _____

Signature _____

Date: _____

IT Co-ordinator _____

Approved by the Board of Management at the meeting of 6th January 2011