BLACKROCK COLLEGE

E-MAIL/INTERNET USER POLICY

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Acceptable Use Policy

Educational Purpose

The computer system in Blackrock College has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities such as project work and research.

The computer system has not been established as a public access service or a public forum. The College has the right to place reasonable restrictions on the material accessed or posted through the system. Users are also expected to follow the rules set forth in the disciplinary code and the Law in the use of the College computer system.

Users may not use the computer system for commercial purposes. This means one may not offer, provide, or purchase products or services through the computer system.

This AUP will be amended from time to time as is deemed necessary by the College. A copy will be amended from time to time as is deemed necessary by the College. A copy will be made available to all new pupils and teachers. The current Policy will be available to all in the College. It is the pupil's responsibility to ensure familiarity with the current AUP.

Unacceptable Uses

The following uses of the College computer system are considered unacceptable:

1. Personal Safety

The User:

will not post personal contact information about himself or other people. Personal contact information includes address, telephone, school address, work address, photograph etc.

will not agree to meet with someone contacted online.

will not sign a 'guest book' on a Web page on behalf of Blackrock College.

will promptly disclose to the Principal or the Deputy Principal, any message received that is inappropriate or which makes you feel uncomfortable.

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2. Illegal Activities

The User:

will not attempt to gain unauthorised access to the computer system or to any other computer system through the College computer system or go beyond the authorised access. This includes attempting to log in through another person's account or access another person's files. **These actions are illegal,** even if only for the purposes of "browsing".

will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. **These actions are illegal.**

will not use the computer system to engage in any other illegal act.

3. System Security

The User:

is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use the account. Under no conditions should the User provide his/her password to another person.

4. Inappropriate Language

Restrictions in the use of inappropriate language apply to public messages, private messages, and material posted on Web pages or any PC in the school.

The User:

will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

will not post information that could cause damage or a danger of disruption.

will not engage in personal attacks, including prejudicial or discriminatory attacks.

will not harass another person. Harassment is persistently acting in a matter that distresses or annoys another person.

will not knowingly or recklessly post false or defamatory information about a person or organisation.

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5. Respect for Privacy

The User:

will not re-post a message that was sent privately without permission of the person who sent the message

will not post private information about another person

6. Respecting Resource Limits

The User:

will not install any Software Files without permission

will not use E-Mail without prior permission

will not use any form of messenger or 'Relay Chat'

will not delete or rename existing Programmes

will not download files, music, videos or games without permission

will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people

will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development

will not use any form of messenger or engage in any "real-time" discussions

7. Plagiarism and Copyright Infringement

The User:

will not plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original. All sources should be acknowledged.

7. (Continued)

will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. In case of doubt permission should be sought from the copyright owner.

8. Inappropriate Access to Material

The User:

will not use the computer system to access material that is profane or obscene (pornography) or that advocates illegal act, or that advocates violence or discrimination towards other people.

If the User mistakenly accesses inappropriate information, the Supervisor should be informed (or disclose this access in the manner specified by your College). This will protect the User against a claim that there was intentional violation of this Policy.

Parents/guardians may instruct their sons if there is additional material that they think would be inappropriate to access. The College fully expects that pupils will follow their parent's/guardian's instructions in this matter.

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PARENTAL REQUEST TO RESTRICT ACCESS FORM

Pupil Account Agreement

Pupil Section

Pupil Name: _____   **Class:** _____

I have read the College Acceptable Use Policy. I agree to follow the Rules contained in this Policy. I understand that if I violate the rules my Account can be terminated and I may face other disciplinary measures. In the case of a breach of the Law, a criminal prosecution may result.

Pupil Signature: _____   **Date:** _____

Parental Request to permit Access Form

I have read the College Acceptable Use Policy.

I hereby release the College and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the College computer system, including, but not limited to claims that may arise from the unauthorised use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the College Acceptable Use Policy. I will emphasise to my child the importance of following the rules for personal safety.

I give permission to issue an Account for my child and certify that the information contained in this Form is correct.

Parent Signature: _____   Date: _____

BLACKROCK COLLEGE

E-MAIL/INTERNET USER POLICY

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PARENTAL REQUEST TO RESTRICT ACCESS FORM

I HAVE READ THE COLLEGE ACCEPTABLE USE POLICY.

I DO NOT GIVE PERMISSION TO THE COLLEGE TO ISSUE AN ACCOUNT FOR MY CHILD ON THE COLLEGE COMPUTER SYSTEM.

PARENT/GUARDIAN SIGNATURE: ....

DATE: ....

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Acceptable Use Policy (AUP)

The function of this AUP is to educate parents, pupils, staff and management about the particular educational purpose of the College's computer network system.

The AUP will contain rules for the efficient and ethical use of the Internet.

Among the reasons for having an AUP in the College are the following:

* To preserve all digital materials created by pupils and teachers
* To protect vulnerable children from inappropriate approaches
* To discourage children from making inappropriate personal disclosures
* To encourage ethical behaviour, and discourage criminal behaviour
* To encourage accepted Netiquette from the very start
* To encourage polite and civil communication
* To encourage individual integrity and honesty
* To encourage respect for others and their private property
* To allow enforcement of necessary rules of behaviour
* To encourage equal access to educational opportunities for all children
* To protect the school networking equipment and software from danger
* To help control costs by limiting storage space needs and other network costs
* To help improve network efficiency by influencing resource usage
* To share responsibility for the risks of using the Internet
* To reduce the risk of lawsuits against teachers, schools and providers
* To discourage copyright infringement, software piracy, and plagiarism
* To discourage slander, libel, defamation, and mendacity
* To discourage profanity, obscenity, pornography and waste
* To discourage network game-playing and anonymous messages
* To discourage use of computers and networks for profit
* To assure Internet users that their online activities are monitored
* To assure Internet users that their e-mail privacy is (or is not) being respected

Pupils may not allow others to use their account name and/or their password. Violation of this rule could jeopardise your access to the Internet and pupils who violate this rule will immediately lose all network computer access.

The use of the network for commercial purposes is forbidden.

Parents must understand that their child may encounter material in a Network/Bulletin Board/Chat Rroom that they may consider inappropriate (vulgar jokes, statements of belief that some may consider immoral, pornography, etc.). The pupil is responsible for not pursuing material that could be considered offensive.

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TECHNICAL SERVICES PROVIDED THROUGH THE COLLEGE SYSTEM

E-MAIL

E-Mail will allow pupils to communicate with people from throughout the World. Pupils will not have individual e-mail accounts. However, e-mail accounts will exist for the various subject areas in the College. The staff will co-ordinate the sending and receiving of e-mail for project purposes.

WORLD WIDE WEB

The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for pupils.

NEWSGROUPS

Newsgroups are discussion groups that are similar to mail lists. The College will provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.

INTERNET RELAY CHAT (IRC)

IRC provides the capability of engaging in "real-time" discussions. The College will provide access to IRC only for specifically defined educational activities.

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DEAR PARENTS/GUARDIANS

Blackrock College is pleased to announce the establishment of Internet services for its pupils and its purpose is to clarify issues before allocating Internet accounts to pupils. Attached are the following documents:

- College Acceptable Use Policy
- Pupil Individual Account Agreement
- Parental or Guardian Request to permit Access Form
- Parental or Guardian Request to restrict Access Form

The Internet is a global network that will provide the pupil with access to a wide range of information from throughout the world. The pupil will also be able to communicate with people from throughout the world. Although staff will supervise pupils' use of the Internet, the College cannot absolutely guarantee that your child will not gain access to inappropriate material that contravenes the values of the College and is not in accord with your family values.

The levels of access to the Internet provided to your child will vary according to the educational purpose. You have the option of requesting that your child not be provided with access to the Internet. To exercise this option, please sign the enclosed Parental Request to restrict access. You and your child must sign the enclosed Parental Request to restrict access. You and your child must sign the enclosed Pupil Account Agreement to establish an account.

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EMPLOYEE ACCOUNT AGREEMENT

NAME: ....

POSITION: ....

DEPARTMENT: ....

I have read the College Acceptable User Policy. I agree to follow the Rules contained in this Policy. I understand that if I violate the Rules, I may face disciplinary action in accordance with the ASTI/JMB agreed disciplinary procedures.

I hereby release the College and its personnel from any and all claims and damages of any nature arising from my use of, or inability to use, the school system, including, but not limited to claims that may arise from my unauthorised use of the system to purchase products or services.

SIGNATURE: ....

DATE: ....

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AUP

RECOMMENDED AMENDMENTS TO THE ORIGINAL POLICY DOCUMENT …

6. Respecting Resource Limits

You will use the system only for educational and career development activities

You will not install or download any Software

You will not delete or rename existing Programs

You will not download files without permission

You will not use E-mail without permission

You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

You will not use any form of messenger or engage in any "real-time" discussions.