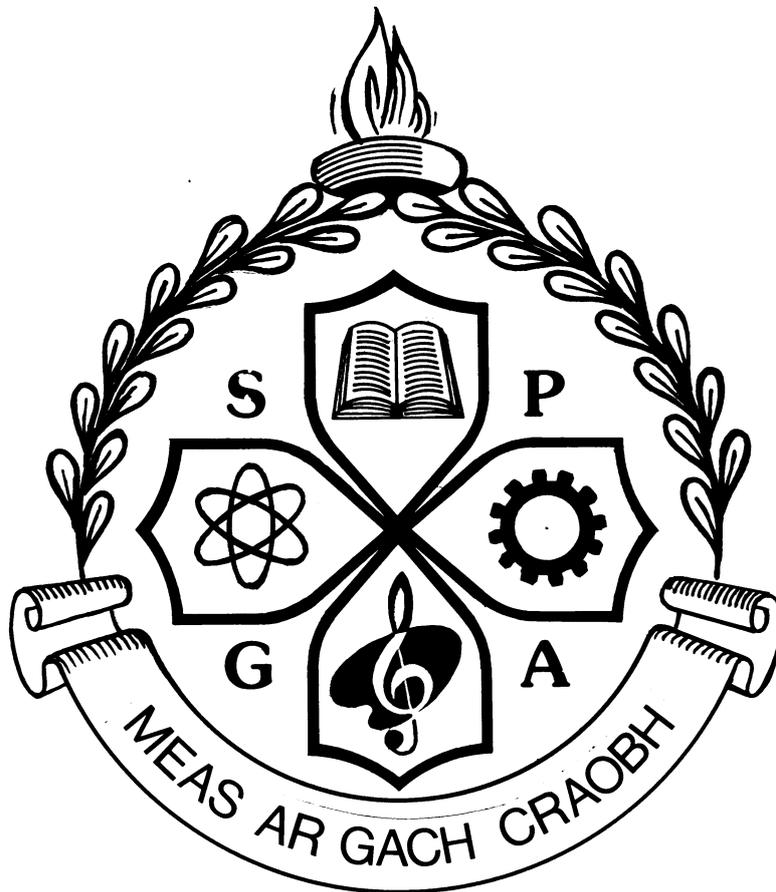# Computer Use & Acceptable User Policy

Mayfield Community School

Computer Use and our Acceptable User Policy.

Preamble

- I (Student's name) _____ undertake to act responsibly and use the Internet for course-related work only.
- I understand that history files/logs are kept of sites visited by me and why this is so.
- I undertake to respect copyright and not to plagiarise other's work.
- I agree with and grant permission to members of staff to check my personal disks for viruses and unsuitable material.
- I will not engage in any activities that are likely to bring Mayfield Community School into disrepute.
- I understand and accept that the possession of unsuitable material can lead to severe penalties being imposed by school authorities and/or prosecution by the Gardai.
- I will not engage in activities which waste resources (people, networks, computers) or which are likely to cause a serious disruption or denial of service to other users.
- I will not access or interfere with data, displays or storage media belonging to another user, except with their permission.
- I will not share user names or e-mail addresses, transfer them to other users or divulge my passwords to other users.
- I will not use computer or network resources to access, distribute or publish material that is obscene, libellous, threatening or defamatory or in violation of any right of any third party.

Student Section

I have read the Computer Network User Policy preamble. I agree to follow the rules and etiquette as found in this document. I understand that if I break the rules my e-mail account will be cancelled, access to the Internet terminated and I may face other disciplinary actions.

Student Name :_____ Class: _____
Student signature:_____ Date: _____
Parent/Guardian Section
As the parent / guardian of the above student, I have read the Computer Network User Policy document. I understand that this access is intended exclusively for educational purposes. I also recognise that it is impossible for Mayfield Community School to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the network, by my child, in contravention of school policy and rules. I hereby give permission to Mayfield Community School to give Internet access and to issue an e-mail account to my child and certify that the information contained on this form is accurate, correct and fully acceptable to me .

Name of parent/guardian : _____

Signature of parent/guardian :_____ Date: _____

Computer facilities

At present we have two networks in the school. One is administered by a server in the office and the other is the network in A12 with it's own server. The office server connects to the machines in the Cavanagh Room, B09, C04, the staff room and all of the administrative computers.

The long-term aim is to connect the computers in B09 and C04 to the network in A12 so that all of the classroom computers are on the same network. Students will then be able to access their own work stored in their own folders on the server in A12. They will also have password controls, internet access and printing facilities as they do at present in A12.

With these facilities available, it is important that safeguards be put in place to ensure that the computers are used in a manner, which is appropriate to an educational institution.

Specifically, we are concerned with

- Protecting the student from accessing material on the web, which would be damaging to himself/herself or other students

- Preventing alteration or deletion of students/teachers work stored on the school computers

- Protecting the reputation of the school and it's teachers by ensuring that no material is produced here and made available for public consumption which would reflect poorly on the school

- Preventing damage/theft of the equipment which would limit students use of the computers

- Preventing alterations to the set-up/configuration of the computers

To address these concerns some strategies are already in place.
- Each student's folder of work in A12 is password protected and when this network is extended to B09 and C04 it will be possible for students to protect their work there also.

- Every student and parent have signed an Acceptable User Policy (see next page).

- Software that limits the sites that can be accessed is/will be shortly installed on all of the machines having Internet access.

As further protection and in order to monitor and supervise the work that students do in the computer rooms the following regulations should be adhered to:
- No student should be at a school computer unless there is a teacher present in the room also and the student should be under the direct supervision of that teacher

- When classes do use the computer rooms the students should have a specific task to carry out. This task might be to complete a report, to produce a document or a presentation, to view a particular web page or to search for a web site dealing with a particular topic.

  In situations where only some of the students in the class have such a specific task to carry out and where the teacher wishes to take the class to a computer room for this purpose the remainder of the students should not be working on a computer.

- Where a class is timetabled for a computer room and has to have substitute cover, the class should be supervised in another location.

- Teachers supervising a class for a colleague should not use a computer room to supervise

It should be noted that while this policy is drafted for students, no lesser standard will apply to staff and their use of the School's ICT facilities.