



Computer Network & Internet Acceptable Usage Policy

Version 2.0

April 2009

Document Version Control

Version	Date	Description
1.0	Sept 2003	Original Version (adopted prior to establishment of BoM)
2.0	March 2009	General reworking of original document.

Introduction

The main purpose of Glenstal Abbey School's (hereafter Glenstal) computer and network resources is to support the pedagogic and day-to-day operation of the school. These resources include hardware, software, user accounts, local and wide area network facilities as well as services accessed via the Internet. Glenstal encourages its staff and students to use these resources in a manner which will facilitate their work and education. It is also recognised that these resources have a social and recreational dimension for those who reside in the school.

Computer and network resources are powerful enabling technologies for accessing, and delivering information and knowledge. As such, they are crucial to the current and future needs of Glenstal. Because these technologies give individuals the ability to access and copy information from remote sources, users must respect the rights of others, respect the integrity of the systems and related physical resources, and observe all relevant laws, rules, regulations and contractual obligations. These include all existing Glenstal regulations and policies, as well as current legislation, both national and international.

Scope

This policy applies to all academic staff, non-academic staff, students and any others who are authorised to use Glenstal's computer and network resources.

The policy also applies to all computer and network facilities controlled by Glenstal. These include PCs, laptops, servers, communication equipment as well as associated peripherals and software, regardless of whether used for administration, teaching, training, research or other purposes.

RULES

General. The ability to undertake a particular action does not imply that it is acceptable. The following rules apply to all users.

1. Computer facilities of Glenstal are for use by authorised personnel only.
2. A username and password will be allocated to each student or member of staff. These are for the exclusive use of the intended person or their expressly authorized delegate.
3. The user is both responsible and accountable for all activities carried out under his/her username.
4. The password associated with a particular username must not be divulged to another person.
5. Attempts to access or use any username which is not authorised to the user, are prohibited. Such attempts may be in breach of the Criminal Damage Act.
6. Glenstal's computer and network resources shall not be used to disseminate, view, store or generate pornographic text or images, or any other unauthorised materials such as abusive, obscene, threatening, defamatory, offensive or harassing images or material.
7. Users must not willfully jeopardise, in any way, the integrity, performance or reliability of Glenstal's computer and network resources, software and other stored information.
8. No attempts must be made to circumvent data protection schemes, "hack" into any systems or interfere with the intended operation of any computer or network resources. Users are warned that gaining unauthorised access to data (including programs) and/or interfering with data belonging to others are criminal offences.
9. Users must comply with the provisions of Data Protection and other relevant legislation.
10. It is not permitted to use computer and network resources for inappropriate purposes which include but are not limited to the following activities:
 - a. Knowingly destroying the integrity of computer-based information
 - b. Compromising the privacy of others
 - c. Granting another individual unauthorised access to your computer account or attempting to access another individual's computer files
 - d. Causing offence through the use of Glenstal's computer system to another individual or discriminating on the grounds of gender, marital status, sexual orientation, religious or political belief, age, disability, race, colour or membership of the traveler community

RESTRICTIONS

Personal Devices. Staff and students using their own devices in school are governed by this policy. In addition the unauthorised connection of personally owned devices to the school network is strictly prohibited. All students' personal computers/network-capable devices must be registered with the Systems Administrator at time of introduction and re-registered at the start of the academic year thereafter. Unregistered computers may be confiscated.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolise resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

Virus/malware/spyware. Files obtained from sources outside the Glenstal, including media brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by individuals outside Glenstal, may present a threat to the Network. Users should never download "suspicious" files from the Internet, accept e-mail attachments from outsiders, or use media from unknown sources, without first scanning the material with approved virus checking software. Users must ensure that they maintain up-to-date anti-virus software. If you suspect that a virus or similar threat has been introduced into the Network, notify the IT Manager immediately.

Copyright, Licensing & Plagiarism. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users shall not copy or use material created by others without acknowledgement, or, where appropriate obtain permission from the copyright owner. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Glenstal. Users must not attempt to pass off work, either in part or entirety, as their own which is the work of someone else.

Vandalism. Computers and related equipment are potentially hazardous items. Interfering with equipment under any circumstances is not permitted. Damage to computer equipment and related fixtures and fittings will not be tolerated.

E-Mail. E-mail is primarily provided for educational, research and administrative use but may also be used for personal communications. It may not be used for commercial purposes or personal financial gain.

- Users must not send messages, including attachments, which are abusive, obscene, threatening, defamatory, offensive or harassing. It is the responsibility of users who receive such messages to report them to the IT Systems Administrator prior to deleting them.
- Glenstal accepts no liability for lost or deleted e-mail.
- Users must not send anonymous e-mail.
- Users must not send unsolicited e-mail.
- Users must not send bulk email.

ENFORCEMENT

No Expectation of Privacy. Users are given computers and Internet access to assist them in the performance of their jobs/education. Users should have no expectation of privacy in anything they create, store, send or receive using Glenstal's computer equipment. The Network is the property of Glenstal and may be used only for legitimate and relevant purposes.

Waiver of privacy rights. Users expressly waive any right of privacy in anything they create, store, send or receive using Glenstal's computer equipment or Internet access. Users consent to allow authorised Glenstal personnel access to and review of all materials created, stored, sent or received by Users through any Glenstal network or Internet connection.

Monitoring of computer and Internet usage. Glenstal reserves the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by Users.

Blocking sites with inappropriate content. Glenstal reserves the right to utilise software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the Glenstal environment.

SANCTION

Any breach of this policy is regarded as a serious offence. Offenders shall be liable for disciplinary action, including possible termination of service, suspension or expulsion, and civil and/or criminal charges.

The sending of this document thus shall be deemed to imply the consent of all persons receiving it unless otherwise specifically stated in writing. Any such notification should be addressed to the IT Manager at Glenstal Abbey.

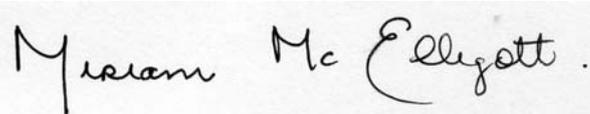
REVIEW

This policy was produced in consultation with staff members and the student council.

This policy should be reviewed on a regular basis. When revisions are necessary it will be re-issued. The onus will be on the end user to familiarise themselves with any future version of this document.

This policy adopted by the Board

Signed:

A handwritten signature in black ink on a light grey background. The signature reads "Maiream Mc Elroyott." with a period at the end.

Chairperson Board of Management

Date: 28 April 2009

Appendix A

Student Acceptance Form

Please review the attached Computer Network & Internet Acceptable Usage Policy, sign and return this permission form to the Headmaster.

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the Computer Network & Internet Acceptable Usage Policy. I will use the Internet in a responsible way and obey all the rules as contained within this policy.

I understand that violation of this policy may result in disciplinary action, including possible suspension or expulsion. Glenstal reserves the right to report any illegal activities to the appropriate authorities.

Pupil's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Computer Network & Internet Acceptable Usage Policy and grant permission for my son or the child in my care to use the computer facilities, including Internet access. I understand that the computer facilities including Internet access are intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ Date: _____