



COMPUTER, INTERNET AND EMAIL ACCEPTABLE USE POLICY

Use of the Internet Technologies at St Brigid's College is for the purpose of education and school-based research and for short-term limited use by visitors to the College.

Visitors should be aware that information on the Internet is not necessarily true or accurate. Users should cross check information from other sources to assess the validity of the information.

VISITOR APPLICATION TO BE REGISTERED AS A COMPUTER AND INTERNET USER

I _____
of _____ Mbl: _____

(insert name, address and contact number) acknowledge that my use of the Internet at St Brigid's College is subject to the following:

- I will undertake to use the equipment correctly and ensure that no damage occurs (this includes creation, introduction, or spreading of viruses, physically abusing hardware, altering software settings, introducing foreign software etc.).
- I will not use another person's password to access either the school network or the Internet nor will I allow another person to use my account.
- I acknowledge that the content of my home directory, Web browsing history, my use of computers and internet may be monitored at any time.
- I will not intentionally waste paper or other school resources.
- The Internet and Email shall not be used to transmit any communication in which the meaning of the message would violate any applicable law or regulation or is obscene, abusive or otherwise likely to be offensive to the recipient.
- I will not provide any person's name or contact details to others on the Internet or by email.
- I will only access information from the Internet that is relevant to my approved purpose for being on-site at St Brigid's College. The downloading of games, images, sound files etc. and the use of social networking sites, (such as Facebook and MySpace), video and audio content streaming sites (such as YouTube) or the use of chat rooms for personal use is not permitted without express permission by the College.
- It is my responsibility when considering downloading any material from the Internet and Email to check for copyright or licensing agreements. If there is any doubt it should not be copied.
- I will not use the Internet or Email for financial or commercial gain.
- I will report any failure or misuse of the Internet and associated Technology equipment to staff.
- I acknowledge that the school accepts no responsibility or liability for the results of my actions regarding the use of the Internet or Email.
- Access to computers, laptops, iPads and the Internet is a privilege and not a right and, as such, can be withdrawn at the discretion of the St Brigid's College staff.
- I will be responsible for any surplus or excessive Internet or Printing costs, as determined by the College.

I acknowledge and agree to the Cyberbullying Policy on the reverse of this form.

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CYBERBULLYING

St Brigid's College does not tolerate any form of 'Bullying'. 'Cyberbullying' is no exception. The Staff of St Brigid's College will ensure the safety of each student or child within the school community in accordance with the Child Safe Standards. St Brigid's College considers all incidents of Cyberbullying as important; it is an illegal act and can become a police matter.

Cyberbullying includes, but is not limited to:

- Sending or posting nasty or threatening messages which may be anonymous.
- Misusing personal information gained by pretending to be someone's 'friend' to spread rumours, secrets and to gain power over others.
- Sending nasty or threatening messages or emails.
- Forwarding offensive content including jokes, videos, images and sound.
- Sending computer viruses.
- Accessing someone else's account to forward personal emails or delete them.
- Constantly calling or texting a person and making derogatory and/or rude remarks and/or threatening and hostile remarks.
- Taking and sharing unflattering images with other mobiles or uploading onto the internet.
- Using text or voice chats to harass or scare someone.
- Sending a hostile attachment.
- Using someone else's account to forward rude or unpleasant messages via their contacts list.
- 'Ganging up'—a group deciding to pick on or exclude someone from a network.
- Making and sending inappropriate pictures and content.
- Persuading or threatening young people to act in inappropriate ways.
- Using inappropriate recordings to manipulate young people.
- Posting nasty and abusive comments.
- Posting images, videos or sound that may embarrass or frighten a person.
- Creating a fake profile to bully, harass or create trouble for a person.
- Accessing another person's account details and using their page to post negative materials, send unpleasant messages or make private information public.
- Posting embarrassing or humiliating video clips.

I understand what Cyberbullying is and the implications that may arise from participating in such acts. I will not take part in any such activities and if I am aware of any cases, I will advise my Parents/Guardians (if I am a minor) and the Staff of St Brigid's College.

Signature: _____

Date: ____/____/____

Parent/Guardian Acknowledgement and Agreement (if above user is a minor)

I/We acknowledge and agree that the School (which for the purpose of this Agreement includes its employees and agents whether teachers or not) shall not be responsible or liable in any way for any loss or damage caused by the use of computers, or other e-devices, the Internet and email at the school. I/We agree to indemnify the school in relation to any claim arising from our child's use of the Internet. We also confirm our understanding of and acknowledge our responsibilities in relation to the Cyberbullying Policy above.

We have read, understood and agree to comply with the terms and conditions contained within this **Computer, Internet and Email Acceptable Use Policy** and we agree to comply with any changes to these policies which will be published on the College's intranet and/or public website, and/or school newsletter.

Parent/Guardian Signature: _____

Date: ____/____/____