9/1/2012

CREAGH
COLLEGE

INTERNET USER POLICY

Internet User Policy

The computer system/network is owned by Creagh College/Waterford Wexford Educational Training Board and this Internet Policy statement aims to protect both the users and the College by clearly stating what use of the computer system/network is acceptable and what is not.

It is the policy of Creagh College that all technology used to access the College's computer system/network will be used in a responsible, legal and ethical manner, and failure to comply with this directive will, in the first instance, result in the temporary termination of computer/network privileges for the user. The use of the network is a privilege; **inappropriate use may constitute a criminal offence.**

The computer system/network is provided for members of the College community to conduct research, to compile and store documents/records and to communicate with others – all in the course of facilitating the teaching, learning pastoral and administrative work of the College.

Specific rules/guidelines apply as follows:

- All work should be saved under the user's authorised account and password, which must not be given to any other person.
- College computer and internet use must be appropriate to the users educational or professional activity.
- Copyright and Intellectual Property rights must be respected at all times.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unintended readers.
  Remember: E-mail is not guaranteed to be private.
- Users should not send nor write anything that has the potential to offend those who may receive or read it – network communication is often public.
- Users are responsible for the E-mails they send and the contacts they make. All E-mails should be sent under the sender's own username and password. Anonymous messages and chain letters are not permitted.
- Notwithstanding the fact that the College has installed filtering software for the purpose of preventing access to inappropriate sites, users are required to report

immediately any breach of the 'filter' that may come to their notice to the ICT coordinator.

- The use of chat rooms is not allowed.
- Users should take the utmost care to ensure against breaches of the computer system/network security.
- Users must not download software (free or otherwise) without the explicit permission of the ICT Coordinator, the Principal or Deputy Principal.
- The accessing of sites that contain violent, sexual, racist or otherwise offensive/inappropriate matter is strictly forbidden.
- Use of College computers/equipment for personal financial gain, gambling, political purposes or advertising is not permitted.
- Users may not reveal any personal/private information that may come to their attention about any other user or users of the system, such as addresses, phone numbers, credit card numbers passwords usernames, documents etc.
- Users may not tamper with or seek to tamper with the computer system/network, nor access, alter, delete or destroy any files or data that are not their own property.
- System security must be respected; **to use a computer for a purpose not permitted by the system owner may be a criminal offence.**
- Students who breach these rules will be subject to disciplinary action in accordance with the provisions of the College Code of Positive Behaviour.

The College may exercise the right to monitor the use of the computer systems, including access to websites, the interception of E-mail and the deletion of inappropriate materials where it believes any of the following:

- **Unauthorised use of the system is or may be taking place.**
- **The system is or may be being used for criminal purposes .**
- **Storing unauthorised or unlawful text or imagery.**