

**Acceptable Internet and General Computer Use Policy**  
for  
**St. Laurence O'Toole's Special School**

**The aim of this Acceptable Use Policy is to ensure that pupils can use the Internet in school in a safe and effective manner. Internet access in school is regarded as a resource and a privilege.**

**Procedures**

**All computer use must be in a supervised capacity.**

**Pupils must follow the directions given by the teacher with regard to logging on and off.**

**Staff members must supervise any Internet session on a one to one basis only.**

**Only one computer in any computer class must be on-line at a given time to ensure that the teacher gives full attention to what site has been logged-on.**

**Filtering software will be used to minimize the risk of exposure to inappropriate material.**

**Software must be handled carefully and stored safely.**

**Only floppy discs, CD-ROMs and DVDs issued by a staff member may be used in school computers. Disks that have been used in a computer outside of school, regardless of type may not be used in the school.**

**The distribution and receiving of information will be monitored for unusual activity, security and network management reasons.**

**World Wide Web**

**Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise inappropriate material.**

**Pupils will use the Internet for educational purposes only.**

**Email**

**Pupils can only use the school email address, under supervision, for a class related activity.**

**No personal emailing will occur in school.**

**Pupils may not upload any type of software**

**Pupils may not download any material without the permission and supervision of a staff member.**

**Pupils may not change or attempt to change security featured already in place**

### **Sanctions**

**Use of the Internet in school is a privilege. If abused that privilege will be taken away and parents or guardians will be informed.**