Internet Acceptable Use Policy

Scoil Ghráinne CNS

School Address: Clonee, Dublin 15

Roll number: 20247W

School Patron: DDLETB

Date: November 2025

Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. It outlines the school's policy on permitted usage of the Internet and digital devices.

The policy applies to the school's internet/WiFi, all current and future digital devices, and all internet users in Scoil Ghráinne Community National School (to include pupils, staff, parents and visitors to the school). Access to the Internet is authorised through the school/DDLETB's network administrator.

If the school's AUP is not adhered to, access to the internet and/or devices will be withdrawn and appropriate sanctions, as outlined in the AUP, Code of Behaviour and/or Anti-Bullying Policy, will be imposed.

This AUP should be read carefully by parents and discussed with their children to ensure that the conditions of use are accepted and understood.

Rationale

- To provide staff, parents and pupils with clear guidelines and expectations with regard to the use of the internet, digital devices and associated programmes/sites/apps/etc.
- To ensure best practice is adhered to in relation to safe and respectful internet and digital device usage.

Aims:

- To ensure that pupils benefit from the learning opportunities offered by internet access and digital devices in a safe and positive manner.
- To respect the use of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat others with respect at all times and respect the right to privacy of all members of the school community,
- To respect copyright and acknowledge creators when using online content and resources.

Defined Areas of Use

This policy includes a general overview of the approach used in providing a safe approach to the use of the internet and digital devices in our school. It then includes more detailed guidance and acceptable behaviours in relation to individual areas of interest.

Web Browsing and Downloading 6
Email and Messaging 7
Social Media and Messaging Services 8
Digital Learning Platforms (including video conferencing) 9
Images and Video 10
School Websites and Social Media Accounts 11
iPads, Smart Phones & Laptops 12
Personal Devices 12
Artificial Intelligence 13
Appendices 17

General Approach

Expectations*

When using the internet pupils, parents and staff are expected:

- To not undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.

School Strategies

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software (**Filter Level 4 on Schools Broadband Network**) and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software is not permitted. An administrator password is required for all software downloads (this goes through DDLETB/Wriggle)..
- Pupils may use child safe search engines including Kidtopia, Kid's Search Engine, Kiddle, Safe Search Kids.
- Only age appropriate sites, apps and resources are used.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software is used and updated by DDLETB on a regular basis.
- Internet use within school is supervised and monitored by a teacher or staff member, to their best of their ability within the context of a teaching setting.
- All school devices are connected to the school SCOIL GHRÁINNE CNS Wi-Fi only. External devices where necessary, and not used by pupils, can be connected to the SCOIL GHRÁINNE CNS Guest Wi-Fi. No external devices should be connected to the main SCOIL GHRÁINNE CNS Wi-Fi. This is due to a lower filtering level on the Guest Wifi.
- Should the safe use of a school device be compromised in any way, e.g. by

unexpected pop-ups or access to websites outside of the school filtering system, all student access to devices is temporarily suspended. Events are notified to the ICT coordinator and appropriate actions are taken to rectify the situation in house or with the support of DDLETBs IT department.

- All website browsing histories may be deleted from devices at the end of the school year, and more frequently if necessary.

Support Structures

Scoil Ghráinne Community National School may implement the following strategies on promoting safer use of the internet:

- Pupils are provided with education in the area of internet safety as part of our implementation of the SPHE curriculum and other curriculum areas.
- Internet safety expectations and support advice are communicated to the pupils in Scoil Ghráinne Community National School regularly.
- Teachers can complete continuing professional development opportunities in the area of internet safety.
- Scoil Ghráinne Community National School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- The school will endeavour to inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet when needed.
- Information regarding safer internet access and online usage may be provided to parents, including, but not limited to: safer internet talks, links to supporting websites, publications.

Accountability

- Misuse of the Internet and digital technologies, including cyber-bullying is referred to in the school's Code of Behaviour and Anti-Bullying Policies. Direction on managing the misuse of the internet and digital technologies is contained in these policies.
- The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána, Tusla etc.
- Should serious online safety incidents take place, the school principal should be informed immediately.

- Scoil Ghráinne Community National School may deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Scoil Ghráinne Community National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and follow the associated guidelines of our Code of positive Behaviour and Anti-bullying Policies.

Legislation

The School AUP and anti-bullying policy are in line with the following legislation relating to use of the Internet:

- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- EU General Data Protection Regulations (GDPR) 2018
- Student Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children's First Act 2015
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection Acts 1988/2003
- Copyright and Related Rights Act 2000
- Interception Act 1993
- Criminal Damage Act 1991
- Video Recording Act 1989

Inappropriate Activities

Users of the school internet and/or devices should not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

  - Promotion or conduct of illegal acts, e.g. under the student protection, obscenity, computer misuse and fraud legislation
  - Misuse and fraud legislation
  - Racist material
  - Pornography
  - Promotion of any kind of discrimination

- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high-volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming deemed irrelevant to school curricular learning and/or inappropriate for student ages.
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Student sexual abuse material
- Any other activity considered questionable

Defined Areas of Use

Web Browsing and Downloading

- Users should not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Users should report accidental accessing of inappropriate materials in school to their class teacher or IT coordinator.

- Pupils should not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Users should use the Internet for educational purposes only.
- Users should not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Users should not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Users should remember that downloading materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Users should never disclose or publicise personal information or passwords.
- Users should be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons.
- Use of file sharing is only allowed with staff permission
- Torrent sites are not allowed.
- Teaching staff should select websites which will support student's learning. All websites and downloaded resources should be checked by teaching staff before use by pupils. All apps and videos used should be vetted before use and be within the age range of their class.

Email and Messaging

- The use of personal email accounts is not allowed at Scoil Ghráinne Community National School.
- Pupils & staff should use approved school email accounts.
- Pupils & staff should not, under any circumstances, share their email account login details with other pupils or staff.
- Pupils & staff should not use school email accounts to register for online services such as social networking services, apps, and games.

- Pupils should be aware that email communications are monitored.
- Users should not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Users should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Pupils should report any such communications to a teacher.
- Users should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Users should not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures.
- Pupils should never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils should note that sending and receiving email attachments is subject to permission from their teacher.
- Users should not forward email messages or screenshots of emails or "reply all" without the permission of the originator.
- Pupils should only use their school email for school related activities and for registering on school-based activities only. The use of personal email addresses is not allowed for school-based work.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and Messaging Services

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Ghráinne Community National School:

- Use of instant messaging services and apps including but not limited to Snapchat, WhatsApp, TikTok, etc. is not allowed on school devices in Scoil Ghráinne Community National School.
- Use of blogs such as WordPress, Tumblr etc. may be allowed in Scoil Ghráinne Community National School with expressed permission from

teaching staff.

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with expressed permission from teaching staff.
- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Scoil Ghráinne Community National School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Ghráinne Community National School community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Scoil Ghráinne Community National School into disrepute.
- Staff and pupils must not represent their personal views as those of Scoil Ghráinne Community National School on any social medium.
- Pupils will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of Social Media and Electronic Communication here: https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html

Digital Learning Platforms (including video conferencing)

Scoil Ghráinne Community National School may utilise the following digital learning platforms:

- Seesaw
- Microsoft Teams/Zoom
- Google Classroom
- Class Dojo
- Aladdin

This list is not exhaustive and may include other approved platforms from time to time.

Accounts used with these platforms are owned and managed by the school. These platforms enable two-way communication.

Any other learning platforms other than those listed must be approved by the principal before use.

- Pupils and staff must only use their school email for accessing the school digital learning platforms.
- Only school devices should be used for the purposes of capturing and storing media.
- All school-related media and data should be stored on the school's platform.
- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on school digital platforms.
- Prior acceptance from parents should be sought for student usage of the schools' digital learning platforms.
- All up to date security and privacy features should be enabled when using these platforms.

Images and Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

- At Scoil Ghráinne Community National School pupils must not take, use, share, publish or distribute images of others without their permission, and the permission of the teacher/staff member.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school website and social media accounts, including Twitter and Facebook. Further permission is required from parents if photo or video footage is requested by outside agencies.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.
- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of Scoil Ghráinne Community National School to any social media platform. This includes images from in-school concerts, sports day events, etc.

School Websites and Social Media Accounts

- Teachers may be given the opportunity to publish projects, artwork or school work on the internet in accordance with the policies and approval processes regarding the content that can be uploaded to sites related to the school (e.g. website, PA Facebook Page).
- Pupils will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.
- Scoil Ghráinne Community National School will only use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will only be published on the school website or social media accounts with parental permission.

- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on Scoil Ghráinne Community National School web pages.
- Scoil Ghráinne Community National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published online.

IPads, Smart Phones & Laptops

Pupils may be given the opportunity to use iPads, smart phones connected to VR equipment and/or laptops as part of a lesson or as a supplementary activity.

- Pupils will only be permitted to use apps and websites recommended by the teacher.
- When using these devices, pupils must obey internet safety rules outlined in this policy.
- Pupils are not permitted to use any camera tool unless directly instructed to by their teacher. When permission is granted, pupils should follow the rules outlined regarding images and video. This should be done under the supervision of a teacher/staff member.
- Smart phones may be used for the sole purpose of VR experiences. VR experiences are vetted by the teacher in advance of use.
- Staff should sign into laptops using their own username and an original password. This password should not be shared with any other staff, substitute teachers or pupils.

Personal Devices

Scoil Ghráinne Community National School does not currently allow pupils the use of personal devices on school property or during school hours including school tours.

The following statements apply to the presence of any personal digital devices including phones, tablets, gaming devices, smartwatches, in Scoil Ghráinne Community National School:

- If a student needs to bring a personal mobile phone or other internet-

enabled device into Scoil Ghráinne Community National School for personal use before or after school, it must be switched off at all times during school hours. This includes during school tours/outings.

- Pupils are not allowed to use personal devices during lessons.
- Pupils are not allowed to use personal devices during social time.
- The school accepts no responsibility for personal devices brought on campus that are damaged or stolen.

Artificial Intelligence (AI) Tools

Scoil Ghráinne Community National School recognises that AI tools can support teaching and learning when used responsibly.

The following guidelines apply to all staff and pupils:

Acceptable Uses

AI may be used for educational purposes such as summarising information, generating ideas, or supporting lesson planning. Only school-approved AI tools (e.g., Microsoft Copilot, integrated learning platforms) may be used. AI-generated content must be reviewed by a teacher before being shared with pupils.

Prohibited Uses

- Uploading personal, pupil, or school data to public AI platforms.
- Using AI to complete assignments or assessments without teacher permission.
- Creating inappropriate, harmful, or misleading content (including deepfakes).
- Allowing pupils to interact with AI chatbots without supervision.

Transparency & Academic Integrity

- Pupils must acknowledge any use of AI in their work.
- AI should never replace critical thinking or teacher-led instruction.

Data Protection

No Personally Identifiable Information (PII) should be entered into AI tools unless approved by the school. AI use must comply with GDPR and the school's Data Protection Policy.

Roles

The Principal

- Co-ordinate the acceptance of the Acceptable Use Policy, and use of specific Learning Platforms by, through the enrolment of new pupils and the annual updating of documents of current pupils
- Investigate serious breaches of the AUP and ensure sanctions are enforced
- Approve the downloading of software to school devices

ICT Co-ordinator

- Organise teacher CPD as required
- Inform staff during start of year induction of the main points of this policy and provide reminders throughout the school year.
- Ensure staff are aware when devices are to be withdrawn from use when their safe use has been compromised.
- Coordinate the updating of this policy in line with any new technologies/devices introduced to the school.
- Promote activities for Internet Safety Day among staff
- With the SPHE coordinator, ensure the completion of internet/device safety lessons in year groups
- Inform staff, pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet when needed
- Organise for the dissemination of information regarding safer internet access and online usage to parents, including, but not limited to: safer internet talks, links to supporting websites, publications.
- Update the school website page with information about safer internet access and online usage
- Ensure the rectifying of any issues regarding the safe use of devices in the school

- With the principal, approve the downloading of software to school devices

All Staff

- Follow the guidelines set out in this AUP
- Supervise pupils use of ICT
- Model and provide instruction in the ethical and appropriate use of technology in the school setting
- Maintain a curricular focus in the use of ICT
- Inform the ICT coordinator of any issues regarding the safe use of devices
- Will not share their personal log in details for laptops, google, Aladdin and any student academic or communication sites including Spellings for Me and Seesaw, with any other staff or non-staff persons and ensure their password is updated to an original one of their choosing.
- Will not share the password for the SCOIL GHRÁINNE CNS WiFi with non-staff members
- At events, remind those with cameras that images should not be uploaded to social media sites

Class Teacher

- Teach/remind children about the internet safety and device expectations at the start of each school year and at the introduction of any new type of device/software/etc.
- Teach pupils about etiquette regarding social media
- Monitor & supervise pupils use of devices and the internet
- Ensure pupils access to any internet sites, browsers, apps, videos, devices, etc. is age appropriate and for the purpose of supporting pupils learning
- Vet videos and resources shown to pupils prior to lessons to ensure age appropriateness and safety
- Ensure permission is sought and accepted by parents prior to the photographing of pupils and the publishing of work on the internet

Parents/Guardians

- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community
- Ensure that their child understands the contents of this policy.

Pupils

- Pupils must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community
- Pupils must follow the rules outlined in this Acceptable Use Policy and the rules/guidelines communicated to them by school staff.

Success Criteria

The school may use the following to monitor the impact of the policy using:

- Monitoring internet activity.
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

The implementation of this Internet Acceptable Use policy will be monitored by the ICT co-ordinator.

Ratification and Review

This plan was formally ratified by the Board of management in November 2025.

The plan will be implemented by the school staff supported by the Board of Management from December 2025.

Timetable for Review

To ensure this policy remains up to date in line with changes in technology/internet, this policy should undergo revision annually, with a review by the BoM as necessary.

This policy was ratified by the school's Board of Management in November 2025	
Signed: 27-11-25 Chairperson	Signed: 27-11-25 Principal

Appendices

Permission Form

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy and the rules explained to me by the school.

Pupil's Signature: _____

Name in Print: _____

Parent/Guardian: _____

Date: _____

Parent

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and I understand that Internet access is intended for educational purposes and grant permission for my son/daughter or student in my care to use school devices for the purposes outlines by the staff and access the Internet via these devices when permission is given. 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 students access unsuitable websites.

Signature: _____

Name in capitals: _____

Date: _____

Publication of schoolwork online

In relation to the school website, I accept that, if the school considers it appropriate, my student's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____

Name in capitals: _____

Date: _____

Internet Safety Resources

Selection of Useful websites for Teachers and Parents/Guardians

- Digiduck Stories – 3-7yrs
- Be Internet Legends – 2nd-6th class
- STAR SEND Toolkit
- Trust Me – 7-11, 11-14
- Digital Resilience 11-14
- Think You Know – 4-18
- HTML Heroes 1st-2nd, 3rd-4th
- MySelfie and the Wider World
- All Aboard for Digi Town
- NCTE - http://www.ncte.ie/InternetSafety
- Webwise - http://www.webwise.ie
- Make IT Secure - http://makeitsecure.org
- Safe Internet - http://www.saferinternet.org/
- Safety, Facts, Awareness and Tools - http://www.saftonline.org A

Letter to Parents Regarding AUP

Re: Safe and Responsible Use of the Internet

Dear Parent/Guardian,

As part of the school's education programme we offer students supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance the learning experience.

However, access to and use of the Internet and digital technologies requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, and the permission form is signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Parents/Guardians can find a range of advice, support, tools and resources on the Webwise Parents Hub available on webwise.ie/parents. On the hub you'll find explainer guides to popular apps, talking points, how to guides, expert advice videos and a free Parents' Guide to a Better Internet.

Yours sincerely,

Assistive Technology for Communication, Reading and Writing

Pupils and Parents

Your child has a device (e.g. laptop/iPad) granted by the Department of Education/HSE through the Assistive Technology Scheme.

To ensure safety every pupil has to adhere to the following terms of usage:

- The device is to be used solely for the purpose of engaging with educational instruction, specifically for communication, writing and reading tasks as prescribed by the Class Teacher and/or AEN Teacher along with other selected educational programmes e.g.: *Spellings for Me, Nessy,*
- The following activities are not permitted: watching video games/TV programmes, using the device to research information/project work, unless under the direct supervision of an adult.
- To ensure safety, confidentiality and in adherence with Data Protection, the taking of photos and/or the recording of staff and pupils is not permitted, unless under the direct supervision of an adult, having acquired consent from the relevant staff member or pupil in the first instance.
- The device is only to be used by the child it's assigned to. Other pupils within the class are not permitted to use the device.
- The device should be respected and returned in the same working condition as it was given in.
- Do not remove any serial numbers or identification bar codes placed on the device.
- Keep the equipment clean, for example, do not eat or drink while using it. Keep it secure, stored in the original bag and out of extreme temperatures, either hot or cold.
- The school will seek reimbursement for loss or damage of the device.

Parents may need to set up an email account for their child to be used for educational/printing purposes, but you will be informed if this is necessary.

Signed: _____ (Parent)

Signed: _____ (Child)

Signed: _____ (Principal)