

Coláiste Mhuire

Br. Ráth Tó,

B.Á.C. 7.



Internet Acceptable Use Policy

(Ratified on 15-06-26)

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General Approach

The aim of this Acceptable Use Policy (AUP) is to ensure that students benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline, is considered an integral part of teaching and learning.

This AUP operates in conjunction with the school's Code of Behaviour (Ratified 15-06-26). All breaches of this AUP will be addressed through the disciplinary procedures and sanctions outlined in the Code of Behaviour.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Core Expectations

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

- To treat others with respect at all times
- Not to undertake any actions that may bring the school into disrepute
- To respect the right to privacy of all members of the school community

School Strategies

The school employs a number of strategies to maximise learning opportunities and reduce risks associated with the internet:

- Filtering software and/or equivalent systems will be used to minimise the risk of exposure to inappropriate material

- Uploading and downloading of non-approved software will not be permitted
- The use of personal external digital storage media in school requires school permission
- Reasonable supervision will be provided by school staff where possible.

Scope

This Acceptable Use Policy applies to:

- Students who have access to and are users of the internet in Coláiste Mhuire
- Members of staff, volunteers, parents, guardians and others who access the internet in Coláiste Mhuire

Disciplinary Framework

Misuse of the internet will result in disciplinary action in accordance with the Code of Behaviour. Depending on the severity and frequency of the violation, sanctions may include:

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Incidents Outside School

Coláiste Mhuire will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and the associated Code of Behaviour and Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Where known, Coláiste Mhuire will inform parents/guardians of incidents of inappropriate online behaviour that take place outside school and impose the appropriate sanctions as outlined in the Code of Behaviour.

Promoting Safer Internet Use

Coláiste Mhuire implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of SPHE and other curriculum areas
- Internet safety advice and support opportunities are provided to pupils

- Teachers will be provided with continuing professional development opportunities in the area of internet safety

Monitoring and Review

The school will monitor the impact of the policy using:

- Logs of reported incidents recorded on VShare
- Review of policy effectiveness at least annually

Should serious online safety incidents take place, the Designated Liaison Person (DLP) and School Management must be informed immediately.

The implementation of this Internet Acceptable Use Policy will be monitored by Coláiste Mhuire teachers and management in accordance with the Code of Behaviour procedures.

Devices

The school accepts no responsibility for loss, theft or damage to any device.

Content Filtering

Coláiste Mhuire has chosen to implement the following level of content filtering on the School's Broadband Network:

Level 4 – This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Circumventing Filters

Students taking steps to bypass the content filter by using proxy sites or other means will be subject to disciplinary action in accordance with the Code of Behaviour.

Such violations will be treated as serious misconduct. Sanctions may include (depending on severity and frequency).

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Internet Use

Prohibited Activities

Students will not:

- Intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Download or view any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Copy information into assignments without acknowledging the source (plagiarism)
- Disclose or publicise personal information or passwords
- Access another student's account or allow another person to use their account

Reporting Procedures

Students will:

- Be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures
- Report immediately any communications or materials that cause concern

Educational Use

Students:

- Will use the internet for educational purposes only
- Will not copy information into assignments without acknowledging the source
- Will 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

Sanctions

Violations of the internet use rules will be treated as serious misconduct. Any misuse of the internet will result in sanctions in accordance with the Code of Behaviour. Sanctions may include (depending on severity and frequency).

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Email and Messaging

School Email Accounts

- The use of personal email accounts is only allowed at Coláiste Mhuire with express permission from members of the teaching staff
- Students will use approved school email accounts
- Students must not under any circumstances share their email account login details with other pupils
- Students must not use school email accounts to register for online services such as social networking services, apps, and games
- Students must only use their school email for school-related activities. The use of personal email addresses is not allowed for school-based work
- Students will be aware that email communications are monitored

Prohibited Content and Actions

Students will not:

- Send/share any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Reveal their own or other people's personal details, such as addresses, telephone numbers or pictures
- Arrange a face-to-face meeting with someone they only know through emails or the internet
- Open emails that appear suspicious without first asking their teacher

Reporting

Students must:

- Immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature
- Not respond to any such communication
- Report any such communications to a teacher

Attachments

Sending and receiving email attachments is subject to permission from the supervising teacher.

Disclaimer

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Sanctions

Breaches of email and messaging policies will be subject to the sanctions set out in the Code of Behaviour. Serious breaches, including harassment, bullying or sending illegal/offensive material, will be treated as gross misconduct and may result in suspension or expulsion in accordance with the Code of Behaviour procedures.

Violations of these rules will be treated as serious misconduct. Any misuse of email or messaging will result in sanctions in accordance with the Code of Behaviour. Sanctions may include (depending on severity and frequency).

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Social Media and Messaging Services for Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of our school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as X, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites and content sharing sites such as Flickr and YouTube. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media. The principles outlined here apply to all forms of social media.

Permitted and Prohibited Services

The following statements apply to the use of messaging, blogging and video streaming services in Coláiste Mhuire:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Coláiste Mhuire
- Use of blogs such as WordPress, Tumblr etc. is allowed in Coláiste Mhuire with express permission from teaching staff
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff
- Livestreaming from school premises, school activities or school trips is prohibited unless authorised by school management.

Core Principles

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
- Not discuss personal information about pupils, staff and other members of the Coláiste Mhuire community on social media
- Not use school email addresses for setting up personal social media accounts or to communicate through such media
- Not engage in activities involving social media which might bring Coláiste Mhuire into disrepute
- Not represent their personal views as those belonging to Coláiste Mhuire, on any social medium or website
- Not share their live location or location data with individuals they do not know personally.

Guidance for Students

Students will be provided with guidance on etiquette regarding social media, covering:

- Privacy settings and online safety
- Responsible digital citizenship
- The permanence of online posts
- Identity-based harassment and discrimination online
- Reporting concerns and inappropriate content

Staff-Student Interaction

Staff and students:

- Must not engage in one-to-one private communication via social media platforms
- Must conduct all school-related communications through approved school channels only
- Must maintain professional boundaries at all times

Sanctions

Social media misuse will be addressed according to the sanctions framework in the Code of Behaviour. Identity-based bullying or harassment via social media (including on the grounds of race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status) will be treated as gross misconduct.

Such violations may result in:

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Personal Devices

Bring Your Own Device (BYOD)

- Students may bring personal devices (laptops, tablets) to school only with prior written permission from the Principal
- Personal devices may only be used for educational purposes and under direct teacher supervision
- Students must comply with all rules outlined in this AUP when using personal devices on school premises or school network

Mobile Phones and Smartwatches

Students are not permitted to use mobile phones or smartwatches during the school day in accordance with the Code of Behaviour.

- Mobile phones and smartwatches must be switched off and stored in school bags from 08:00-08:30 and from 08:30 in the school office until the end of the school day
- Use is only permitted outside school hours or in exceptional circumstances with explicit permission from a teacher or member of management
- Emergency contact with parents/guardians must be made through the school office

Sanctions for Unauthorised Device Use

Violations of the personal device policy will be addressed through the Code of Behaviour sanctions framework:

Violation	Sanctions
1st offence	Device confiscated; recorded on VSware; deduct 10 points; parent/guardian must collect device from Deputy Principal
2nd offence	Device confiscated; recorded on VSware; deduct 15 points; parent/guardian meeting with Deputy Principal; detention
3rd offence	Device confiscated; recorded on VSware; deduct 15 points; parent/guardian meeting with Principal; internal suspension
4th offence	Device confiscated; recorded on VSware; deduct 20 points; external suspension; meeting with Principal
Persistent violations	Further disciplinary measures up to and including meeting with Board of Management representatives and potential expulsion

Use of personal devices to record, photograph or cyberbully will be treated as a serious breach and may result in immediate suspension and/or reporting to An Garda Síochána.

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Digital Learning Platforms (including video conferencing)

Approved Platforms

- Students will only access digital learning platforms approved and provided by the school
- All access credentials are personal and must not be shared
- Students must use their school-provided accounts only
- Students are expected to use their approved digital learning platforms responsibly

Video Conferencing Expectations

When participating in video conferencing (e.g., Microsoft Teams, Zoom), students must:

- Join sessions punctually
- Use appropriate backgrounds and ensure appropriate dress
- Mute microphones when not speaking
- Use the chat function appropriately and only for educational purposes
- Not record, screenshot or share any part of the session without explicit teacher permission
- Behave respectfully and follow all teacher instructions
- Not share meeting links, passwords or invite unauthorised participants

Recording and Screenshots

- Recording, screenshotting or photographing any online lesson, meeting or digital content without explicit teacher permission is strictly prohibited
- Unauthorised recording or sharing of images/recordings of teachers, staff or students is a serious breach

Sanctions

Misuse of digital learning platforms will be addressed according to the sanctions framework in the Code of Behaviour. Identity-based bullying or harassment via social media (including on the grounds of race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status) will be treated as gross misconduct.

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Audio, Images and Video

Recording and Photography

- Students must not use personal devices to take photographs, record audio or video on school premises without explicit permission from a teacher or member of management
- Recording of teachers, staff or other students without consent is strictly prohibited
- Students must not post, share or distribute any photographs, audio or video recordings of school activities, staff or students without explicit permission

Images on School Platforms

- Students may only upload images to school-approved platforms with teacher permission
- All images must be appropriate and relevant to the educational task
- Students must respect the privacy and image rights of others

Use of Student Images by the School

- The school may photograph or record students during school activities for educational, promotional or archival purposes
- Parents/guardians will be asked to provide consent via the registration process
- Parents/guardians may withdraw consent at any time by contacting the Principal in writing

Sanctions

Unauthorised recording, photography or distribution of images will be addressed according to the sanctions framework in the Code of Behaviour. Identity-based bullying or harassment via social media (including on the grounds of race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status) will be treated as gross misconduct.

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta 2024, Circular 0055/2024*).

Inappropriate Activities

The following activities are strictly prohibited and will result in disciplinary action under the Code of Behaviour:

Prohibited Activities Include:

- Accessing, downloading, creating, storing or distributing any illegal, obscene, offensive, discriminatory or defamatory material
- Engaging in any form of cyberbullying, harassment or intimidation
- Impersonating others online
- Hacking, attempting to breach security systems or circumventing network controls
- Installing or downloading unauthorised software, apps or files
- Using school internet or devices for commercial purposes or personal gain
- Accessing gambling, gaming or other inappropriate sites
- Infringing copyright or intellectual property rights
- Sharing login credentials or accessing another person's account
- Engaging in any activity that brings the school into disrepute

Sanctions

Sanctions like these will be addressed according to the sanctions framework in the Code of Behaviour. Identity-based bullying or harassment via social media (including on the grounds of race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status) will be treated as gross misconduct.

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

School Websites

Official School Website and Social Media

- The school maintains official websites and social media accounts for communication with the school community
- Only authorised staff may post content to official school platforms
- Students may contribute content only with teacher supervision and approval

Student-Created Content

- Students creating web content as part of school projects must have teacher approval
- All content must adhere to this AUP and the Code of Behaviour

- Students must not create websites, blogs or social media accounts that claim to represent the school

Sanctions

Unauthorised use of school name, crest or identity online will be addressed according to the sanctions framework in the Code of Behaviour. Identity-based bullying or harassment via social media (including on the grounds of race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status) will be treated as gross misconduct.

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Cyberbullying

Definition

Cyberbullying is bullying carried out through information and communication technologies such as text messages, social media, messaging apps, gaming sites, chatrooms or other online platforms.

Cyberbullying is addressed under the school's Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024) and Code of Behaviour.

Forms of Cyberbullying include but are not limited to:

- Sending hurtful, threatening or abusive messages
- Creating or sharing embarrassing images or videos
- Spreading rumours or lies online
- Excluding someone from online groups or activities
- Setting up fake profiles or impersonating someone
- Sharing private information without consent
- Identity-based cyberbullying (targeting race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status)

Reporting Procedures

Students who experience or witness cyberbullying must:

- Report immediately to any teacher, Year Head, Deputy Principal, Principal or trusted adult
- Not delete evidence – take screenshots where possible
- Not respond or retaliate

Parents/guardians who become aware of cyberbullying should contact the school immediately.

School Response

- Cyberbullying will be treated as a serious breach of the Code of Behaviour
- All reports will be taken seriously and investigated immediately.
- All incidents will be recorded using the Standardised Recording Template Appendix 3 in accordance with the Anti-Bullying Policy (Be Kind 2024, Circular 0055/2024)
- The 20 school day resolution protocol will be followed.
- Parents/guardians of all relevant parties will be informed
- Appropriate supports will be provided to the victim
- Identity-based cyberbullying will be treated as extremely serious.
- Restorative practices will be prioritised where appropriate.
- Appropriate sanctions will be applied to the bully in accordance with the Code of Behaviour
- In cases where illegal activity is involved, a report will be submitted to An Garda Síochána and TUSLA
- The Principal will provide an Oversight Report to the Board of Management at least once per term.

Investigation

The school will investigate cyberbullying that:

- Occurs on school premises or during school activities
- Occurs outside school but impacts the wellbeing, safety or educational experience of students or staff
- Uses school devices, networks or accounts

Sanctions

Cyberbullying will be addressed according to the sanctions framework in the Code of Behaviour. Identity-based bullying or harassment via social media (including on the grounds of race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status) will be treated as gross misconduct.

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention
- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Artificial Intelligence (AI)

Permitted Use

- Students may use Artificial Intelligence (AI) as a learning aid under the guidance of a teacher
- Students must develop their own understanding of the subject matter rather than relying solely on AI output
- Students must use AI transparently and acknowledge any use in their work
- Students may not present AI output as their own original work

Prohibited Use

- Using AI to complete assignments or assessments without permission and acknowledgement constitutes plagiarism
- Submitting AI-generated work as one's own original work
- Using AI to create inappropriate, offensive or harmful content
- Uploading personal data relating to other students, staff members or members of the wider community to AI tools.
- Using AI tools to generate, alter, manipulate or distribute images, videos, audio recordings or messages that impersonate, ridicule, embarrass or harm another person

Academic Integrity

- Students must adhere to all academic integrity guidelines when using AI tools
- Work submitted for assessment, including Leaving Certificate Additional Assessment Components, must comply with SEC and Department of Education guidelines on AI use
- Teachers reserve the right to request students explain or reproduce their work to verify authenticity

Sanctions

Unauthorised or dishonest use of AI tools especially plagiarism or cheating will be addressed according to the sanctions framework in the Code of Behaviour. Identity-based bullying or harassment via social media (including on the grounds of race, ethnicity, religion, disability, sexual orientation, gender identity, family status or Traveller status) will be treated as gross misconduct.

- Verbal and written warnings
- Deduction of points from the school's rewards system
- Detention

- Withdrawal of access privileges
- Contact with parents/guardians
- Meetings with Year Head, Deputy Principal or Principal
- Internal or external suspension
- In extreme/repeated cases, expulsion

The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.

All bullying incidents will be recorded using the standard Appendix 3 Recording Template in accordance with the Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024).

Sanctions and Disciplinary Procedures

This Acceptable Use Policy operates in conjunction with the Code of Behaviour (Reaffirmed 15-06-26). All violations of this Acceptable Use Policy will be dealt with through the disciplinary procedures and sanctions set out in the Code of Conduct.

General Sanctions Framework

Depending on the severity and frequency of the breach, sanctions may be as follows:

Minor Breaches:

- Verbal warning from supervising teacher
- Record on VSware and deduction of points
- Contact with parents/guardians if necessary

Medium Breaches:

- Record on VSware and deduction of points
- Contact with parents/guardians
- Temporary withdrawal of access privileges
- Detention
- Meeting with Year Teacher or Deputy Principal

Serious Breaches:

- Record on VSware and deduction of points
- Immediate contact with parents/guardians
- Permanent withdrawal of access privileges
- Meeting with Principal
- Internal or external suspension
- In very serious cases, expulsion

Illegal Activities:

- Immediate report to An Garda Síochána
- Report to TUSLA if appropriate
- Suspension during investigation
- Sanctions in accordance with the Code of Conduct

Fair Procedures

The school will ensure fair procedure through all disciplinary processes:

- The student will be informed of the allegation
- The student will be given an opportunity to state their side of the story
- A fair investigation will be conducted
- Parents/guardians will be informed of serious breaches
- An opportunity for appeal will be provided in cases of suspension or expulsion

Recording and Monitoring

- All incidents will be recorded on VShare
- Behaviour patterns will be monitored
- Recordings will be reviewed during student planning meetings

Policy Review

This Acceptable Use Policy will be reviewed annually by school management in consultation with staff, students, parents/guardians and the Board of Management.

The policy

The policy will be reviewed in conjunction with the Code of Behaviour to ensure consistency and alignment.

Related Policies

This AUP should be read in conjunction with:

- Code of Behaviour (Ratified 15-06-26)
- Anti-Bullying Policy (*Bí Cineálta* 2024, Circular 0055/2024)
- Child Protection Policy (Circular 0041/2025)
- Data Protection Policy
- Health and Safety Policy

Contact Information

Designated Liaison Person (DLP): **Oisín Mac Eoin (Principal)**

Deputy DLP: **Áine Ní Dhomhnaill (Deputy Principal)**

For concerns or questions regarding this policy, contact:

- Your class teacher or Year Head
- Deputy Principal
- Principal
- Email: runai@colaistemhuire.ie
- Phone: 018688996

DECLARATION OF ACCEPTANCE

First Year:

Registration of a student at Coláiste Mhuire implies acceptance of this Internet Acceptable Use Policy and all other school policies by students and parents/guardians. The signed declaration must be completed via the online registration platform.

Subsequent Years:

Students and parents/guardians are required to sign an annual digital declaration confirming their agreement to abide by the school's Internet Acceptable Use Policy and all other school policies.

Ratification and Review

This Internet Acceptable Use Policy was reviewed and ratified by the Board of Management of Coláiste Mhuire.

Signed: *Feargal Ó Giolláin*

Chairperson, Board of Management

Date: 15-06-26

Review Date: June 2027

Summary of Internet Acceptable Use Policy

Key Points for Students:

- ✓ **Be safe online** – Don't share personal information; report inappropriate content immediately
- ✓ **Be respectful** – Treat others as you would like to be treated
- ✓ **Use for educational purposes only** – Focus on your school work
- ✓ **No recording without permission** – Photos, audio or video not allowed without authorisation
- ✓ **Mobile phones off & stored securely in the office** – From arrival at school until departure from the school
- ✓ **Don't cyberbully** – Serious sanctions will apply
- ✓ **Acknowledge AI use** – Don't present AI work as your own
- ✓ **Follow the Code of Behaviour** – Sanctions will be proportionate to breaches