



Clifden Community School

Lux, Pax, Felicitas

CLIFDEN CS ACCEPTABLE USE POLICY

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Approved by:

Signed: *Michael Maher*

Chairperson, Board of Management

Date: 9/3/2026

Date of next review: March 2027

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Signed: *Mary Kelly*

Principal

Date: 9/3/2026

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1.0	June 2020	KELM	
2.0	9 th March 2026	KELM	Updated to reflect the 2023 revised Child Protection Procedures for Primary and Post-Primary Schools and to comprehend advances such as AI (Artificial Intelligence).

Clifden CS Internet Acceptable Use Policy

GENERAL APPROACH

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. This policy comprehends the expectations of Code of Behaviour, the school's Mission Statement, and the school's Vision Statement.

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Clifden Community School. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Clifden Community School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Clifden Community School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Clifden Community School implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in the area of internet safety as part of our implementation of the Wellbeing curriculum.
- Internet safety advice and support opportunities are provided to students in Clifden Community School through our pastoral care, wellbeing and ICT programmes
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed annually by the Board of Management

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.

Should serious online safety incidents take place, the Principal or Deputy Principal should be informed. The implementation of this Internet Acceptable Use policy will be monitored by the ICT team.

CONTENT FILTERING

Clifden Community School has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 4: This level is currently used by a majority of schools. It allows access to millions of websites including games and 'YouTube', and blocks access to websites belonging to the 'personal websites' category and websites such as Facebook belonging to the 'Social Networking' category.

Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

WEB BROWSING AND DOWNLOADING

Students will: not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials; report accidental accessing of inappropriate materials in the classroom to their teacher; report accidental accessing of inappropriate materials in school but outside the classroom to the Principal, Deputy Principal or Year Head.

- Students and staff should not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Students and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Students will use the school's internet connection only for educational and career development activities.
- Students will 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.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is not allowed.
- Downloading by students of materials or images not relevant to their studies is not allowed.

EMAIL AND MESSAGING

- The use of personal email accounts is only allowed at Clifden Community School with express permission from members of the teaching staff.
- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are monitored. Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students 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.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.
- Access to Clifden CS domain email addresses will cease on leaving the school.

SOCIAL MEDIA

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

- Use of instant messaging services and apps including Snapchat, Whats App, G Chat etc. is not allowed in Clifden Community School.

- Use of blogs such as Word Press, Tumblr etc. is allowed in Clifden Community School 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.
- Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of Clifden Community School
- Staff and students must not discuss personal information about students, staff and other members of Clifden Community School on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Clifden Community School into disrepute.
- Staff and students must not represent their personal views as those of bring Clifden Community School on any social medium.

PERSONAL DEVICES

Students using their own technology (Personal Electronic Device) in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Clifden Community School:

- Students are only allowed to bring personal internet-enabled devices into Clifden Community School with express permission from staff.
- Students are only allowed to use personal internet-enabled devices during lessons with express permission from teaching staff.
- Mobile phone use is governed by the separate Student Phone Policy.

REMOTE & BLENDED LEARNING

- The same behavioural and safety expectations apply online and offline.
- Students must participate using their school MS 365 account only.
- Recording lessons requires teacher permission.
- Students must protect their privacy and maintain respectful behaviour during online learning.

IMAGES & VIDEO

- At Clifden Community School students must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Students 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 students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction.

CYBERBULLYING & ONLINE SAFETY

The school follows Bí Cineálta Procedures (2025/26) for preventing and responding to bullying, including cyberbullying. Cyberbullying includes:

- Harassment, intimidation or exclusion online
- Sharing harmful or humiliating content
- Impersonation or creating fake profiles
- Posting or forwarding hurtful messages

Cyberbullying—inside or outside school—will be addressed when it impacts student wellbeing or school order.

- Children First online-safety obligations apply to all ICT use, including reporting child-protection concerns to the DLP when necessary.
- When using the internet students, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- The school reserves the right to intervene in incidents of digital or cyber bullying that occur outside school hours and off school premises where such behaviour impacts on the wellbeing of students or the good order of the school. The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.
- Measures are taken by Clifden Community School to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

ARTIFICIAL INTELLIGENCE (AI)

Aligned with updated Webwise/Oide AUP AI guidance:

- No personal data may be inputted into any AI tool.
- AI content must be checked for accuracy and bias.
- AI use must be declared and referenced when completing school work.
- Attempting to pass AI-generated work off as one's own is academically dishonest.
- AI may not be used to bypass learning or assessment tasks.

SCHOOL WEBSITES

Students may be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.