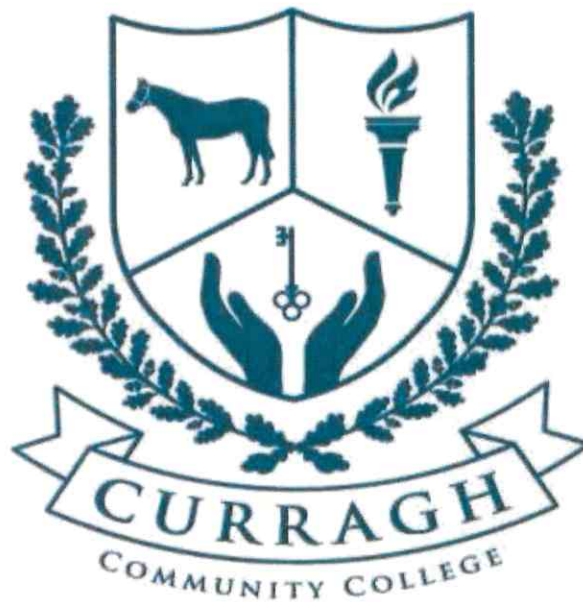


Curragh Community College

Acceptable Use Policy (AUP)



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Abbreviations

AEN - Additional Educational Needs

AI - Artificial Intelligence

AUP - Acceptable Use Policy

BOM - Board of Management

CCC - Curragh Community College

CPD - Continuous Professional Development

DEIS - Delivering Equality of Opportunity in Schools

ESD - Education for Sustainable Development

HSCL - Home School Liaison

GDPR - General Data Protection Regulation

ICT - Information and Communication Technology

LAOS - Looking At Our School

SDG - Sustainable Development Goals

SNA - Special Needs Assistant

UDL - Universal Design for Learning

1. Introduction

Curragh Community College (CCC) recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn and develop 21st Century Skills. The use of ICT and the Internet is considered a resource and privilege.

Below is CCC's Acceptable Use Policy (AUP) which outlines the guidelines and behaviours that are expected from our school community when using current and future school technologies. It applies to students, staff, volunteers, parents/guardians and others who access ICT and the Internet in a learning capacity within CCC.

It offers support and guidelines to staff whilst using ICT and the Internet with their students. It also provides guidance and information to students, staff and parents/guardians on the use of technology when learning happens remotely. It should be read in conjunction with the Child Safeguarding Statement, Code of Behaviour and Bí Cineálta Policy & Procedures for Preventing and Addressing Bullying Behaviours. It also seeks to support data legislation, under General Data Protection Regulation (GDPR) and sets down best practice guidelines for all participants.

Within this policy ICT in education refers to:

'The integration of information and communication technologies into teaching and learning processes. This approach enhances educational experiences by providing access to digital resources, facilitating communication, and supporting collaborative learning' (UNESCO).

2. CCC's Mission Statement

This policy is underpinned by our mission statement:

Curragh Community College is a vibrant and diverse learning community, fostering a culture of care and respect amongst our students, parents/guardians, and staff in a safe and inclusive space. With the support of our Board of Management, our students are challenged to engage with a rich variety of learning experiences and to develop the skills necessary to reach their full potential, while experiencing a strong sense of belonging and pride in our school. We encourage all members of our school community to express their individuality in an environment that celebrates our core values of care, community, equality, respect, and excellence in education. It is our school's mission to challenge and support our students to build resilience and confidence, to become the best versions of themselves.

3. Policy Rationale

The goal of this policy is to ensure students will benefit from learning opportunities offered by the school's ICT resources, including the Internet, in a safe and effective manner.



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The policy aims:

- To highlight to all stakeholders, the potential that the Internet and ICT provide as a learning resource.
- To clarify the school's strategy and efforts in promoting the safe use of the Internet.
- To highlight the risks that exist where the Internet and/or ICT are used within the school.

4. Benefits of ICT and Internet Use to Learning & the School Community

ICT and The Internet:

- Empowers students to lead effective lives in the wider society.
- Supports students in locating information to support their educational needs.
- Enables participation in school projects and curriculum coursework.
- Supports students with language barriers to learning.
- Supports Additional Educational Needs (AEN) within class settings.
- Supports the development of 21st century skills.
- Supports teachers in delivering lessons aligned to the UDL approach for teaching and learning.
- Supports staff in developing class materials.
- Supports the delivery of the curriculum.
- Facilitates staff CPD.
- Enables communications between the school community.
- Can improve time management.

5. Expectations under the AUP

All users of ICT and the Internet for work associated with CCC will observe good 'netiquette' i.e. etiquette on the Internet.

Users are expected to:

- Treat others with respect.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all members of CCC.
- Adhere to copyright rules when using online resources.
- Not disclose or publicise personal information.

6. Other Policies Informed by CCC's AUP



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- Code of Behaviour
- Bí Cineálta Policy and Procedures to Prevent and Address Bullying Behaviours
- Child Safeguarding Statement
- Data Protection Policy

Relevant Legislation Under this Policy:

- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- The Data Protection Act (Amended 2018)
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Copyright and Related Rights Act 2000

7. Strategies in Place to Ensure Safety when using ICT and the Internet in CCC

Curragh Community College is committed to keeping its students and staff safe from the risks associated with the use of ICT and the Internet. Strategies enlisted to support this goal are:

- Internet safety is taught within the curriculum as outlined below.
- Internet Safety Day is celebrated annually within the Wellbeing Calendar.
- Staff engage with CPD and keep up to date with technologies as they become available.
- Clear guidelines for the use of Chromebooks in classrooms are well established and are communicated to students regularly. Posters to support this are displayed in classes and printed in the student diary (See Appendix I).
- Internet safety talks from the Community Garda take place annually for 1st and 2nd years.
- Use of ICT occurs under direct supervision of teachers.
- Filtering software systems are applied by the school's broadband program to minimise risk of exposure to inappropriate content. It prevents access to social media sites such as, and not exclusive to, Facebook, Instagram, YouTube, Snapchat and TikTok.
- WIFI access is restricted via passwords which are not shared with students.
- The use of personal hotspots by students on school devices is strictly prohibited.
- Virus protection software is used and updated regularly.
- All users of school devices must log into their outlook account.
- The use of personal storage media is not permitted - storage is only permitted via student OneDrive.
- CCC communicates learning opportunities to parents/guardians around ICT and Internet safety through our Home School Liaison (HSCL) person, our Parents Association and/or school website.
- Teachers share 'trusted websites' with students relevant to the activity they are engaged in.



- Microsoft 365 system is used in all classes.

8. Best Practice for ICT and Internet Use in CCC

General

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Students must show respect for all school ICT hardware, including but not limited to computers, Chromebooks, Chromebook trolleys, keyboards, mice, printers etc.
- Students will immediately report any observed hardware damage to the supervising teacher. Appropriate sanctions will be imposed on any student deliberately damaging ICT hardware.
- Students will only have access to ICT and/or the Internet under direct supervision of teachers and/or Special Needs Assistants (SNAs). Supervision of the Internet use at home, to complete school assignments, is the responsibility of parents/guardians.
- Changing of computer settings is not permitted.
- Student work will be saved to personal folders on the school's network system (except where permission for external storage media has been given).
- Regular monitoring of students' use of ICT and the Internet will occur.
- Uploading/Downloading of non-approved software will not be permitted.
- Downloading of music is not permitted.
- Downloading content and/or materials not relevant to their studies is in direct breach of CCC's AUP and sanctions as outlined below will be enlisted.
- Students using Chromebooks will follow the 'Chromebook Usage' protocols (Appendix I) which are displayed in all classrooms.
- Personal devices are not permitted to be used in school except where a student(s) has been granted use of assistive tech under supports for Additional Educational Needs (AEN).
- Staff are provided with a device to support their work. If using their personal device, school files should be stored using their KWETB OneDrive.

Internet Use

Students will not intentionally visit sites/ make /post/ download/ upload/ data transfer/ communicate/ pass on material/ remarks/ proposals/ comments that contain or relate to:

- The promotion or conduct of illegal acts.
- Racist material.
- Pornography.
- The promotion of any kind of discrimination.
- The promotion of racial or religious hatred.
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm.



- Using school systems to run a business.
- Obscene, illegal, hateful or otherwise objectionable content.
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school.
- Creating or propagating computer viruses or other harmful files.
- Online gaming, gambling and/or shopping.

In addition:

- Students will report accidental accessing of inappropriate content in accordance with school procedures.
- Students understand that accessing the Internet will be for educational purposes only.
- Students will be aware of plagiarism and copyright laws related to online behaviour when completing class activities, assignments and/or state exam work.
- Students are not permitted to disclose or publicise personal information whilst using ICT and/or the Internet for school purposes.
- Students are informed that any usage, including distributing or receiving information, whether it be school related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Students will use the school's Internet connection for educational and career development activities only.
- Students will not download or view any material that is illegal, obscene, defamatory and/or intended to annoy or intimidate another person.
- Downloading of materials and/or images not relevant to their studies is a direct breach of the school's AUP.

Email

- Students will use school assigned Outlook email accounts for all school related tasks under the supervision of teacher/SNA/parent/guardian.
- Students will not send any material that is illegal, obscene, defamatory, intended to annoy or intimidate a person.
- Students should avoid opening emails that appear suspicious and if unsure should seek advice from a teacher when in school and a parent/guardian when engaging with online schoolwork from home.
- Students will report the receipt of material that is illegal, obscene, defamatory, intended to annoy or intimidate a person.
- Students will not reveal theirs' or others' personal data such as phone numbers, pictures etc.
- Students will not arrange face-to-face meetings with someone via email or Internet sites.
- Students will not send or receive email attachments without prior permission from teachers/SNAs.
- Students will not contact teachers/SNAs/school management via email for matters other than those associated with schoolwork and will only do so within the hours of the schoolwork



day/week (8am - 5pm/Monday to Friday). The opposite also applies whereby, teachers/SNAs/school management will not contact students via email for matters other than those associated with schoolwork and will only do so within the hours of the schoolwork day/week (8am - 5pm/Monday to Friday), except in the event of a critical incident occurring.

- Parents/Guardians contacting teachers/SNAs/school management via email for matters associated with schoolwork and/or the wellbeing of their child, will only do so within the hours of the schoolwork day/week (8am - 5pm/Monday to Friday).
- Students will not share their log in details and/or passwords with any other student/person.
- Students may not use school issued email accounts to sign up or register for online services such as social networking services, apps and/or games.
- Email addresses of parents/guardians will be used for communication and/or to support access to communication platforms such as Tyro.
- Student email accounts will be disabled on the 31st of October following the completion of their Leaving Certificate Exams. By this date, they will have secured their next step, all rounds of CAO will be over, SUSI deadline has passed and the appeals process completed. Files stored in student OneDrive's, associated to their school Outlook account, will also be deleted. In the instance where a student leaves CCC before completion of their education, Student email accounts and personal storage will be disabled on departure. The account will then be deleted 30-60 days later.
- Student data is retained as per the KWETB data Record Retention Schedule which is available on their website.

Chromebooks

- Students will follow the Chromebook usage guidelines.
- Chromebooks will be used for educational purposes only.
- Students will respect the Chromebooks and will not intentionally damage them or the charging trolley they are housed in.
- Teachers will supervise students use of Chromebooks in class and report any misuse using the ladder of referral.
- Students are not permitted to use Chromebooks for online gaming. They can be used for educational games as directed and monitored by the class teacher.

Social Media

- Students and staff will not connect with each other via their personal social media accounts. School media accounts and students may connect with each other.
- Teachers should not accept any connection requests from students, except where the account has been set up for school use.
- Staff and students may not use school email addresses for setting up personal social media accounts or to communicate through such media, with the exception of staff setting up school media accounts.



- Staff and students must not discuss personal information about students, staff or any other members of CCC on social media.
- Staff and students must not use social media in any way to harass, insult, abuse or defame any member of CCC community.
- Social media platforms - Instagram, X, Snapchat, YouTube; are blocked from the CCC server and access is restricted.
- Teachers can use YouTube to support learning by using pre downloaded clips or personal hotspots on their device. Staff will ensure any videos used in class have been watched in full, prior to use, to ensure its suitability. Links can be shared with students via Teams for learning purposes. Students and staff cannot use Teachers' personal hotspots without that teacher's consent.
- Members of CCC school community must not engage in activities involving social media which might bring CCC into disrepute.
- Members of CCC school community must not represent their personal views as being that of CCC on any social media platform.
- CCC may choose to use a social media platform for school promotion, and its use will adhere to this policy. Access to any school social media accounts will be restricted to the team co-ordinator, privacy settings will be set, and posts will adhere to the guidelines in this policy.
- Students are prohibited from creating student body groups on any social media platform, even if disguised as 'student voice'. Should student representation bodies e.g. The Student Council, wish to send communication to the student body, they should do so using only Microsoft Teams. This communication should be reviewed by the staff representative facilitating the student body group prior to it being distributed.

Microsoft Teams & Outlook

- Class teachers will set up Teams for each class at the beginning of each year.
- Permissions and privacy settings in Teams classes will be set to prevent students from uploading content to the main page.
- If a student leaves CCC, they will be removed from classes on Teams.
- Sixth year students will be removed from classes on Teams 6 months following their graduation from CCC.
- Students may use the 'chat' function on Teams and/or email using Outlook to send teachers work directly within regular school hours (Monday to Friday 8am - 5pm).
- OneDrive and OneNote are used to store all student work.
- Students will not send or save any material that is illegal, obscene and/or defamatory, or which is intended to intimidate or hurt another person.
- Students will be aware that personal password protected folders may be monitored for unusual activity.
- Students are not permitted to set up group chats using Teams.
- Students are not permitted to use Teams for video chatting.
- Students are not permitted to use Teams as a messaging platform amongst peers.



Images & Video

- Students must not take use, share, publish or distribute images of others (students/ teachers/ auxiliary staff/ visitors/ school members) without their permission.
- Students and parents/guardians are asked to sign photographic permission for them/their child at the beginning of each school year in the student diary. If not signed, Photographic or video images of the named child are not permitted to be taken. This permission allows for publication of student's photos and/or work to the school website, Tyro and/or social media.
- If a student does not want to be in a photograph or video, they must clearly indicate this to the person taking the photograph/video and remove themselves from a group photo situation.
- On occasion, external organisations on school trips or visiting the school to conduct a workshop or similar may request a photo or video for sharing to promote their work with schools. If permission is granted for image use, this will be permitted with those organisations.
- Students are permitted to take photos of their work when permission is granted by their teacher.
- Sharing of explicit images/videos of any matter is explicitly prohibited and will be dealt with under the Code of Behaviour.
- When taking photos or videos of students engaged in work and/or school activities, care must be taken that students are appropriately dressed and not engaged in any activity that might bring them and/or the school into disrepute.
- Photos/videos of students will only be taken on school devices. Teachers should not photograph students using their personal device. On occasions, such as school trips, where access to the school camera or device is not possible, teachers may use their personal device to take photos. Once these photos have been shared to the digital strategy team for uploading to the relevant place, they must be deleted from the device and cloud storage.
- If a member of the school community wishes to have a photo or video of themselves removed from school media/website, they should contact the school office.

Personal Devices

- Where students have been granted the use of Assistive Technology to support their learning, they are permitted to use their own device. Use of this device for learning must adhere to all the guidelines within this policy in the same way as if they were using school equipment.
- Students are not permitted to connect personal devices to the school's WIFI, except where it is used for learning with the above accommodation.
- Students' mobile phones must be switched OFF once students enter school premises and must remain OFF whilst in school.
- Students are not permitted to use mobile phones at lunch or break times when on school premises.
- On occasions, where coursework requires photographic evidence, students will be permitted to turn on their mobile device to take relevant photos. These photos should then be shared to the



students OneDrive. Devices should then be turned off. Use of mobile phones for this purpose will be under the strict supervision of the class teacher(s) and SNA's present.

- Students are not permitted to listen to music in class through their mobile phones.
- Students are not permitted to contact their parent/guardian during the school day using their mobile phone. If the necessity arises to communicate with them, they should speak to their year head, who will phone for them, using the school phone.
- Parents/Guardians should not contact their child/children during the school day through their mobile phone. If the necessity arises that they need to contact them, they should do so, through the school office.
- Whilst on school trips, students may have their mobile phones with them and switched on. They are permitted to take photos of themselves and/or their activity. They can take photos of their friend(s) with their permission. Students are not permitted to post these photos of their school outing or of their peers and/or teachers/SNA's on their personal social media accounts. They are not permitted to share photos of their peers and/or teachers/SNA's to another person's device via messaging. When taking photos or videos of themselves and/or peers engaged in work and/or school activities, care must be taken that they are appropriately dressed and not engaged in any activity that might bring them and/or the school into disrepute.

School Website

- All proposed website content is moderated by the website admin team to ensure that it does not contain any inappropriate and/or offensive material.
- Publication of student work onto the website is co-ordinated by the website admin team.
- Personal student/staff information will not be published on the school website.
- The website will be checked regularly to ensure there is no content that compromises the safety of staff and/or students.

Remote Teaching & Learning

In circumstances, where teaching cannot be conducted on school premises, as a Microsoft school, learning will take place via Microsoft Teams.

- Whilst engaged in remote teaching and learning, all school policies apply.
- When engaging in remote learning, no live lessons should occur.
- When learning from home, teachers will post work for student engagement on Teams. They will be available to their class groups online using Teams as per their timetable.
- Students are expected to engage with online learning in the same way as they do face-to-face teaching and learning. CCC's Code of Behaviour and expectation matrix apply to distance learning, as it does with face-to-face teaching and learning.
- All aspects of CCC's Child Safeguarding Statement apply and the criteria for Mandated Child Safeguarding reporting remain the same as it would for face-to-face teaching and learning.
- The normal school calendar and school day times apply and as such, communication should take place within these times.



- Where timetables must be changed from normal onsite timetables, this will be communicated in advance.
- Students should submit all assignments on time to the best of their ability.
- The material created by the teacher and shared online is the property of the teacher. Students do not have permission to share with others outside of the classroom, unless permission to do so is granted.
- Teachers are expected to record attendance, assessment and behaviour records as they would during face-to-face teaching and learning.

Lessons with External Organisations

- Where students are engaging with external classes, events or organisations that the school partners with e.g. JumpAGrade, the school's AUP still applies.

Artificial Intelligence (AI)

Under the EU Artificial Intelligence Act 2024:

an 'AI system' means a machine based system that is designed to operate with varying levels of autonomy and that may exhibit adaptiveness after deployment, and that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. (Department of Education and Youth, 2025).

Generative AI is defined as:

a type of AI designed to generate content such as text, images, code, audio, video etc. based on input data. Examples include AI chatbots, image generation tools and content automation systems. With this capability, it responds to a query based on patterns learned from its training data (Department of Education and Youth, 2025).

CCC acknowledges that AI is a new technology and its usefulness to for educational purposes is significant. It recognises its potential and is committed to its responsible and ethical use within the learning environment.

KWETB manages the school, staff and student accounts and they recommend the use of Microsoft's Copilot as an AI tool over any others.

The school promotes digital literacy and critical thinking skills to help learners understand AI, its implications and responsible usage. In efforts to support and protect students in the use of AI, the school will:

- Encourage teachers to engage with CPD around AI; to support its use as an effective tool in their teaching practices ensuring they stay up to date with technological advancements.



- Encourage teachers to role model ethical use of AI.
- Follow guidance from Oide, The Department of Education and the State Examinations Commission in relation to use of AI within the education and examinations systems.
- Make students aware of the positives and negatives of AI as a tool in their learning.
- Remind students and staff of their responsibility to copyright and plagiarism.
- Move to integrate AI into its educational processes to enhance learning and foster innovation and promote the development of critical skills.
- Continue to review the impact of AI on learning outcomes, to ensure continuous improvement.
- AI tools will be evaluated for fairness and transparency to ensure bias is minimised. The teacher remains responsible for verifying content before classroom use.

Students using AI:

- Will not create, share or send any AI generated material that is illegal, obscene and/or defamatory or that is intended to annoy and/or intimidate another person.
- Will not use AI in any way to harass, insult, abuse or defame any member of the school community.
- Will not engage in activities involving AI generated material which might bring the school into disrepute.
- Are permitted to use AI generated material for research, brainstorming and/or revising. Students must fact check and reference sources.

9. Dealing with Breaches of the AUP

Appropriate sanctions, as outlined below, will be imposed on any student who abuses ICT resources and fails to comply with this policy.

Parents/guardians and students will agree to abide by the terms of the school's

'Code of Practice for Students when using ICT and the Internet in Curragh Community College' (Appendix II)

and sign this code in the school diary to indicate agreement to the conditions outlined within. This will be signed yearly. **Use of ICT and/or the Internet will not be permitted within the class setting if this code is not signed.**

CCC is within its rights to withdraw the privilege of ICT and Internet access to any member of the school community, should this policy be breached.

Breaches of the AUP will be dealt with on an individual basis and sanctions in line with CCC's Code of Behaviour will be applied. These sanctions can include:

- Withdrawal of ICT privileges

- Verbal warnings
- Written warnings
- Community service
- Detention
- Suspension from the specific class for a named period of time
- Suspension from school for a specific period
- Permanent exclusion

CCC reserves the right to report any illegal activities to the appropriate authorities. All breaches of the AUP will be recorded using CCC's student behaviour report.

Where misuse of ICT takes place by staff, established disciplinary procedures will be implemented as an employee of KWETB.

CCC will deal with Internet related incidents which occur outside of school when they impact on the wellbeing of students and/or staff under this policy, the Code of Behaviour and/or the Bí Cineálta Policy and Procedures to Prevent and Address Bullying Behaviours. In such instances, CCC will inform parents/guardians of known or suspected inappropriate online behaviour that took place out of school and impose appropriate sanctions and supports.

10. Cyberbullying

****extract from CCC Bí Cineálta Policy to Prevent and Address Bullying Behaviours****

Online bullying behaviour (cyberbullying) is carried out through the use of information and communication technologies such as text or direct messaging/instant messaging, social media platforms, email, apps, digital gaming sites, gaming consoles, chatrooms and other online technologies.

This form of bullying behaviour can include:

- sending or sharing nasty, insulting, offensive, and/or intimidating messages or images via text messages, emails, direct messages or other websites or apps.
- posting information considered to be personal, private and sensitive without consent.
- making and/or participating in fake profiles on a social network to impersonate and/or humiliate other students.
- excluding or disrupting access to a student on purpose from online chat groups, access to accounts or from an online game.

Even though a message may be posted online just once by a student, it can be considered bullying behaviour as it may be seen by a wide audience where it is intended to be shared or has a likelihood of being shared multiple times and is thus repeated.

As online bullying uses technology to carry out bullying behaviour and does not require face-to-face contact it can occur at any time. Many types of bullying behaviour can be facilitated through online bullying.

CCC identifies the responsibility being on Parents/Guardians as the primary educators of children to support their child in making good decisions at all times, but especially in relation to online interactions, which more often than not, takes place out of school hours.

The school supports students where the hurt and fallout of out of school hours online bullying comes into school and affects relationships within school.

11. CCC's AUP & Links with LAOS 2022

LAOS recognises a holistic view of learning. It outlines that the curriculum should be broad, challenging and responsive to learners needs. In CCC, we strive to follow best practice in all aspects of our work, and this policy has been developed with such documents in mind.

CCC's AUP embeds the domains of LAOS as outlined below:

Leading Teaching & Learning	ICT and the Internet are an integral part of developing the skillset needed by our students. Embedding these skills in teaching and learning and staying on top of new technologies empowers our students to succeed.
Managing the Organisation	Resources within CCC are managed sustainably via the support of ICT. It utilises ICT to support the provision of a healthy learning environment and this policy ensures accountability of all stakeholders in using ICT and/or the Internet.
Leading School Development	CCC is committed to upgrading ICT hardware as required and exposing our students to the newest technologies available to support their learning.
Developing Leadership Capacity	ICT offers opportunities for leadership skills to be developed across the school community and ensures students are equipped with the necessary skillset for progression.

12. CCC's AUP & Links to DEIS

CCC's AUP supports the pillars of DEIS as outlined below:

Attendance & Retention	ICT supports Universal Design for Learning (UDL) approaches to teaching and learning and as such offers greater opportunity to facilitate the many modes of learning which students present with. Feeling success in class supports student wellbeing and increased wellbeing has positive impacts on attendance.
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Partnership	ICT offers opportunities to make partnerships with external bodies to support teaching and learning e.g. Maynooth Microsoft Dreamspace.
Literacy & Numeracy	Our students are growing and existing in a digital era. Digital literacy is essential. Our AUP supports safe engagement with the digital world.
Progression & Attainment	Our AUP supports our students to learn and perfect the skillset needed to succeed and to progress in their learning and chosen career pathway.

13. CCC's AUP & our KWETB Ethos

CCC's AUP supports the Core Values of the ETB Ethos as outlined below:

Care	Students will demonstrate the core value of Care in their interactions with ICT and in the online space.
Community	The AUP enables students to interact with the whole school community and outside bodies.
Equality	The AUP supports equality in education. CCC is committed to offering its students opportunities equal to those in schools across the country.
Excellence in Education	Through supporting the students learning and wellbeing, our AUP demonstrates CCC's commitment to delivering Excellence in education.
Respect	Students will demonstrate the core value of Respect in their interactions with ICT and in the online space.

14. CCC's AUP & Links with Education for Sustainable Development (ESD)

At a whole school level, CCC supports ESD. All opportunities to highlight the Sustainable Development Goal's (SDG's) within the classroom and school setting are utilised. Our AUP has a direct link to:

- SDG 4 - Quality Education

15. CCC's AUP & The Curriculum

ICT and the Internet are an integral part of education for our students daily. Its use is curricular wide. However, specific skills and Internet safety, which are integral to our AUP, are taught in the subjects listed below:

- Basic IT skills (module)
- SPHE
- Wellbeing
- Tutor
- TY Programme (various modules)
- LCA Programme

16. Evidence of CCC's AUP

CCC's AUP is a lived policy. It is evident in the daily business of our school. Its guidelines support teaching and learning and ensure all users of our school community are safe and supported whilst using ICT for school business.

17. Stakeholders' Role in the Policy

All stakeholders have a responsibility to adhere to the expectations and codes of practice as outlined by this policy. In addition to this:

- CCC will inform students and parents/guardians, as appropriate of key support structure and organisations that deal with illegal or harmful use of the Internet.
- Parents/Guardians: parents and guardians remain the primary educators of their child. Oversight of students' personal devices is their responsibility. Online activities, out of school hours, is the responsibility of parents/guardians to monitor. Where activities online spill over into school and impinge on the wellbeing of others, CCC will investigate the issue and apply relevant protocols under school policies.
- BOM: support the review of this policy in line with the school's policy review structure and/or as needs arise due to changes in technology

18. Development of the Policy



This policy was drafted and provided to staff, the digital strategy team, students, parents/guardians and the BOM for consideration. Amendments were made in lieu of observations made.

It has been drafted following guidance from the Webwise resource 'Acceptable Use Policy Guidelines: Guidelines or developing an Acceptable Use Policy in Schools'.

It is envisaged that this policy will be reviewed in line with the schools Policy Reviewing Schedule.

The school leadership team and BOM reserves the right to amend this policy to adapt to changing circumstances as needs arise at their discretion.



References

Department of Education and Youth, 2025: Guidance on Artificial Intelligence in Schools. Version 1.

UNESCO [What is Ict in education? Meaning, Definition](#)

Webwise Acceptable Use Policy Guidelines [AUP Generator -](#)



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Appendix I - Chromebook Usage Poster



Curragh Community College Chromebook Usage

Chromebook usage is for educational purposes assigned by the class teacher.
Chromebooks can be used for the following tasks:

- Research
- Document Creation
- Class Exercise

Success Criteria for Chromebook Usage

- Open google browser, login to KWETB account. Student must stay logged in to their KWETB for the duration of Chromebook usage.
- Open second tab, this tab is used for work assigned by teacher.
- If research is the purpose of Chromebook usage, a research plan must be created on paper before engaging with Chromebook.
- On completion of assigned work, student must log out of KWETB account.
- Close all browser tabs.
- Return Chromebook to charging trolley.

Our broadband provider, NCTE, has blocked access to unsuitable material for under 18's. However, if something inappropriate is accessed, as happens on rare occasions, the teacher must be notified immediately.



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Appendix II - Code of Practice for Students When Using ICT and the Internet in CCC

****this form is printed in the student Diary****

Please review CCC's Acceptable Use Policy (available on the school website) and sign this form below.



Name of Student: _____

Class/Year: _____

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.

Student's Signature: _____

Date: _____

Parent/Guardian

As the parent/guardian of the above student, I have read the Acceptable Use Policy, and I understand that Internet access is intended for educational purposes. 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. In relation to the school website, I accept that, if the school considers it appropriate, my child'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: _____

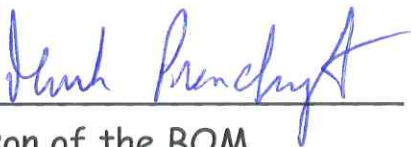
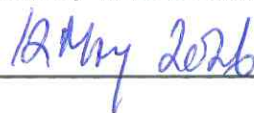
Date: _____

This form has been extracted from Webwise' Acceptable Use Policy Guidelines. It has been edited to make it specific to CCC



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This Policy was presented to and adopted by the Board of Management on 11th May 2026

Signed: 
Chairperson of the BOM
Date: 

Signed: 
Principal
Date: 