

Celbridge Community School

Internet Acceptable Use & ICT Policy



22 June 2026

**Nurturing a community of learners to thrive
in an innovative and inclusive environment that celebrates achievement.**

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Introduction

Celbridge Community School is a co-educational, multi-denominational, equality based, democratically run community school. This policy is informed by our mission statement coupled with the school's ethos based on values of equality, human rights and active citizenship. The school provides a caring, nurturing, safe and supportive environment, with positive teacher-student relationships and strives to ensure that one feels like an outsider and everyone is supported to reach his or her full academic and social potential.

Celbridge Community School is committed to the values of our patrons including the core values of excellence in education, care, equality, community, inclusivity, and respect. We aim to create a vibrant, welcoming school community, facilitate a holistic educational experience and to ensure that every student reaches their full potential.

General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, agreed sanctions will be imposed.

It is envisaged that this AUP will be reviewed annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet and digital technology. These strategies include the following:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.

This Acceptable Use Policy applies to students who have access to and are users of the internet and/or digital devices in Celbridge Community School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Celbridge Community School.

Misuse of the internet and/or digital devices may result in disciplinary action, including written warnings, withdrawal of access privileges, learning opportunities, appropriate supports and interventions and, in serious cases, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Celbridge 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 code of behaviour and anti-bullying policies. In such cases Celbridge Community School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and may impose the appropriate sanctions.

Celbridge 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 SPHE and other curriculum areas.
- Students will also be provided with education in the area of internet safety as part of our implementation of the Coding, DML specifications in Junior Cycle.
- Staff will be provided with continuing professional development opportunities in the area of internet safety and related areas.
- Celbridge Community School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- Responsible Digital Citizenship will be promoted ensuring that students at all times remember to
 - Respect Yourself
 - Protect Yourself
 - Respect Others
 - Protect Others
 - Respect Copyright
 - Respect Technology
 - Respect School Procedures and Policies

This policy has been developed through consultation with school management, teachers, students, parents/guardians, and the Board of Management.

The school will review the impact of the policy using:

- Records of reported incidents.
- Surveys and/or questionnaires and/or focus groups of students, parents/guardians, and teaching staff.

Should serious online safety incidents take place, Gerard O'Leary, Principal, should be informed.

This policy and its implementation will be reviewed annually by members of our school community and the Board of Management.

Content Filtering

Celbridge Community School has chosen to implement the following level on content filtering on the Schools 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 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, learning opportunities and, in extreme cases, suspension or expulsion.

Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures. If there is prolonged use or if the access is not reported, sanctions may apply.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to their Caomhnóir, Ceann Bliana, Assistant Principal with responsibility for ICT, Deputy Principal or Principal.

Students will not copy information into assignments and fail to acknowledge the source (e.g. plagiarism and copyright infringement).

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 Internet for educational purposes only.

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.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will never disclose or publicise personal information or passwords.

Students 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.

Use of legitimate and approved file sharing tools is allowed with staff permission.

Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is not allowed at Celbridge Community School.

- Students will use approved school email accounts.
- 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 / online 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.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students will note that sending and receiving email attachments is subject to permission from their teacher

Students will not forward email messages or screenshots of emails or "reply all" without permission of the originator.

Students must 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.

Students should not use school email accounts to register for online services, social networking, apps or games.

Students should 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.

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 for Staff and 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 your 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 such as del.icio.us 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 following statements apply to the use of messaging, blogging and video streaming services in Celbridge Community School :

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Celbridge Community School .
- Use of blogs such as WordPress, Tumblr etc. is allowed in Celbridge Community School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Celbridge Community School .

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.

All members of the school community must not discuss personal information about students, staff and other members of the Celbridge Community School community online or on social media.

Staff and students must not use school email addresses for setting up personal social media or online accounts or to communicate through such media.

Staff and students must not engage in activities online or involving social media which might bring Celbridge Community School into disrepute.

Staff and Students must not represent their personal views as those of Celbridge Community School on any social medium.

Students will be provided with guidance on etiquette regarding social media and online safety.

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>

Personal Devices

Students using their own technology in school should follow the rules set out in this agreement and in the school's Code of Behaviour and other relevant policies.

- Students are allowed to bring personal internet-enabled devices e.g. mobile phones, smartwatches into Celbridge Community School, but are not allowed use these devices in school.
- Students must follow all policies and procedures related to phone pouches and/or measures to restrict the use of and access to personal mobile phones by students during the school day.

Students in Celbridge Community School require a mobile device e.g. Apple iPad to support the learning process and access the curriculum.

1:1 mobile devices - Student Responsibilities:

- Arrive to school each day with a fully charged mobile device.
- Keep the mobile device within a protective case and in your locker / schoolbag when not in use.
- Do not let anyone use the mobile device other than your parents, teacher or other school-appointed person.
- Report any problems, damage or theft immediately to your Caomhnóir and/or the School Office.
- Report any issues and interference created by any other student because of mobile device possession, use or ownership.

- If you go home from school without reporting any damage or interference that may have occurred during the school day, school management will presume that the damage and/or interference took place outside of school time.
- Mobile device should be left at home or in locked lockers when students are on tours, trips and activities.
- Student must keep their device clean and safe. Devices should not be used in school at break and lunch, and students should not eat or drink while using the mobile device.
- Present your ipad to a teacher / member of staff if requested to do so.

1:1 mobile devices - Parental Responsibilities

- Parents are responsible for purchasing the mobile device for their son/daughter.
- Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter's mobile device.
- Parents retain ownership and possession of the mobile device and agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the mobile device at any time and the right to alter, add or delete installed software or hardware.
- Usage, within the school is a privilege and not a right. Students may lose their right to use the mobile device and to have it in their possession if they abuse their responsibilities and breach this or other school policies.
- Parents should inspect the student's mobile device regularly to ensure that it is in good working order and to ensure that there is no inappropriate material on the device.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the mobile device to school management.
- Parents should inspect the mobile device and the installed Apps on a regular basis to ensure that there is no inappropriate material.

1:1 mobile devices - School's Responsibilities:

- To implement this policy, the Code of Behaviour and all related policies and procedures.
- To make every effort to ensure appropriate use and enjoyment of mobile devices by all students.
- To check student ipads on a regular basis and to follow up with students and parents/guardian when necessary, in line with school policies and procedures.
- To remind students to use their locker / school bag for safe storage.
- The school will make every effort to resolve any reported issues relating to ownership, possession or misuse of mobile devices.
- Misuse of the Internet and devices within school or on school platforms will be dealt with in accordance with the Code of Behaviour.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

Online Etiquette for School-Approved Online Platforms & VLE

While using the VLE and any school-approved online platforms,

- I will interact respectfully and in a school-appropriate manner and tone.
- I will discuss / post school-related content only.
- I will use appropriate grammar and school-appropriate style of writing in all communication.
- I will not reveal any personal information on the VLE or school-approved online platforms. This includes telephone numbers, addresses, emails, etc.
- I will use subject / class groups for relevant content, assignments and communication only and will use appropriate avenues for communication if required
- I will use the 'message my teacher' function on the VLE
- I am aware that I can email a teacher
- I am aware that I can use the Student Support Referral Form
- I understand that I must respect and adhere to all school policies.
- I will report any inappropriate posts / messages / content that I see on the VLE or a school-approved online platform to a member of staff immediately.

Digital Learning Platforms (including video conferencing)

Celbridge Community School staff and students use our school agreed online platforms and virtual learning environment (VLE) to enhance learning and teaching and for communication.

Students must only use their school email for accessing our school online platforms and virtual learning environment (VLE).

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.

Remote Learning Policy: Our school's Distance Learning Guidelines and Expectations during an Unforeseen School Closure are available in our policies section on our school website.

Audio, Images and Video

Care should be taken when capturing audio, photographic or video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Celbridge Community School, students must not record audio, take, use, share, publish or distribute images of others without a teacher's permission.

Recording audio, taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or guardians is obtained in relation to video or photographs of students that are published on the school website and platforms.

Students must not share audio, 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/video of other students or members of the school community will incur a significant sanction and will be addressed in line with the code of behaviour.

Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination or hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive 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
- Online gambling
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

*This list should not be regarded as exhaustive and the mere fact that a particular matter is not specified here will not exonerate a student should their actions contravene this policy, other school policies. The school reserves the right to report any illegal activities to the appropriate authorities.

School Websites

Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear approval processes regarding the content that can be loaded to the school's website and online platforms. This will be coordinated by a teacher.

The website and school platforms will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Online platforms / VLEs allowing comments or user-generated content will be moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The Celbridge Community School will avoid publishing the first name and last name of students in video or photograph captions published online.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

Cyberbullying

In accordance with the Anti-Bullying Procedures for Schools, Celbridge Community School considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may

be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Celbridge Community School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

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 by Celbridge Community School to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

In accordance with the Department of Education *Bí Cineálta* Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Celbridge Community School considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, the school will support the students involved. Where the bullying behaviour continues in school, the school will deal with it in accordance with our Anti-Bullying Policy.

Artificial Intelligence

Celbridge Community School recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

Celbridge Community School provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.

The selection of AI tools and technologies in Celbridge Community School aligns with educational goals, including supporting learner agency and promoting critical thinking.

Celbridge Community School integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.

Celbridge Community School will make necessary adjustments to our school's adoption and integration of AI based on review and feedback.

A regular review of the impact of AI on learning outcomes will be conducted to ensure continuous improvement.

School staff and students will receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.

All AI tools authorised for use in Celbridge Community School will comply with data protection regulations (GDPR).

Students may use AI for school work / research etc. if permitted to do so by their teacher.

Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.

Students will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Staff and students must not use AI in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Celbridge Community School community

Staff and students must not engage in activities involving AI generated material which might bring Celbridge Community School into disrepute.

Celbridge Community School promotes digital literacy and critical thinking skills to help students understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.

AI systems used in Celbridge Community School ensure fairness, transparency, and accountability in decision-making processes.

Students must attribute AI text and images properly when used in assignments/homework.

Teachers will attribute AI text and images when used.

AI Generated material is allowed for certain activities e.g. research, brainstorming, revising etc. with prior school permission.

If used for research, students must fact check, check other sources and reference sources.

Permission Form

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

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: _____

Parent/Guardian : _____

Date: _____

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. 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: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Celbridge Community School

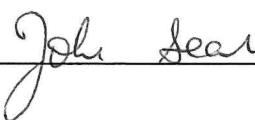
Name of Student: _____

Class/Year: _____

Student: _____

Celbridge Community School Internet Acceptable Use Policy

Signed:

A handwritten signature in cursive script, appearing to read "John Sear", is written over a solid horizontal line.

Date of ratification:

22 June 2026