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Coláiste Éinde

Acceptable Use Policy for ICT

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General Approach

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

It is envisaged that school representatives will revise the AUP regularly, in line with the evolving digital landscape. All students, parents and staff must read the AUP 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.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with Internet use. This includes:

- The use of filtering software and/or equivalent systems in order to minimise the risk of exposure to inappropriate material.
- Provision of a school account for each student and staff member, to be used by that individual only. The sharing of login information is not permitted. If any user suspects that their account is being used by another individual, they must request a password reset from the School Office.
- Provision of designated storage space for files. The use of personal external digital storage media in school requires school permission. Students should save work to their approved cloud storage (Microsoft OneDrive) unless instructed otherwise by their teacher.
- Inspection of resources. The school reserves the right to inspect student accounts if concerns are raised regarding misuse.

This Acceptable Use Policy applies to students, members of staff, volunteers, parents and guests who have access to and are users of the internet in Colaiste Éinde.

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.

Colaiste Éinde will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and other relevant policies. In such cases



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Colaiste Éinde will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place outside of school and impose the appropriate sanctions.

Colaiste Éinde implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in internet safety as part of the school curriculum.
- Teachers will be provided with continuing professional development opportunities in internet safety.
- Promotional material will be on display throughout the school, highlighting good online habits and potential risks.
- Experts in internet safety will be invited to speak in the school. Information will be circulated as presentations are scheduled.

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

Should online safety concerns arise, these must be brought to the attention of a school counsellor, Year Head, Deputy Principal or Principal at the earliest opportunity.

Content Filtering

Colaiste Éinde has chosen to implement the following level on 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.

Students taking steps to bypass 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.

Internet Use

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

Students should report any accessing of inappropriate materials (whether intentional or otherwise) in accordance with school procedures.

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



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Students and staff will be aware that any usage of the internet and school's digital platform, 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.

Use of file sharing and torrent sites is not allowed.

Email and Messaging

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

The use of personal email accounts is not allowed at Coláiste Éinde.

- Students will use approved school email accounts only.
- Students should not under any circumstances share their email account login details with other pupils.
- 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, pupils 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.



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Students will never arrange a face-to-face meeting with someone they only know through email 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 without the 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 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.

Any WhatsApp groups, social media groups, or other online group chats set up by staff, parents, or students are not created, managed, or monitored by the school. The school accepts no responsibility for the content, conduct, or communications within these groups.

Staff have the right to disconnect from work-related digital communications outside of their contracted working hours. The school does not expect staff to read, respond to, or act upon emails, messages, or other digital communications during evenings, weekends, or holidays, except in genuine emergencies.

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.



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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 fast-moving technology, and it is impossible to cover all circumstances or emerging media.

Use of video streaming sites (such as YouTube) is allowed only following direct instruction from a member of staff.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the Coláiste Éinde community 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 Coláiste Éinde into disrepute.

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, in the same way as if they were using school equipment.

- Students are not allowed to use personal internet-enabled devices during lessons.
- Students may bring a personal internet-enabled device to afterschool study, for use only at times agreed by the supervising teacher. The instructions of the supervising teacher must be followed at all times.

Digital Learning Platforms (including video conferencing)

Coláiste Éinde digital learning platform is owned and managed by the school. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform. 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.

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 Coláiste Éinde students must not record audio, take, use, share, publish or distribute images of others without their permission.

Students are not permitted to record audio, take photos, or film videos on school grounds or during school activities, unless following direct instruction from a staff member.

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 and in particular explicit images/video of students and/or minors is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved, up to and including suspension/expulsion.

Inappropriate Activities

- Any effort to interfere with school ICT systems
- Any effort to negatively impact the school's online reputation
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Posting, sharing, displaying or viewing inappropriate material (including material that is racist, pornographic, abusive, promotes of any kind of discrimination/physical/mental violence or harm. This list is non-exhaustive)
- Sharing material or information which may be offensive to colleagues/peers or breaches the integrity of the ethos of the school
- Sharing, generating or viewing material that brings the school into disrepute
- Use of systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- 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, gambling or shopping
- Use of social networking sites, instant messaging and online forums



- Any other activity considered questionable

Cyberbullying

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

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out using information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chatrooms 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, Coláiste Éinde 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 Coláiste Éinde 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.



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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; Coláiste Éinde 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, schools are required to support the students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.

Artificial Intelligence

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

Entering personal, sensitive, or confidential data into any AI system is strictly prohibited unless explicit authorisation has been granted in line with school policies.

Learners 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 learners must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the Coláiste Éinde community

Staff and learners must not engage in activities involving AI generated material which might bring Coláiste Éinde into disrepute.

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

If used for research, learners must first seek approval from their class teacher, and then reference the use of AI, fact-checking the information garnered before it is used.

Where students are completing coursework for state exams, students must adhere to additional guidance provided by the State Examinations Commission.

Legislation

This policy is informed by relevant legislation listed below. 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



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- 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

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.

This policy is available to our school community on the school's website, and in hard copy on request.

This policy, and its implementation, will be reviewed regularly to ensure the safeguarding of the school community in their use of digital technologies.