



St. Colmcille's Senior National School

Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and update on a regular basis. This will include anti-spyware
- The use of personal memory sticks or other digital storage media in school requires a teacher's permission.
- Pupils will observe good "Netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils will participate in lessons about the importance of internet safety e.g. www.webwise.ie

Internet

- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Software is in place to block unsuitable sites as much as is possible.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will never disclose or publicise personal information of themselves or others.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils 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.

School Website

- Permission will be sought from Parents/Guardians to publish works/photographs of their child/children.
- The publication of pupil work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express permission.
- Personal pupil information including home addresses and contact details will be omitted from the school's website.

Guidelines for good online communication in St Colmcille's S.N.S

- Staff, families and Pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
- Staff members will communicate with pupils and their families through an established app (e.g. Seesaw).
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.

- Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw)
- For security reasons, passwords will be provided to families, where applicable.
- **St Colmcille's S.N.S cannot** accept responsibility for the security of online platforms, in the event that they are compromised.

Remote Teaching and Learning

In the event of an unexpected closure St Colmcille's will follow the guidelines issued from the Department of Education and the Health Service Executive.

Mobile Phones / other devices:

The use of mobile phones or personal electronic devices by children who attend the school is not allowed while the children are in the care of the school staff, while at school or on trips from the school. The children should therefore not bring mobile phones or personal electronic devices to school or when engaging in school-related activities and therefore the school will not be liable for replacing mobile phones or devices that are stolen, lost or damaged.

In the interests of protecting all children, use of cameras/camcorders or any recording device by parents/guardians and/or children/visitors, is strictly prohibited on the school premises or at school related events. Any photographs or recordings at school events taken by school staff are used for school purposes only.

St Colmcille's Senior National School does not take responsibility for photographs or recordings of school events that are uploaded onto any/all Social Media Sites. (see mobile phone policy)

- Pupils using mobile phones or similar devices to bully, harass or take pictures of other children, staff members or others will face disciplinary actions.
- If a child uses a phone or similar device to take pictures of or record a member of staff without the staff member's permission the parent(s)/guardian of the offending child will be requested to come to the school to discuss the matter. The phone will not be returned to the child until the images and/or recordings have been deleted to the satisfaction of the principal.
- In exceptional circumstances where a parent/guardian feels it is necessary for their child to bring a phone to school; the phone must be handed up to their teacher at the start of the school day and collected at the end of the day. **To put this in place a note from parents must be presented to the principal.**

Legislation

Information on the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with is available on google search.

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Defamation Act 2009

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension from the school. The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed: Marie Finn Date: 6/11/25

(Chairperson Board of Management)

Signed: Mary Corcoran Date: 6/11/25

(Principal of school)