

Scoil Moling-Glynn

St. Mullins, Co. Carlow, Via Kilkenny, R95 XH58.

Te; 051-424892

Principal: Caitríona Kelly

Email: scoilmoling@gmail.com

Website: www.scoilmoling.ie



Acceptable Internet Usage Policy (AIUP)

General Approach

The aim of this Acceptable Internet Usage Policy [AIUP] is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner in keeping with best practice and the school's Child Safeguarding Statement. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning.

This Acceptable Internet Usage Policy will address the standards of internet use by all staff and pupils to prevent misuse of the system. It will also address the responsibilities of the school and members of staff to prevent misuse of the system.

The policy was previously reviewed in 2020 in light of school closures during the Covid-19 restrictions and the implementation of 'learning from home'. It was reviewed again in September 2024 and subsequently in September 2026.

Internet Use

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

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

This AIUP applies to pupils who have access to and are users of the internet in Scoil Moling-Glynn. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

School's Strategy

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

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- Before pupils are allowed to make use of the school's internet facility, all Parents/Guardians will be required to grant permission at the beginning of each year which is included in the school's Parental Permission Form.
- Filtering software from the NCTE are used in order to minimise risk of exposure to inappropriate material.
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher or other member of staff.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Moling-Glynn participates in *Safer Internet Day* activities to promote safer more effective use of the internet.
- All computer users will respect the property of others and obey copyright laws.
- All computer users will be mindful of their own personal safety and will respect the privacy of others and never disclose or publicise personal information.
- Pupils will ask permission from a member of the teaching staff before using the internet facilities.

The implementation of this AIUP will be monitored by teachers, staff and Board of Management.

General Internet Use

- Students will use the internet for educational purposes only.
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- School-based access to *YouTube* or similar sites is permitted expressly for educational purposes and may only be accessed by teachers and/or nominated members of staff.
- Students are not permitted to use their own memory sticks, external hard-drives or other data storage devices with school computer facilities.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's AIUP.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

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- 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.
- Students must ask permission from the teacher before accessing any website, unless their teacher has already approved it.
- Students may be given the opportunity to publish certain projects, artwork or schoolwork for the school website. Such publication will be coordinated by the teacher.
- The wishes of parents who have declined to sign such a permission in regard to school publicity will, as always, be respected.

Email and Messaging

- Access to internet chat rooms, social networking sites, and instant messaging services is forbidden.
- 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 will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- All pupils using Google Workspace will have their own account pupil@scoilmoling.net.
- Facebook®, Instagram, X®, and any similar social networking and/or photograph sharing sites (including any which may be launched after the date of this document), even if accessible via the school's computer system, may not under any circumstances be accessed by staff or pupils on any school computer.
- Students are prohibited from accessing their personal email and/or social networking accounts.

Social Media and Messaging Services

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Moling-Glynn,

- Use of instant messaging services and apps e.g. Snapchat, Instagram, Facebook Messenger etc. is not allowed in Scoil Moling-Glynn.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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- 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 use school email addresses for setting up personal social media accounts or to communicate through such media.
- Our school/classes use Facebook, Twitter and Instagram as mediums to communicate our pupils' activities. From time to time, this may also include 'retweets or likes' of interesting facts from carefully selected websites.
- **Retweets are at no time an endorsement by Scoil Moling-Glynn.**
- Tweets and Facebook posts will be continuously monitored to ensure that there is no content that could compromise the safety or personal information of pupil or staff.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Moling-Glynn community on social media.
- Staff and parents must not use school social media to advertise commercial products or services.
- Staff and pupils must not engage in activities involving social media which might bring Scoil Moling-Glynn into disrepute.
- Staff and pupils must not represent your personal views as those of being Scoil Moling-Glynn on any social medium.

Aladdin

- Aladdin is a communication tool used by Irish schools to securely communicate with parents/guardians.
- All information will be updated every summer by the school secretary. Information relating to past pupils will be archived.

iPads and Chromebooks

- The use of iPads and chromebooks will always be supervised by a teacher.
- Before using the devices above, each class teacher will remind the class of the rules before using them.
- Use of the camera function for taking photographs/audio clips/video clips of students or teachers without their knowledge will not be allowed. A teacher must give permission and clear direction before this happens.
- Children will not be allowed change or alter the background screensavers.
- Devices must be returned to trolleys appropriately and connected for charging purposes.
- All plugs and chargers must be present before and after sessions and if not, report to the Principal.

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Personal Devices

- ALL personal devices that have the capability of taking photographs or recording video or audio, such as IPADS, gaming devices, digital music players, android tablets, MP3 players, smart watches and any other items not listed here but with the capabilities, are forbidden within the school grounds at all times.
- Pupils are not allowed to bring personal internet-enabled devices into Scoil Moling-Glynn.
- Neither the school nor the class teacher will be held liable for any damage or loss on school property.

Artificial Intelligence (AI)

Educational Integration and Support

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

Ethical Use and Data Protection

- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.
- 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 Scoil Moling-Glynn community.
- Staff and learners must not engage in activities involving AI-generated material which might bring Scoil Moling-Glynn into disrepute

Promotion of Digital Literacy and Critical Thinking

- Scoil Moling-Glynn 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.
- Teachers will attribute AI text and images when used

Learner use of AI

- AI-generated material is not allowed in place of learner work (homework, assignments, examinations).

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Photographs/Video Clips of Pupils

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Scoil Moling-Glynn, pupils must not take, use, share, publish or distribute images of others without their permission. Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Photographs/videos may be taken of pupils participating in Sports Days, school trips, concerts, class activities, school events etc.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Photographs and /or videos may be posted on the school's website, Facebook, Twitter and Instagram accounts, and relevant class digital platforms such as Class Dojo with the signed permission of a parent/guardian.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Sharing explicit images of other pupils automatically incurs suspension as a sanction
- Pupils images may be included in Facebook posts once permission is received from parents. Parents must not 'tag' children in photographs.

School Website (<https://www.scoilmoling.ie/>)

- The website will be regularly checked by the principal and deputy principal to ensure that there is no content that compromises the safety or personal information of pupils or staff.
- Staff will be encouraged to add content to the school website on a regular basis.
- Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- Personal student information including home address and contact details will not be published on Scoil Moling-Glynn web pages.

Cyberbullying

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- The children will be reminded that Cyberbullying is *'the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature'*
- Examples of cyberbullying include (but are not limited to):
 - Abusive messages or slagging on any social media site
 - Offensive comments on videos or posts
 - Spreading rumours online
 - Hacking into your online accounts
 - Posting offensive images
- Cyberbullying will be covered on a bi-annual basis under the SPHE Stay Safe Programme.
- The prevention of cyberbullying is an integral part of the Anti-Bullying Policy of our school.
- Any child found to be bullying of any form, including cyberbullying, will face serious sanctions. This will be dealt with on a case-by-case basis.

Distance Learning

- In the event of school partial or full closure the school, teachers may use Google Classroom, Google Meet, Class Dojo or other platforms approved by the Principal as platforms (the 'online platforms') to continue teaching and learning for pupils of Scoil Moling-Glynn.
- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school G Suite address such as pupil@scoilmoling.net (Pupils do not have access to email).
- Parents/Guardians will be provided with the password and will be expected to monitor their child's use of the G Suite address and online platforms.

The following are the guidelines in relation to online distance learning:

- Under no circumstances can pictures or recordings be taken of video calls. Staff, families and students 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 any content which they are submitting to their teacher is appropriate.
- Staff members can communicate with pupils and their families through Class Dojo, Aladdin, Google Classroom, Google Meet or other platforms approved by the Principal. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Scoil Moling-Glynn cannot accept responsibility for the security of online platforms, in the event that they are hacked.

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- Communication using a personal mobile phone by staff will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private. Parents will not contact staff on their personal mobile phones.

WhatsApp Groups

- Parents' WhatsApp groups are not responsibility of Scoil Moling-Glynn. It is also advised that parents show good example to their children by using this forum not to complain about the school or class teacher. We advise that parents contact the school or teacher directly if they are unhappy for any reason.

School Website and affiliated Social Media sites

The school's website address is: <https://www.scoilmoling.ie/>

The school's Facebook account is '@glynnns'

The school's Twitter handle is '@Scoil_MG'

Designated teachers will manage the publication of material on the school website and/or social media.

Filtering

Computers and mobile devices in Scoil Moling-Glynn are connected to the Schools' Broadband Network, (administered by the National Council for Technology in Education [NCTE]) which consists of a high-quality network for schools that includes controlled internet access and a very high level of internet security. The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

Misuse of Internet Facilities/Sanctions

- Misuse of the internet and/or any of the ICT equipment/resources in our school or failure to follow the expected behavior laid out in this AIUP may result in disciplinary action.
- The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána. These sanctions are laid out in the Code of Behaviour and Bí Cineálta Policy.
- Sanctions include, but are not limited to:
 - Written warnings home
 - Withdraw of access privileges
 - Confiscation of digital equipment
 - Face-to-face meetings with parents
 - Referral to the school principal
 - In extreme cases, suspension or expulsion
- More serious offences, such as cyberbullying will result in more serious sanctions.

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Legislation

The school complies with following legislation relating to use of the Internet and digital technologies 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
- Online Safety Framework

Parental permission to use internet facilities

Parents/Guardians are made aware of this policy on enrolment and/or in September and are asked for their consent of same, which is included in the school's Parental Permission Form. Upon signing the consent form it is assumed that parents/guardians agree to their child/children participating in internet-based research, teaching and learning in this school. Any written request from parents/guardians indicating that their child/children should not be allowed to use the internet will be respected.

Review

The policy will be reviewed during the school year 2028-2029 or earlier should changes in legislation or practice dictate otherwise.

Ratification

This policy was ratified by the Board of Management at its meeting on **24th September 2026**.

Signed: _____

Chairperson of Board of Management

Date: _____

Signed: _____

Secretary (BOM)/Principal

Date: _____

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Appendix 1

Responsible Internet Use

Rules- Scoil Moling-Glynn

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for any reason
- The messages I send will be polite and sensible
- I will never give my home address or phone number or arrange to meet anyone
- I will never use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.