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Manor House School

Internet Acceptable Use Policy

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General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's 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 sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least 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 required to:

- 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.
- To treat others with respect at all times.

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:

- 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.
- The use of personal external digital storage media in school by students, is not permitted. Staff require permission from the principal to use external digital storage media. One drive is provided for all staff and students as an alternative.



- Virus protection software will be used on staff and student, and updated on a regular basis. Only school devices may connect to the secure staff and student Wi-Fi/broadband networks.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Manor House School. It also applies to all members of staff, volunteers, parents, guardians and others who access the internet and/or school devices in Manor House School.

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.

Manor House 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 codes of behaviour and Bí Cinéalta anti-bullying policies. In such cases Manor House School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions. Parents/guardians also have a responsibility to educate their children in the safe and ethical use of the internet and to monitor their online activities.

Manor House School implements the following strategies on promoting safer use of the internet:

- Internet safety advice and support opportunities are provided to pupils in Manor House School through our induction, pastoral care, SPHE curriculum, ICT programmes, subject curriculum, and class tutor and year head systems.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.



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- Manor House School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

Board of Management, teaching staff, support staff, pupils, and parents/guardians

This policy has been updated in May 2025 by a working group including: Principal, Deputy Principal, teachers, students, parents/guardians, and was reviewed by representatives of the Board of Management.

The school will monitor the impact of the policy by:

- Examining reports of incidents
- Limiting access to MHS internet to approved devices on MHS and Student networks. A limited guest network will also be provided.
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the school principal, deputy principal or relevant year head should be informed by the parent, student or teacher.

The implementation of this Internet Acceptable Use policy will be monitored by the Board of Management, Principal and Deputy Principal.



Content Filtering

Manor House 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 such as Facebook 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, detention and, in extreme cases, suspension or expulsion. If teachers require access to a website that is not available, they must email the Principal or Deputy Principals to request this. Following discussion with Schools Broadband, staff and student device suppliers, the request will be approved or declined as appropriate.



Internet Use

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

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students will use the Internet for educational purposes only.

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 be encouraged to report accidental accessing of inappropriate materials to their Year Head or Deputy Principal, who will help ensure the incident is appropriately addressed and provide support as needed.

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

Students are requested to 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 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 file sharing and torrent sites is not allowed e.g. dropbox etc



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 Manor House School.

- Students will only use approved school email/Teams accounts. This is provided when a student starts in Manor House. The Principal or Deputy Principal can assist students with any access issues.
- 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/Teams 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 avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher/Deputy Principal/Principal 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.



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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/Year Head/Deputy Principal or Principal.

Students are reminded that all school policy apply when accessing school technology or platforms e.g. Code of Behaviour, Bí Cinéalta Anti-bullying policy etc.

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 our 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, mircoblogs such as X, chatrooms, forums, podcasts, open access online encyclopedias 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 school reserve the right to apply this policy to new emerging media/websites.

The following statements apply to the use of messaging, blogging and video streaming services in Manor House School :

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Manor House School on our networks or school devices.
- Use of blogs such as WordPress, Tumblr etc. is not allowed in Manor House School .
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching 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 Manor House School 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 Manor House School into disrepute.

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

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

Teachers should be aware of and follow the advice given in regard to the use of Social Media and Electronic Communication by the Teaching Council:
<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

Manor House School is an Office 365 school, this is the school platform for teaching and learning. Staff are provided with school devices and students must purchase the school approved device from our partner Olive for Education.

Students from 1st year to 5th year have a school student device for teaching and learning.

In very exceptional circumstances, students may be given permission to use a BYOD (Bring your own device) technology in school. These devices will connect to a separate network and must follow the rules set out in the BYOD agreement, in the same way as if they were using school equipment. Please contact Principal for more information on BYOD.

Manor House has a strict no phone policy that must be adhered to. Phones are not permitted for use in school under any circumstances, we have a zero tolerance policy for student phones.

6th year students may have limited access to phones with teacher permission and under teacher supervision as they are the only year group without devices. Access to computer rooms G11 and R104, and laptop trolleys are also available for 6th year students.



Digital Learning Platforms (including video conferencing)

Manor House School's digital learning platform, Office 365, is managed by the school and its IT providers. This platform enables two-way communication between staff and students.

Personal email addresses cannot be used when accessing school digital platforms. Staff and students must only use their school email for accessing the school digital learning platform and other school related platforms e.g. Canva

All school-related media and data should be stored on the school's platform, e.g. students and staff should use their Office 365 for storage of school photos.

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 Office 365 platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

On accepting a place in Manor House School and purchasing the school student device, parents/guardian must read this AUP and support their child in the ethical use of the Office 365 platform. Prior acceptance of the AUP is sought from parents on registration.

Remote Learning Policy: The Manor House School Online Teaching and Learning Procedures must be adhered to in the case of online teaching. The AUP also applies when/if online teaching and learning is in place.



Images and Video

Photographs and videos are taken/created in many classroom situations. Parents will be provided with a Photo Consent form on registration. Parents and their daughters can opt out of photos in school (except for their vsware file photo). It is the responsibility of the student to make a teacher aware and remove themselves from a photo/video being taken. Parents can also contact the school to change their preference in relation to photos/videos. Staff may check a list of "No Photo Consent" on Vsware.

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

At Manor House School students must not take, use, share, publish or distribute images of others without their permission and the permission of the school.

Students 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. Parents/guardians have a responsibility to educate their children in the safe and ethical use of the internet and to monitor their online activities.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff. Students cannot post or share photos or videos without permission from all in photos/videos.

Under no circumstances may a student record or photograph a teacher/member of school staff without their permission. To do so would be considered a very serious breach of the AUP and the school code of conduct.

Sharing explicit images and in particular explicit images of students and/or minors is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved, including reporting to An Garda Siochana.



Inappropriate Activities

This list of inappropriate activities is not exhaustive:

- 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
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues 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
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
-
- Online bullying
- Any other activity considered questionable



School Websites & Social Media Accounts

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/social media accounts.

Students will continue to own the copyright on any work published.

The website/social media accounts will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages/social media accounts allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

Manor House School will use only digital photographs, audio or video clips of students focusing on group activities. Content focusing on individual students will only be published with student/parent permission.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on Manor House School web pages.

Manor House School will avoid publishing the first name and last name of pupils 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

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 persons sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students 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 Bí Cinéalta Anti-Bullying Procedures for Schools, Manor House 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 Manor House 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 Bí Cineálta anti-bullying policy of our school.

In accordance with the Department of Education Bí Cineálta and Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Manor House 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, 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 and other school policies. Parents/guardians are reminded of their responsibility to educate their children in the safe and ethical use of the internet and to monitor their online activities.



Artificial Intelligence (AI)

Introduction:

Artificial intelligence (AI) is rapidly transforming education and society. As artificial intelligence (AI) tools become more prevalent in education, Manor House School recognises both their potential and their risks. In the absence of formal guidance from the **Department of Education & Youth**, this document outlines our interim position on the ethical and responsible use of AI in our school.

This section outlines the acceptable and unacceptable use of AI tools by students and staff at Manor House. Our goal is to foster responsible and ethical AI usage while maintaining academic integrity and preparing students for an AI-driven world.

Definition:

Artificial Intelligence (AI): AI refers to computer systems that can perform tasks that typically require human intelligence, such as learning, problem-solving, and decision-making. This includes, but is not limited to, large language models (LLMs), AI-powered writing tools, image generators, chatbots, and AI-driven data analysis tools.

Our Approach

We encourage **innovation and digital literacy**, while ensuring AI is used in a manner that is educationally sound, ethical, and age-appropriate.

We will base our decisions on **existing Irish legislation and policy**, including:

- **The Data Protection Acts 1988–2018 and GDPR**
- **The Child Protection Procedures for Primary and Post-Primary Schools 2017**
- **Acceptable Use and Digital Learning Frameworks** provided by the Department

We will revise this guidance as national or EU policy on AI in education develops.



Acceptable Use: Using AI tools in a responsible, ethical, and educationally sound manner that aligns with the ethos of respect and care of Manor House School and our academic integrity.

Unacceptable Use: Using AI tools in a way that violates academic integrity, promotes cheating, engages in unethical or harmful behaviour or causes harm to others.

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

Manor House School integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills. This will be in line with Department of Education guidance.

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

Staff may:

- Use generative AI tools (e.g., ChatGPT, Microsoft Copilot) to support lesson planning, administration, and differentiation.
- Critically evaluate AI outputs and avoid using them as the sole basis for decisions on students' progress or wellbeing.

Staff must:

- Comply with Manor House's **Acceptable Use Policy**, the school's **Data Protection Policy**, and Child Safeguarding Statement.
- Consult senior leadership before using new AI tools in the classroom.
- Inform students about AI through our **Digital Literacy and Wellbeing curriculum**, with emphasis on ethical use and misinformation.



Acceptable Use of AI:

Students and staff at Manor House may use AI tools for:

- Brainstorming and generating ideas.
- Language translation.
- Research assistance and information gathering (with proper verification/citing).
- Creating study aids and personalised learning materials.
- Assisting with accessibility needs.
- Using AI to help with the creation of outlines, and rough drafts.
- Using AI as a tool to improve writing, does not replace it.
- Using AI to help with coding, and mathematical problems, as long as the student understands the process, and does not simply copy the results.
- Students may use AI tools under **teacher supervision**, for defined learning tasks that develop critical thinking and digital skills.

Unacceptable Use:

Students and staff at Manor House must not:

- Submit AI-generated work as their own without proper attribution.
- Use AI to cheat on tests, quizzes, or assignments.
- Use AI to create or spread misinformation, disinformation, or harmful content.
- Use AI to generate content that violates copyright or intellectual property laws.
- Use AI to create or distribute offensive, discriminatory, or harassing content.
- Over rely on AI, to the detriment of developing core skills.
- Use AI to generate code, or answers to math problems, and submit them as their own work, without understanding the underlying concepts.
- Use AI to impersonate other people.
- Use AI to generate deepfakes.



Academic Integrity:

- Students must properly cite and attribute any AI-generated content used in their work.
- Students must understand the difference between using AI as a tool and having AI do the work for them.
- Teachers at Manor House will provide clear guidelines on when and how AI can be used in their subjects.
- Students must verify the accuracy of any information generated by AI, as AI can produce "hallucinations" or false information.
- Manor House recognizes that AI usage may vary by subject and year group. Teachers will provide subject-specific guidance, in so far as is possible based on DEY advice.

Responsible Use and Ethical Considerations:

- Students and staff at Manor House must be aware of the potential for bias in AI and use AI tools responsibly and ethically.
- Students and staff must respect privacy and avoid sharing personal information with AI tools.
- Students and staff must critically evaluate AI-generated content and not accept it blindly.
- Students are responsible for understanding the ethical implications of AI.
- Students are responsible for the content they generate using AI.
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.

Safeguarding and Data Privacy

- AI tools will **not** be used for profiling students, decision-making about learning supports, or predictive analysis.
- All platforms and tools involving student data must be assessed for **GDPR compliance**, using **Data Protection Impact Assessments (DPIAs)** where necessary.



<https://www.dataprotection.ie/en/organisations/know-your-obligations/data-protection-impact-assessments>

- AI use must be consistent with the school's **Child Safeguarding Statement**.

Teacher Guidance and Professional Development:

- Manor House will provide teachers with training and resources on AI in education.
- Teachers will develop guidelines for integrating AI into their teaching practices.
- Teachers will be trained in how to detect AI-generated content.
- Manor House will work to ensure consistent application of this policy across all classrooms.

AI Review and Updates:

- This policy will be reviewed and updated regularly to reflect advancements in AI and best practices in education.
- Manor House School will monitor updates from the **Department of Education, Oide, JCT**, and relevant EU bodies.
- Feedback from students, staff, and parents at Manor House is welcome and will be considered in policy revisions, as our understanding and policy around AI develops.

Any misuse of AI will be treated under our **Code of Behaviour** and **academic integrity** expectations.

Consequences of Violating This AUP Policy:

Violations of this policy will be addressed in accordance with Manor House's existing disciplinary procedures.



Disclaimer:

AI technology is constantly evolving. This policy is subject to change.
This policy is designed to be a living document that will be updated as needed.

Manor House will follow guidance from the Department of Education & Youth on the use of AI where such advice is provided, while also recognising that there may be areas where no formal guidance is available.

Signed: _____

Date: _____

(Chairperson of Board of Management)

Signed: _____

Date: _____

(Principal)



Manor House School Acceptable Use Policy 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.



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

School Name: Name of Student: _____

Class/Year: _____

Student: _____

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 and school social media, I accept that, if the school considers it appropriate, my child's schoolwork/group activities may be chosen for inclusion. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I have read the AUP section in relation to the use of Artificial Intelligence (AI), and have discussed ethical and respectful use of AI with my daughter.

Signature: _____ Date: _____

Signed: Catherine Caranagh Date: 9/10/25.
(Chairperson of board of management)

Signed: Anna Danwooly Date: 9/10/25
(Principal)