



Pobalscoil na Tríonóide / Gaelscoil na Tríonoíde

Internet Acceptable Use Policy/ Polasaí Úsáide Inghlactha Idirlín

School Year/ Scoilbhliain 2025/26

Mission Statement / Ráiteas Misin

Together, we respect one another, value learning, nurture community, and pursue excellence.

Léirimid meas ar a chéile, cuirimid luach ar an bhfoghlaím, tugamid tús áite dár bpobal, téimid i dtreo na foirfeachta de shíor.

Updated: May 2026

General Approach / Cur Chuige Ginearálta

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 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 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 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. 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 requires school permission.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Pobalscoil na Tríonóide.

- It also applies to members of staff, volunteers, parents/carers, visitors and others who access the internet in Pobalscoil na Tríonóide.

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.

Pobalscoil na Tríonóide will deal with incidents that take place outside the school that impact the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases, Pobalscoil na Tríonóide will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place outside of school and impose the appropriate sanctions.

Pobalscoil na Tríonóide implements the following strategies to promote safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.
- Internet safety advice and support opportunities are provided to pupils in Pobalscoil na Tríonóide through our induction, pastoral care, ICT and peer mentoring programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Pobalscoil na Tríonóide participates in Safer Internet Day activities to promote safer and more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, staff, parents and pupils.

This policy has been developed by a working group including the principal, deputy principal, teachers, students, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.

- Surveys and/or questionnaires of pupils.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the Designated Liaison Person (DLP), Edward Cronin should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Learning Team and Senior Management Team.

Content Filtering / Scagadh Ábhair

Pobalscoil na Tríonóide 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 Instagram and 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 / Úsáid an Idirlín

- 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.
- Students will report accidental accessing of inappropriate materials in school but outside the classroom to a member of the Senior Management Team.
- Students will not copy information into assignments and fail to acknowledge the source (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.
- The use of file-sharing and torrenting sites is not permitted unless explicitly approved by school management for educational purposes.

Email and Messaging / Ríomhphost agus Seoladh Teachtaireachtaí

- Downloading by students of materials or images not relevant to their studies is not allowed.
- The use of personal email accounts is only allowed at Pobalscoil na Tríonóide with expressed permission from members of the teaching staff.
- Students will use approved school email accounts.
- 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 will use approved class email accounts only under supervision by or permission from a teacher.
- 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.
- 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 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 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 and 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 / Na Meáin Shóisialta agus Seirbhísí Seoladh Teachtaireachtaí don bhFoireann agus do Dhaltaí

- 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.
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- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. by students, is not allowed in Pobalscoil na Tríonóide.
 - Use of blogs such as WordPress, Tumblr etc. is allowed in Pobalscoil na Tríonóide with express permission from teaching staff.
 - Use of video streaming sites such as YouTube and Vimeo, etc. is 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 Pobalscoil na Tríonóide 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 Pobalscoil na Tríonóide into disrepute.
- Staff and students must not represent their personal views as those of Pobalscoil na Tríonóide on any social media platform.
- Students will be provided with guidance on etiquette regarding social media.
- 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 / Gléasanna Pearsanta

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.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in Pobalscoil na Tríonóide:

- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Students are not allowed to use personal internet-enabled devices during social time.

Digital Learning Platforms (including video conferencing) / Ardáin Foghlama Digiteacha (físchomhdhálú san áireamh)

Pobalscoil na Tríonóide's digital learning platform is owned and managed by the school. This platform should enable two-way communication.

The school's digital learning platforms are provided for teaching, learning, assessment, school communication, and student support.

- The school will use school-approved, school-managed digital platforms for teaching and learning.
- Students must use their school account/email to access school platforms and services, unless otherwise instructed by a teacher for a specific educational purpose.
- Each user will be provided with unique login credentials. Passwords must not be shared.
- Students and parents/guardians will be provided with:
 - information on the platforms used, and
 - relevant privacy information (what data is used, why, and who to contact with questions).
- Where third-party platforms are used, the school will ensure appropriate safeguards and contracting are in place (including data processing agreements where required).
- All school-related digital work and media must be stored on school-approved systems (e.g., the school platform/cloud) and handled in line with the school's retention and security arrangements.
- Capturing and storing photos/audio/video for school purposes:
 - School devices should be used where available.
 - If a personal device is used in exceptional circumstances, it must be with staff permission and content must be transferred promptly to the school platform and deleted from the personal device as directed by staff.

Remote and blended learning: where digital platforms are used to facilitate remote or blended learning, the school's Code of Behaviour and Bí Cineálta Policy, remain in effect.

For live online lessons/meetings:

- A teacher (or authorised staff member) must host and control the session (start/end, participant permissions).
- Live lesson access must be secure (private links, passwords/logins, waiting room/lobby where available).
- Students must behave respectfully online (language, chat, naming, profile images).
- Students must keep microphones muted unless invited to speak and follow staff instructions on chat and participation.

Recording rules: Students and parents/guardians must understand that students must not record live lessons or take screenshots without explicit permission. (See Audio, Images and Video Section.)

Cameras: The school will set clear expectations on camera use, with parent/guardian awareness where relevant, and will support alternative arrangements for students who cannot attend live.

Audio, Images and Video / Fuaim, Íomhánna agus Físeán

- 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.
- Students must not record audio, take photos, record video, or take screenshots of staff or students without explicit permission from the relevant staff member and, where appropriate, from the people being recorded.
- Student recording is prohibited by default during school activities (including online lessons). A staff member may permit recording only where there is a clear educational purpose and safeguards are in place.
- Written permission from parents or carers will be obtained before video, audio or photographs of students are published on the school website.
- 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 an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images/video of other students automatically incurs suspension as a sanction.

Inappropriate Activities / Gníomhaíochtaí Míchuí

- 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
- Any other activity considered questionable

School Websites / Suíomhanna Greasáin

Scoile

- Students will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- Students will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Webpages 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.
- Pobalscoil na Tríonóide will use only digital photographs, audio or video clips to focus on group activities. Content focusing on individual students will only be published on the school website with parental 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 Pobalscoil na Tríonóide web pages.
- Pobalscoil na Tríonóide 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 / Cíbearbhulaíocht

- In accordance with Bí Cineálta, the Anti-Bullying Procedures for Schools, Pobalscoil na Tríonóide 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, 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, Pobalscoil na Tríonóide 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 Pobalscoil na Tríonóide 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's Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools, Pobalscoil na Tríonóide 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 / Intleacht Shaorga

- Pobalscoil na Tríonóide recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- Pobalscoil na Tríonóide 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 Pobalscoil na Tríonóide aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.
- Pobalscoil na Tríonóide integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- The school will conduct a review at least annually of AI use in teaching and learning, including privacy and safeguarding impacts.
- School staff and learners 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 Pobalscoil na Tríonóide comply with data protection regulations (GDPR).
- 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 the Pobalscoil na Tríonóide community.
- Staff and learners must not engage in activities involving AI generated material which might bring Pobalscoil na Tríonóide into disrepute.
- Pobalscoil na Tríonóide 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.
- AI systems used in Pobalscoil na Tríonóide ensure fairness, transparency, and accountability in decision-making processes.
- Learners 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 the purpose of research, brainstorming, revising text.
- AI Generated material is allowed for certain activities with prior school permission.
- If used for research, learners must factcheck, check other sources and reference sources.

Legislation / Reachtaíocht

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

- Copyright and Related Rights Act 2000 (including plagiarism and copyright infringement online).
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017 (including serious offences relating to child sexual exploitation material and related online conduct).
- Children First Act 2015 and associated Children First guidance (child safeguarding and reporting pathways).
- Harassment, Harmful Communications and Related Offences Act 2020 (“Coco’s Law”), including offences relating to harmful communications and intimate image abuse.
- Criminal Damage Act 1991 (damage to property, including ICT equipment).
- Criminal Justice (Offences Relating to Information Systems) Act 2017 (including unauthorized access to systems, interference, and misuse).
- Online Safety and Media Regulation Act 2022 (online safety framework and codes for certain online services; relevant to understanding harmful online content categories and reporting).

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 Bí Cineálta 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.
- Safeguarding note: Where an incident suggests a child protection concern, the school will respond in line with the school’s child safeguarding procedures.

Permission Form / Foirm Cheada

Note- this form is a draft version. The final version will be found in the student journal and filled out during induction and may differ slightly in terms of layout and wording.

I agree to follow Pobalscoil na Tríonóide'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/Síniú an Dalta: _____

Parent/Guardian//Tuismitheoir/Caomhnóir: _____

Date/Dáta: _____

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 Pobalscoil na Tríonóide 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/Síniú: _____ Date/Dáta: _____

Address/Seoladh: _____

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

Name of Student/Ainm an Dalta: _____

Class/Year//Rang/Bliain: _____

Student/Dalta: _____