

## POLICY OF SCOIL MHUIRE, MARINO

**Document Title:** Acceptable Use Policy

**Effective Date:** April 2026

**Document No:** 20

**First Edition**

**No. of pages:** 14

### 1. Purpose

Scoil Mhuire, Marino is an Edmund Rice school that seeks to foster and maintain a school environment characterised by high-quality teaching and learning, that not alone enables our pupils to progress academically across all areas of the curriculum, but also enhances their critical thinking, media literacy, and creativity. Integral to the development of such an environment is the safe, effective, and meaningful use of the school's digital resources.

The development of pupils' capacities in using digital technologies in safe and responsible ways that will enhance their knowledge, skills, and disposition towards learning is a key priority for school staff. However, we know from the growing body of national and international research that the inappropriate use of digital technologies can impact negatively on pupils' mental health and sense of wellbeing. This is a matter that school staff and management take very seriously. The protection, safety, and wellbeing of the pupils and staff of Scoil Mhuire, Marino is a key consideration for all associated with our school.

As a school community, we take great pride in Scoil Mhuire as a place of teaching and learning founded on the values of respect, integrity, care, and mutual trust. Happy children and happy staff reflect our commitment as a school community to creating enabling, inclusive, and safe places in which to teach and learn. It is within this context, and the characteristic spirit of our Edmund Rice school, that this policy on the use of digital technologies has been developed.

This Acceptable Use Policy (AUP) sets out clearly the policy of the school – as approved by the Board of Management – in relation to expectations for the safe, acceptable, and responsible use of the internet, digital technologies, and artificial intelligence (AI) by Scoil Mhuire pupils and staff. It has been updated in accordance with Circular 14/2026, and is informed by: relevant legislation; guidelines from the Department of Education; and support materials from national agencies such as Oide and Webwise.

This AUP was developed with cognisance of, and reference to, the following national and school-specific documents:

- *Children First: National Guidance for the Protection and Welfare of Children* (2017)
- *Digital Learning Framework for Primary Schools* (2017)
- *Digital Strategy for Schools to 2027* (2022)
- *Bí Cineálta: Procedures to Prevent & Address Bullying Behaviour* (2024)
- Use of Personal Electronic Devices (a policy of Scoil Mhuire)
- Bí Cineálta (a policy of Scoil Mhuire)
- Code of Behaviour (a policy of Scoil Mhuire)
- Scoil Mhuire Privacy Notice (a policy of Scoil Mhuire)
- Child Safeguarding Statement (a policy of Scoil Mhuire)
- Homework Policy (a policy of Scoil Mhuire)
- Dignity in the Workplace (a policy of Scoil Mhuire)

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## 2. Scope

This Acceptable Use Policy (AUP) seeks to ensure that Scoil Mhuire pupils benefit from the learning opportunities offered by the school's digital resources in a safe and effective manner. This policy is designed to provide guidelines and considerations for our pupils, staff, families, and visitors to the school in the responsible, respectful, safe and legal use of media, digital devices, and the internet.

This policy, therefore, applies to any individual – whether pupil, staff, or member of the extended school community – who accesses the internet in Scoil Mhuire, Marino. It applies to the use of all school-owned devices, personal electronic devices used in school, school digital platforms, and any digital activity that impacts the school community.

## 3. Principles

As is emphasised in *Bunreacht na hÉireann* “the primary and natural educator of the child is the Family” (Article 42), and the school recognises and appreciates the central role that families play in modelling, encouraging, and supporting standards of positive behaviour in online as well as physical spaces. In creating and maintaining a safe, orderly learning environment it is important that clearly defined expectations for behaviour be known and understood by all of our pupils, and that pupils see staff and families working together in the implementation of these expectations both inside and outside the school. As such, the school expects the cooperation and support of families with regard to this AUP.

When using the internet, we request that adult members of the school community – namely pupils' family members and school staff – model the online behaviours we expect of Scoil Mhuire pupils, specifically that we:

- treat others with respect at all times
- respect the right to privacy of all other members of the school community
- not impersonate another member of the school community
- not undertake any actions that may bring the school into disrepute

In safeguarding pupils in online spaces, adult members of the school community are encouraged to familiarise themselves with relevant legislation, including:

- Data Protection Acts (1988; 2003)
- General Data Protection Regulation (2018) (*GDPR*)
- Copyright and Related Rights Act (2000)
- Child Trafficking and Pornography Act (1998)
- Children First Act (2015)
- Harassment, Harmful Communications and Related Offences Act (2020) (*Coco's Law*)

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### 4. Key Terms

In the context of this AUP, and in the school's wider discussions about online spaces and behaviours, these key terms will be defined and understood as follows:

Digital Technologies	Electronic systems and resources that help us learn, communicate, socialise, and play. Examples of digital technologies include: interactive whiteboards; laptops; tablets; smartphones; smart TVs; online games.
Digital Citizenship	The responsible, respectful, and conscientious use of digital technologies. The term refers to individuals' behaviours and practices as they navigate and engage in digital environments. Digital Citizens are aware of their rights and responsibilities in the digital world, and understand the impact of their actions on themselves, others, and the broader digital community.
Digital Literacy	The ability to use information and communication technologies to find, critically assess, create, and communicate information. Digital literacy incorporates practical technical skills, collaboration skills, social skills, and critical thinking.
Artificial Intelligence (AI)	The ability of digital technologies to perform tasks typically associated with human intelligence.
Generative AI	Technology that can create original text, images, video and other content.
Social Media	Websites and applications that enable users to create and share content or to participate in social networking. Examples of social media include: TikTok; Instagram; YouTube; and Snapchat.
Minimum User Age	The lowest age at which a person is permitted to access a digital platform, service, or feature, as defined by the company's terms and conditions or legal regulations. Signup ages for online services are never advisory. If a platform has a signup age of 13, this means that there are identified risks to using that service for children under that age.
Cyberbullying	Bullying behaviour carried out through the use of information and communication technologies. Examples of cyberbullying or online bullying behaviour include: sending or sharing insulting, offensive, or intimidating messages or images via text, emails, direct messages, or other websites or apps; using a fake profile to impersonate or humiliate others; posting information considered to be personal or private without consent.

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### 5. Policy

With the exception of Interactive Whiteboards, pupils' access to and use of digital devices as part of teaching and learning in the classroom will be introduced from 2<sup>nd</sup> Class. This AUP addresses all rights, privileges, responsibilities, and sanctions associated with the use of the internet and digital technologies here in Scoil Mhuire, including both online and offline usage. The policy seeks to ensure that the pupils of Scoil Mhuire benefit from the myriad learning opportunities offered by the school's digital resources in a safe, effective, and responsible manner. Such use of digital resources has become an integral component of teaching and learning here in Scoil Mhuire.

This policy also aims to establish the minimum expected standards, and to inform pupils and their families of the school's administration and monitoring of digital devices, ICT equipment, and network. Internet access and use thereof is a valuable teaching and learning resource. If a member of staff breaches our AUP, the Board of Management will be informed and disciplinary action may be taken. In the case of Scoil Mhuire pupils, misuse of the internet or the school's digital devices will result in withdrawal of access privileges, and sanctions in line with the school's Code of Behaviour. The Board of Management also reserves the right to report any illegal activities to the appropriate authorities.

#### ONLINE USE OF DIGITAL TECHNOLOGIES

When using digital technologies in online spaces all members of the school community – our pupils, their families, and members of staff – are expected to:

- treat others with respect at all times
- respect the right to privacy of all other members of the school community
- not impersonate another member of the school community
- not undertake any actions that may bring the school into disrepute

#### CONTENT FILTERING

The Schools Broadband Programme provides an integrated set of services to schools includes high quality broadband connectivity, content filtering, and security services including a centralised firewall, which helps protect school users, their data, and infrastructure from inappropriate content and cyberattack. These services are managed by the Schools Broadband Team comprised of Oide Technology in Education, the Department of Education, and HEAnet.

The firewall used on school devices both minimises the risk of exposure to inappropriate material and blocks unsuitable sites. The Board of Management of Scoil Mhuire has chosen to implement **Level 4** on content filtering on the school's Broadband Network. Level 4 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, which belong to the *social networking* category. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

The content filtering level will be reviewed on a periodic basis by the school's Digital Learning Coordinator and updated accordingly to ensure the school's ongoing commitment to child safeguarding in line with *Children First: National Guidelines for the Protection and Welfare of Children (2017)*.

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Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action in line with the school's Code of Behaviour, including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion.

When conducting school-related online activity at home, pupils will be outside of the Scoil Mhuire network and, therefore, not subject to the content filtering protections that are in place when accessing the network in school. Subsequently, it will be the responsibility of adult family members to ensure adequate internet safety precautions are taken in such instances.

### INTERNET USE

Scoil Mhuire, Marino implements a number of strategies to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

- Pupils can only bring personal electronic devices – such as mobile phones or smartwatches – to school with the prior approval of school management.
- Pupils' personal electronic devices are switched off prior to their entering the school premises, and handed to the relevant teacher for safekeeping during the school day.
- Pupils access to the internet during the school day is restricted to school devices, and is always supervised by a teacher.
- Senso –monitoring and safeguarding software specifically designed for educational institutions – is installed on the school's Chromebooks. The real-time monitoring and proactive alerts (signalling for example, a pupil's use of language associated with bullying or threats) provides school staff with the tools needed to ensure the safety and wellbeing of pupils, both online and offline.
- Pupils activities on school iPads are managed and monitored using Apple Classroom. Similarly, Scoil Mhuire pupils are assigned a specific password-protected iPad which they use consistently throughout the year, enabling oversight by the school's Digital Learning Coordinator.

In Scoil Mhuire, the internet is used for educational purposes as directed by school staff. In addition to the suite of apps offered by Google Workspace for Education, staff may occasionally use a range of digital tools for teaching, learning, and assessment, including, but not limited to: Kahoot; Padlet; Class Dojo; and Menti. When using collaborative digital platforms, pupils are required to conduct their interactions in the same respectful manner as they would in class, adhering to the school's Code of Behaviour.

When accessing the internet in Scoil Mhuire, it is expected that pupils will adhere to the following rules:

- Pupils will use the internet for educational purposes only, as directed by school staff.
- Downloading materials or images not relevant to their studies is prohibited.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). In line with their abilities, pupils will be instructed on citing sources and referencing correctly.
- Pupils will not intentionally follow links to websites that are not relevant to the task assigned by the class teacher.
- Pupils will not intentionally visit sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- In the event of a pupil's accidental accessing of inappropriate materials, they will minimise their screen and discreetly report the incident to their teacher without delay.

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- Pupils will never intentionally disclose or publicise personal information or passwords.

Pupils and their families should also 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. This will include, but will not be limited to, periodic checks of device search history by the class teacher and the Digital Learning Coordinator.
- Any attempt made by a pupil to intentionally conceal online activities from school staff, including but not limited to the use of in-private browsing, will be considered a breach of the school's Acceptable Use Policy and will be sanctioned in line with the school's Code of Behaviour.
- While the school takes every reasonable precaution to provide for pupils' online safety, it cannot be held responsible for individuals accessing unsuitable or harmful materials either deliberately or inadvertently.

### EMAIL AND MESSAGING

Scoil Mhuire pupils will be assigned a school email address using the domain: @scoil-mhuire.org. This email account will enable pupils to log on to school devices, to access Google Classroom, and to share files and projects with their teacher as they progress through the school. These accounts will be monitored and managed by the Digital Learning Coordinator using the school's Learning Management System (LMS), Google Workspace for Education.

In Ireland the minimum age at which children can manage their own Google account is 13. Accordingly – as pupils' email accounts serve both supervisory and educational functions, allowing staff to monitor pupil activity on school devices, and enabling pupils to share their digital learning with school staff – the email function has been disabled on all @scoil-mhuire.org pupil accounts.

When allocated their Scoil Mhuire email address, it is expected that pupils will adhere to the following rules:

- Pupils will use their school email for school related activities and for registering on school-based activities only.
- Pupils will only use approved school email accounts for sanctioned school activities, as directed by staff.
- Pupils must not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will not send any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils 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 not, under any circumstances, share their email account login details with other pupils.
- Pupils may be directed by staff to sign-up for educational platforms using their school email address. In such instances, staff will verify that the platform being registered for is GDPR compliant.

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### DIGITAL LEARNING PLATFORMS

Scoil Mhuire's learning management system – Google Workspace for Education – is monitored and managed by the school. This platform is intended to enable two-way communication between pupils and teachers in order to promote teaching and learning. The digital learning platform Google Classroom is available to Scoil Mhuire pupils from 3<sup>rd</sup> Class to 6<sup>th</sup> Class, and enables teachers to create, assign, and manage assignments, while allowing pupils to work directly through the platform. In the event of online distance learning, Google Classroom also allows for live video calls.

In order to access Google Classroom, pupils will be given an access code by their teacher which will allow them to enrol in the digital workspace with their peers. With the exception of parents or guardians, pupils must not share this class-specific code with anybody.

When using Google Classroom – or any of the apps available through Google Workspace for Education – it is expected that Scoil Mhuire pupils will adhere to the following rules:

- Pupils must only access the digital learning platform with their personal @scoil-mhuire.org login.
- While pupils might want to share their passwords with a parent or guardian to ensure that it isn't forgotten, passwords for digital platforms and accounts must not be shared with another pupil.
- When working collaboratively with peers on digital learning platforms, pupils must only use the chat function for queries or observations specifically related to the assigned task.
- Only school devices should be used for the purposes of capturing and storing media.
- School-related media and data should be stored on the user's school-issued account.

For guidelines on remote learning, please refer to Appendix B.

### SOCIAL MEDIA AND MESSAGING SERVICES FOR PUPILS AND STAFF

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 the Scoil Mhuire community are expected to adhere to 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 members of our school community and the reputation of the school is protected.

While the Board of Management acknowledges that it is impossible to cover all circumstances or emerging media, the following guidelines apply regarding the use of social media and messaging services:

- Members of the Scoil Mhuire community must not use social media or messaging services to harass, impersonate, insult, abuse, or defame others.
- Members of the Scoil Mhuire community must not discuss personal information about pupils, staff, or other members of the school community on social media.
- Staff and pupils must not use their scoil-mhuire.org account to set up personal social media accounts.
- Staff and pupils must not represent their personal views as those of the school on any social media or messaging service.

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- Staff and pupils must not engage in activities involving social media which might bring the school into disrepute.
- Where members of Scoil Mhuire staff have a professional social media presence, they do not have permission to use the school, its policies, its pupils, or their work samples for content without the explicit prior approval of the Board of Management and, where applicable, the consent of pupils' parents and guardians.

For guidance on the acceptable use of social media, members of the Scoil Mhuire teaching staff are directed to both the *Code of Professional Conduct for Teachers* (Teaching Council, 2016) and *Guidance for Registered Teachers About the Use of Social Media and Electronic Communication* (Teaching Council, 2021).

Families are advised that, in Ireland, the **minimum user age** for following platforms is 13: Twitch; TikTok; Snapchat; Instagram; and YouTube. Signup ages for online services are never advisory. If a platform has a signup age of 13, this means that there are identified risks to using that service for children under that age. As such it is envisaged that Scoil Mhuire pupils will not have accounts on any of these platforms.

### AUDIO, IMAGES, AND VIDEO

As pupils' literacy instruction broadens to encompass multimodal texts it is expected that images and video will be incorporated into learning activities with greater frequency. Subsequently, pupils are expected to adhere to the following rules when capturing or using digital media:

- Pupils of Scoil Mhuire should only capture audio recordings, photographs, or videos on school devices under the direction of school staff.
- Pupils of Scoil Mhuire must not take, use, share, publish, or distribute images of others in the school community without their express permission.
- Pupils of Scoil Mhuire do not have permission to take audio recordings, photographs, or videos on their personal electronic devices on the school grounds or when participating in school activities.
- Taking photographs or capturing video recordings on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils in school.
- Care should be taken when capturing photographs and videos that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils 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 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. Information about such images will also be shared with the relevant authorities.

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### ASSISTIVE TECHNOLOGY AND PERSONAL ELECTRONIC DEVICES

As per Circular 0010/2013, laptops and similar digital devices purchased with an Assistive Technology grant remain the property of the school. Therefore, Scoil Mhuire pupils who avail of assistive technology are expected to adhere to the guidelines established in this AUP. Specific guidelines for the use of assistive technology will be issued to relevant families by the school's AEN Team.

As per the school's Use of Personal Electronic Devices policy, no pupil in Scoil Mhuire has permission to bring a smartwatch or mobile phone to school without the prior approval of school management. This approval expires automatically at the end of each school year, and it is expected that families will reapply on behalf of the pupil each September. All personal electronic devices must be powered off before pupils enter the school grounds, and must be handed to the relevant teacher on entering the classroom.

### SCHOOL WEBSITE

The principal functions of Scoil Mhuire's website are to:

- ensure that pupils' families have access to all relevant policies regarding the organisation and management of the school
- share relevant information regarding upcoming school events
- give members of the school community an insight into the many and varied learning opportunities offered to our pupils
- publicly celebrate our pupils, their learning, and their achievements in the wider school community

The school website is managed by a designated member of staff, who oversees the publication of information, documents, and news items. In managing the school website, the following guidelines are adhered to:

- Pupils are given the opportunity to showcase their learning, achievements, and participation in school events on the website.
- Pupils are given the opportunity to publish selected projects, artwork, or school work on the website.
- Pupils will continue to own the copyright on any work published.
- The school will endeavour to use digital photographs, audio recordings, or video clips focusing on group activities. Pupils' names will never be published on the website alongside their image.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image files.
- Personal pupil information including home address and contact details will never be published on the Scoil Mhuire website.
- The website is regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of Scoil Mhuire pupils or staff.

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### CYBERBULLYING

In accordance with *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* (DES, 2024) bullying is defined as follows:

Bullying is 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.

Cyberbullying, or online bullying behaviour, involves the use of technology to bully a person with the intent to hurt, humiliate, or intimidate them. Cyberbullying can take many forms including exclusion online, sending hurtful messages or images, sending abusive messages or emails, or imitating someone online. This type of bullying is increasingly common and is continuously evolving.

In accordance with Department of Education guidance, the Board of Management of Scoil Mhuire 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 shared by others, constitutes bullying behaviour. For further information about the school's education and prevention strategies regarding bullying behaviours, please refer to Scoil Mhuire's *Bí Cineálta* policy.

When using the internet pupils, their parents and guardians, and members of staff are expected to treat others with respect at all times. Engaging in online activities with the intention to harm, harass, or embarrass another member of the Scoil Mhuire community is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

### ARTIFICIAL INTELLIGENCE

Scoil Mhuire, Marino recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment. Although AI is a nascent technology and research is ongoing into its broader societal impact, an evolving number of educational platforms, such as Canva, offer AI-powered features that enhance learning and promote learner outcomes and engagement. Therefore, the following guidelines should be interpreted in the context of minor AI-powered features on existing educational platforms as opposed to stand-alone generative AI resources that require significant instructional support and have a significant environmental impact, such as ChatGPT.

- Scoil Mhuire integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- The selection of AI tools and technologies in Scoil Mhuire aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI assisted material is allowed for certain activities with prior school permission.
- **AI generated material is not allowed in place of pupil work** (for example in the completion of projects or writing assignments).
- AI assisted material is allowed for the purpose of research, brainstorming, and revising text. **If AI assisted material is used for research purposes, pupils must factcheck this information, referring to other reference texts and digital sources.**
- Pupils must attribute AI text and images properly when used in assignments.

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- All AI tools authorised for use in Scoil Mhuire, Marino comply with data protection regulations.

Adult members of the Scoil Mhuire community should model the responsible and ethical use of AI technologies, emphasising to pupils: the importance of data privacy; the need to critically review AI materials to identify potential biases; the need to question and critically evaluate AI's significant social and environmental impact; the need to verify AI generated information.

The following is a non-exhaustive list of activities prohibited in relation to the use of AI in Scoil Mhuire:

- The staff and pupils 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.
- The staff and pupils of Scoil Mhuire must not use AI in any way to harass, insult, abuse, or defame pupils, their family members, staff, or other members of the school community.
- Staff and pupils must not engage in activities involving AI generated material which might bring Scoil Mhuire into disrepute.
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation from school management is strictly prohibited for the staff and pupils of Scoil Mhuire.

Through discussions with all stakeholders – the staff, parents, and pupils of Scoil Mhuire – reviews of the impact of AI on learning outcomes will be conducted to ensure that, where utilised, these tools enhance, rather than replace, human-led learning. The school will make necessary adjustments to our adoption and integration of AI based on review and feedback.

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### 6. Appendices

#### APPENDIX A: PERMISSIONS & AGREEMENTS

Pupils must present a signed permission form to their Class Teacher before participating in any digital learning activity or accessing the internet in Scoil Mhuire, Marino. In doing so, they acknowledge their understanding and acceptance of the expected conduct outlined in this policy, and agree to adhere to them unequivocally. Pupils who do not present a permission slip signed by their parent or guardian will not be permitted to participate in activities that involve the school owned devices, namely the iPads and Chromebooks.

In signing the form, parents and guardians similarly acknowledge that they have been informed of the conduct expected by all members of the school community, and accept the steps taken by Scoil Mhuire to safeguard users. They also agree to adhere to the same principles of the Acceptable Use Policy as their child. This paperwork – presented below – will be published in pupils' Homework Journals.

#### THE USE OF DIGITAL TECHNOLOGIES IN SCOIL MHUIRE

##### **Pupil Promise**

- While in school, I will use the internet and digital devices for educational purposes only.
- While using the school's iPads, Chromebooks, or Interactive Whiteboards I will only visit websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
- I will never download images or words that have nothing to do with my school work.
- I will not copy and paste text from the internet directly into my own project work. I will always put information into my own words.
- I will not use generative AI to complete my projects or assignments.
- I will treat the school's digital devices with care and respect, and immediately report to a teacher if equipment is damaged.
- I have read the Pupil-Friendly version of Scoil Mhuire's AUP, and have discussed it with my family.

Signed: \_\_\_\_\_

##### **Parents & Guardians**

- I have read, and accept the terms of, the school's Acceptable Use Policy (website).
- I understand that in Scoil Mhuire internet access and the use of digital devices is intended for educational purposes. I understand that every reasonable precaution has been taken by the school to provide for online safety, but that the school cannot be held responsible if pupils access unsuitable websites.
- I have discussed the school's expectations for online behaviour with my child.

Signed: \_\_\_\_\_

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### APPENDIX B: GUIDELINES FOR REMOTE LEARNING

In the event of an extended extraordinary school closure, teaching and learning may take place online. In such instances, teaching and learning will take place on an appropriate platform approved by the school's Board of Management. When engaging in online distance learning, the following rules will apply to all Scoil Mhuire pupils and staff:

- Each user must use their own school-provided account. Personal accounts are not to be used for school activities.
- Pupils should access live sessions in a common area of the home, with an adult family member nearby, where possible.
- Where cameras and microphones are used, pupils should be appropriately dressed and seated in a neutral setting (no sensitive personal content visible). Please be advised that pupils may be asked to mute microphones unless speaking.
- Recording, capturing screenshots, or re sharing any part of a live or pre-recorded lesson by pupils, their families, or school staff is not permitted unless explicitly authorised by the school.
- Any safeguarding concern arising during remote learning must be reported to the Designated Liaison Person via the school's normal reporting procedures.
- Language and behaviour must remain respectful at all times in video, audio, chat, and comments.
- Chat functions (text, emojis, reactions) are for learning purposes only and must follow teacher direction.
- Only the teacher may admit participants to meetings. Usernames must clearly identify the pupil.

Families are advised that breaches of these rules (for example disruptive behaviour, misuse of chat, unauthorised recording or sharing, harassment) will be addressed under the Code of Behaviour and AUP sanctions, up to and including withdrawal of access, suspension, and reporting to relevant authorities where appropriate. In the event of online distance learning, it is expected that the parents and guardians of Scoil Mhuire pupils will:

- Support their child's safe participation, supervise usage, and reinforce respectful behaviour online.
- Ensure that their child's device is charged and ready for learning, and that a suitable workspace is available.
- Contact the school promptly with any technical, wellbeing, or safeguarding concerns.
- Where it is necessary to facilitate a pupil's participation in online distance learning, the school may be in a position to loan devices to them. Such requests should be made to the Principal by the pupil's parents or guardians. Loaned devices remain the property of the school and are provided for educational purposes only to the named pupil.
- Loaned devices must be cared for, stored securely, returned with all components, and only used under adult supervision in the home.

**POLICY OF SCOIL MHUIRE, MARINO**

**Document Title:** Acceptable Use Policy

**Effective Date:** April 2026

**Document No:** 20

**First Edition**

**No. of pages:** 14

## 7. Approval & Review

This version of the school’s Acceptable Use Policy was created throughout January, February, and March 2026, and ratified by the Board of Management in April 2026.

While it is envisaged that the Acceptable Use Policy will be formally reviewed by the Board of Management on an annual basis, ongoing and systematic evaluation will be conducted in line with emerging trends in technology, information or guidance from support agencies (for example Tusla, the Department of Education and Youth, or the Data Protection Commissioner), updates to national legislation, or feedback from stakeholders in the school community.

Initial Approval

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Chairperson of Board of Management

Principal

Date

\_\_\_\_\_

Effective Date

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Review Date

