



Scoil Fhiachna
Glengarriff NS, Co. Cork.

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Scoil Fhiachna

Internet Acceptable Use Policy

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General Approach

The aim of this Acceptable Use Policy is to ensure that pupils 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 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 pupils, 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 pupils who have access to and are users of the internet in Scoil Fhiachna.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Fhiachna.

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.

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

Scoil Fhiachna implements the following strategies on promoting 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 Scoil Fhiachna through our SPHE, ICT and Anti- Bullying programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Fhiachna 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

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, 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).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, class teachers and principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by class teachers and the principal.



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Content Filtering

Scoil Fhiachna 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.

Pupils 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.



Internet Use

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

Pupils will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher

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

Pupils 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.

Pupils will use the Internet for educational purposes only.

Pupils 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.

Pupils 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 pupils of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Pupils will never disclose or publicise personal information or passwords.



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Pupils 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.



Email and Messaging

Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

The use of personal email accounts is not allowed at Scoil Fhiachna.

- Pupils will use approved school email accounts.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils 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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.



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Pupils will note that sending and receiving email attachments is subject to permission from their teacher

Pupils will not forward email messages or screenshots of emails or “reply all” without the permission of the originator

Pupils 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.

Pupils should not use school email accounts to register for online services, social networking, apps or games.

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 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 Pupils

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 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 following statements apply to the use of messaging, blogging and video streaming services in Scoil Fhiachna:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Scoil Fhiachna.
- Use of blogs such as WordPress, Tumblr etc. is not allowed in Scoil Fhiachna.
- 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.



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Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Fhiachna community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Scoil Fhiachna into disrepute.

Staff and pupils must not represent your personal views as those of bring Scoil Fhiachna on any social medium.



Google Workspace

At Scoil Fhiachna, staff and pupils use Google Workspace for Education. This is a set of education productivity tools from Google including Docs, Classroom, Drive, Slides to name a few. Permission to provide and manage a Google Workspace for Education account will be sought from parents/guardians upon the child's enrolment in Scoil Fhiachna. During their time in Scoil Fhiachna pupils will use their Google Workspace for Education account for the following:

- Login to their own account on Chromebooks: each child will have their own Google Workspace credentials (username and password) to allow them to access their own personal account on our school Chromebooks/laptops. This allows them to save their work to our school cloud after each lesson. The username will take the form of joe.bloggs@glengarriffns.ie however the children will not have access to the email app, Gmail, at any time.
- Digital school bag: pupils will keep the same credentials for their time in Scoil Fhiachna so that by the time they graduate they will have a portfolio of learning to look back on from their time in primary school.
- Access Google Classroom: Google Classroom is a virtual learning space. This learning space will be led by the class teacher. Google Classroom allows the teacher to set activities for the class to work on either individually or collaboratively both in school and at home.
- Learn 21st century digital citizenship skills: our aim is to provide pupils with the skills required to develop good digital citizenship in line with the S.P.H.E curriculum. The [Google Workspace for Education Privacy Notice](#) describes how Google products and services collect and use



information when used with Google Workspace for Education accounts.

WhatsApp

What App are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Scoil Fhiachna, Glengarriff form part of our web services and all content that is placed on these services falls under this policy.

Aladdin Connect

The school uses the Aladdin Schools software service www.aladdin.ie for administrative purposes. The Aladdin Connect portal is part of this and gives secure access to messages from the school and to details of a child's attendance, test results, reports cards etc. Teachers can use the noticeboard to communicate with staff and parents. It also facilitates online payments of school requisites and excursion fees and allows parents to give permission for their child/children to go on school excursions

Personal Devices

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

- Pupils are not allowed to bring personal internet-enabled devices or electronic devices into Scoil Fhiachna.



Digital Learning Platforms (including video conferencing)

Scoil Fhiachna digital learning platform is owned and managed by the school. This platform should enable two-way communication.

Pupils must only use their school email for accessing the school digital learning platform.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

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 platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.



Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Seesaw, Study Ladder, Padlet or other platforms approved by the principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.

The school has signed up to the terms of service of the online platforms in use by the school. The school has enabled the most up to date security and privacy features which these online platforms provide. In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as firstname.surname@glengarriffns.ie

Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.

If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons.

Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom. Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the online platforms.



Images and Video

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

At Scoil Fhiachna pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

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.



Inappropriate Activities

- 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



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- Online gaming
 - Online gambling
 - Online shopping
 - Use of social networking sites, instant messaging and online forums
 - Child sexual abuse material



School Websites

Pupils 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.

Pupils 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 pupils or staff.

Scoil Fhiachna will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual pupils will only be published on the school website with parental permission.

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

Personal student information including home address and contact details will not be published on Scoil Fhiachna web pages.

The Scoil Fhiachna 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 pupils' names in image file names or ALT tags if published online.



Scoil Fhiachna Facebook/Instagram

The purpose having of a school Facebook/Instagram page is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, website, WhatsApp, & Facebook

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become "friends" with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore, current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook/Instagram page.



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, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. 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 pupil's home may not even be a safe haven from such bullying. Pupils 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, Scoil Fhiachna 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 pupils, 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.



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Measures are taken by Scoil Fhiachna to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as “placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.



Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, pupils 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
- Anti-Bullying Guidelines for Primary Schools 2013

Support Structures

Scoil Fhiachna, Glengarriff endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will take part in Safer Internet day annually.
- The school will provide Internet Safety and Cyber Bullying talks bi-annually for pupils from infants– 6th
- The school will provide the opportunity for Internet Safety and Cyber Bullying talks for parents and guardians bi- annually to all parents in the school and as requested by PA
- Community Gardaí link in with classes re Internet Safety and Cyber Bullying
- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and cyber- bullying



- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of

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. Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

The school staff in conjunction with parents will have responsibility for the day-to-day implementation of the policy. It will be implemented with immediate effect.

Review

The policy was ratified by the Board of Management in June 2024 and will be up for review in 2027.

Ratification

Signed _____ Date _____
Chairperson, Board of Management

Signed _____ Date _____
Principal



Appendix 1 - School Staff & Social Media

The Board of Management of Scoil Fhiachna, Glengarriff has developed the following code of practice for staff regarding social media, commercial practice, and marketing within the school grounds or involving the school. These expectations are mandatory for all individuals working in the school, including staff, students on placement, volunteers, and outside providers. A copy of this document will be provided to all personnel. Any questions or feedback on the guidelines should be directed first to the Principal, as the day-to-day manager of the school, followed by the Board of Management.

The Board of Management adopts the Teaching Council's "Guidance for registered teachers about the use of social media and electronic communication" as guidance for school staff in this area. All staff should read the guidance document, available here: [Guidance for registered teachers about the use of social media and electronic communication](#). When drafting this code of practice, the Board of Management has considered relevant sections of the Teaching Council Code of Professional Conduct for Teachers, including standards 1.5, 2.2, 2.5, and 4.8.

Commercial Practice & Marketing in the Classroom or School

Any paid partnership between a member of school staff and a commercial business that requires any part of the agreement to be performed on school premises or with members of the school community requires written approval from the Board of Management. Payment includes financial payment or personal benefit in kind/gifted items.

Promotion of Commercial Materials

Initiatives promoting commercial activities to schools, pupils, and parents require written approval from the Principal. The Principal should consider the balance between the potential benefits of positive links with businesses and



protecting children and their parents from inappropriate marketing when making decisions.

Use of Film/Photography in the Classroom or School

The use of photography or video taken on school premises on personal social media accounts requires written permission from the Board of Management.

Taking video or photographs of standardized or diagnostic tests and sharing them outside of the school in any manner is strictly prohibited.

Use of Pupils' Work on Personal Social Media

The use of pupils' work or recordings of pupils' work on personal social media accounts requires the consent of the pupil and written consent from the parents and the Board of Management.

Use of School Identity on Personal Social Media

The use of the school name, or any identifying images, features or descriptions on personal social media accounts requires written permission from the Board of Management.

When discussing social media in this document, examples include, but are not limited to, sites such as Facebook, LinkedIn, X, YouTube, Instagram, WhatsApp, TikTok.



Responsible Internet Use - Pupil Undertaking

We use the School computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: Pupil

Signed: Parent/Guardian
Date:



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Acceptable Usage Policy – Parent Note

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Scoil Fhiachna, Glengarriff have recently redrafted the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip

Name of your child/children:

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that pupils may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Date:

Parent/Guardian Signature: