



**Cloontuskert N.S.
Cloontuskert,
Lanesboro,
Co. Roscommon.
N39 AT80.
Roll No. 18116S**

**Cloontuskert N.S.
Acceptable Use Policy**

Reviewed: January 2026

General Approach

The aim of this Acceptable Use Policy (A.U.P.) is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the A.U.P. 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 Cloontuskert N.S.
- members of staff, volunteers, parents, carers and others who access the internet in Cloontuskert N.S.

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.

Cloontuskert N.S. will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies.

Cloontuskert N.S. 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.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Cloontuskert N.S. 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, students, parents/carers, and representatives of the Board of Management.

Should serious online safety incidents take place, the school Principal or Deputy Principal should be informed.

The implementation of this Internet Acceptable Use Policy will be monitored by the staff of Cloontuskert N.S.

Content Filtering

Cloontuskert N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 4 - This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category. Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Internet Use

- 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 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.

Email and Messaging

- Downloading by students of materials or images not relevant to their studies is not allowed.
- The use of personal email accounts is not allowed at Cloontuskert N.S. .

Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of 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, mircoblogs such as X, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Cloontuskert N.S. :

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed by students in Cloontuskert N.S. Staff and members of the Board may on occasion message each other on school related matters using WhatsApp.
- Use of blogs such as WordPress, Tumblr etc. is not allowed in Cloontuskert N.S.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Cloontuskert N.S.

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 Cloontuskert N.S. 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 Cloontuskert N.S. into disrepute.

Staff and students must not represent their personal views as those of Cloontuskert N.S. on any social medium.

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

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 Cloontuskert N.S. :

- Students are only allowed to bring personal internet-enabled devices into Cloontuskert N.S. with expressed permission from staff.
- 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.

Remote Learning Policy

In the event of the school having to close for an extended period unexpectedly, teachers will endeavour to support pupils and parents to ensure schooling/learning can continue. Teachers may use one or more of the following communication platforms to engage with parents and pupils: Google Classroom, Google Meet, Zoom, email and/or phone. While using these platforms, mutual respect and kindness should be demonstrated at all times. The rules as described previously in this policy and in our Code of Behaviour policy will apply equally during unscheduled school closure.

Phone

- Teachers may contact parents/guardians by phone to offer support or request information. If teachers need to use their personal phone to contact parents/guardians, they will adjust their phone settings to hide their Caller ID.

Email

- Teachers will use their school email accounts while they are engaged in school work. Teachers will ensure that parent/guardian email addresses will remain private. Emails will be sent on an individual basis or sent to groups using the Bcc facility.
- Parents/guardians will be contacted using email addresses from the pupil enrolment form. Additional email addresses can be added on request.
- Parents will not share teacher's email addresses with third parties without consent.

Google Classroom

- Teachers will use Google Classroom to share learning activities, demonstrations and assignments with pupils and their parents/guardians.
- Parents/guardians will use Google Classroom to submit their children's completed assignments and may send private or group comments to the teacher, where permitted.
- Content from pupils will not be posted on Google Classroom without permission from parents/guardians.
- Teachers will check and approve all content before posting it on Google Classroom.
- Photos, including photos of teachers or pupils, screenshots or recordings of any kind should not be taken of content posted by teachers, parents or pupils through Google Classroom.

Zoom/Google Meet

Some teachers may use Zoom/Google Meet to communicate with their pupils. Where Zoom/Google Meet is used, the following etiquette should be followed.

- When setting up a call, the Waiting Room facility will be enabled to ensure only invited participants may take part.
- Hosts will be careful when screen-sharing not to display personal data.
- The chat function will be disabled during calls.
- Calls must be within sight of a parent/guardians.
- Screenshots or recordings of any part of the call on any device, including a secondary device, are not allowed.
- Inappropriate language will not be tolerated.
- Appropriate clothing must be worn by everyone that can be seen on camera.
- Normal school rules apply. Be kind and respectful to all participants with our words and our actions.
- If any of the above rules are broken, the pupil will be removed from the call immediately and an email will be sent to the parent/guardian of the child outlining the reason for the child's removal.
- The meeting ID/ login link is personal, and should not be shared with others.

While on Zoom/Google Meet

- Choose somewhere that is suitable for the meeting.
- Try and find a quiet spot in your house that is within sight of an adult.
- Mute your microphone when you are not speaking. This will help keep background noise to a minimum so we can hear each other speak.
- Respect what everyone is saying by listening carefully and not interrupting.
- Everyone should dress appropriately and remember it's not a time for food or drinks.

Audio, Images and Video

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.

At Cloontuskert N.S., students must not record audio, take, use, share, publish or distribute images of others without their permission.

Taking audio, photos or videos on school grounds or when participating in school activities is not allowed under any circumstances on personal devices.

Recording audio, 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 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

- 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
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

School Website/Facebook

Staff 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.

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

The website/Facebook 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.

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 Cloontuskert N.S. web pages.

Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night).

The prevention of cyberbullying is an integral part of the Anti-Bullying Policy of our school.

In accordance with the Department of Education Bi Cinealta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Cloontuskert N.S. 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 Bi Cinealta Policy.

Artificial Intelligence

Cloontuskert N.S. expressly prohibits the creation, use, sharing or distribution of non-consensual images or videos, including those generated or altered using Artificial Intelligence (AI) technologies such as “nudification” or image-manipulation apps. Such behaviour constitutes a serious breach of this Acceptable Use Policy, the school’s Code of Behaviour and Child Safeguarding procedures. Any incident involving the creation or sharing of non-consensual or sexually explicit material, particularly where it involves a child, will be treated as a serious safeguarding concern and may result in disciplinary action and referral to the appropriate authorities in accordance with statutory requirements.

Cloontuskert N.S. also recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

Cloontuskert N.S. 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.

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, or other members of the Cloontuskert N.S. community.

Staff and learners must not engage in activities involving AI generated material which might bring Cloontuskert N.S. into disrepute.

Legislation

The following legislation relates to use of the Internet:

- 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

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.

Communication and Implementation of the Policy

This policy will be communicated to all parties and will be published on the school website. The Principal in conjunction with the BOM will be responsible for the implementation of this policy.

Signed:

Chairperson of the BOM

Principal

Date: 13th February 2026