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ACCEPTABLE USE POLICY

Aim of AUP

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 use and access to both internet and digital technologies is an integral part of teaching and learning. Both the internet and use of digital technologies are considered a school resource and a privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP will be imposed.

This policy applies to all pupils who have access and are users of the internet in Glasnevin ETNS. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Glasnevin ETNS.

Our School Strategy
The Internet and digital media allow students vast educational opportunities and are a valuable teaching and learning tool. In addition, digital literacy skills are key life skills. Please note the internet permission will apply for the entire time your child attends Glasnevin ETNS. The school uses a number of strategies in order to maximize learning opportunities while reducing the risks associated with the Internet.

General strategies
- Children from 2nd- 6th will be read the children's rules of this policy at the beginning of each year. The rules will be explicitly discussed and understanding ensured before the children sign.
- Filtering software is used to minimize the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted

- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute, or cause offence to pupils, parents or staff.
- The use of memory sticks or other digital storage media in school requires a teacher's permission.
- Pupils are expected to respect any IT equipment and not cause intentional damage
- Access is a privilege, not a right and that access requires responsibility.

Strategies for Internet Use:
- At all class levels online, safe behaviour will be discussed and taught.
- Pupils will be provided with education in internet safety as part of our implementation of the SPHE and other curriculum areas, using such programmes as MySelfie, Digitown, HTML Heroes, Stay Safe, as well as Garda initiatives such as Be Kind online.
- Glasnevin ETNS participates in Safer Internet Day activities to promote safe and effective use of the internet.
- Pupils will seek permission to use the internet.
- All pupils, staff and parents are expected to show respect online.
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful, inappropriate or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials immediately. They will minimize the page and report the incident to the class teacher without attracting the attention of the other pupils. The teacher will then report the incident to the Digital Development Team.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Internet use is only for educational purposes.
- 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 never disclose or publicise personal information or passwords.
- Online chat for educational purposes will be closely monitored. Any other internet chat will not be permitted.
- 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 not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or

personal, will be monitored.
- Use of file sharing is allowed with staff permission.
- The school uses a level 4 content filtering on the school's broadband network. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category such as social media websites. Students taking steps to by-pass the content filter by using proxy sites or other means will be subject to the sanctions outlined in this AUP.

Should serious online safety incidents take place, the school Principal and DLP and/or DDLP should be informed.

Emailing and Messaging

- Staff members are given an @get.ie email account.
- Pupils do not have school emails and are not allowed access personal emails or social media accounts in school.
- Pupils are not permitted to access to any personal messaging devices; phones (including smart phones), tablets, smart watches, gaming devices or any other personal digital device during school hours or activities.
- Students are not permitted to message while on school devices. Pupils will note that sending and receiving of email attachments is subject to permission from their teacher.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Social Media and Messaging Services

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, the use of social media platforms (e.g. TikTok, Instagram, Snapchat, X or those to a similar vein) by pupils is prohibited in school.

YouTube or podcasts may be used as an educational resource and with expressed permission from teaching staff. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media.

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

- Staff and students must not discuss personal information about pupils, staff and other members of the Glasnevin ETNS community on social

media.

- Staff and students must not engage in activities involving social media which might bring Glasnevin ETNS into disrepute.
- Staff and Students must not represent your personal views as those of being Glasnevin ETNS on any social medium.

When using social media sites outside of school, we would ask that parents are cognisant of the following:

- All use of the Internet should be supervised.
- Many social media sites have minimum age requirements. We would advise parents not to allow their children to have accounts on Facebook, X, Snapchat etc.; until children are of an appropriate age.
- Do not "tag" photos or any other content which would identify any children or staff in a school.
- Do ensure that online messages and comments to the school are respectful. Any messages written via social media will be treated in the same way as written messages to the school.
- Do not make negative comments about children, staff or parents on social media accounts.
- Do not request to "friend" a member of staff in the school as this is inappropriate.

Personal Devices
- The Board encourages parents to request that children leave personal internet-enabled devices at home (e.g. iPad, smart phones, smart watches, laptops), except for those granted assistive technology. Children who need to bring a digital device to school must follow the digital device policy.
- Children are not allowed to bring other electronic items to school e.g. video games, Kindle etc.

Images and Video

- Pupils must not take, use, share, publish or distribute images of others without their permission or with the intention to harm.
- Taking photos or videos on school grounds or when participating in school activities on site or off site is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.
- Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious

consequences and sanctions for those involved, in accordance with our Code of Behaviour.

School Websites
- Parental permission will be obtained before a child's work or image is displayed on the website. (See Aladdin permission form)
- Digital photographs that are used on the school website will, where possible, focus on
- groups of children and group activities rather than individuals.
- Personal pupil information including home address and contact details will be omitted from school web pages. Full names of children will not be disclosed on the school website.
- All classes may provide work for publication on the school website.
- The point of contact on the website will be the school address, telephone number and email address.
- Staff will be identified by their title and surname unless they request otherwise.
- Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Inappropriate Activities

Pupils shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:
- 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
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Online gambling
- Online shopping

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

Digital Learning Platforms

- Teachers will regularly review the use of digital media and will only use platforms recommended by Oide and the Department of Education and Skills.
- In the event the school must carry out Remote learning (E.g. public health crisis/ pandemic), the school will engage with pupils through platforms such as Seesaw and Microsoft Teams by uploading learning activities and schoolwork.
- It is school policy not to set schoolwork for sick pupils or pupils away on holidays.

Zoom Assemblies/ Zoom events

From time to time the children will attend or watch events through zoom e.g. World Book Day events or in the event of social distancing/restrictions, school assembly will be held over zoom.

- In these events the following applies:
- Teachers will access the assembly via a designated password and through a waiting room.
- Pupils will behave appropriately during these events, and the staff reserve the right to withdraw a class.
- Unless necessary, video will be turned off.

Cyberbullying

In accordance with the Bí Cíneálta for Schools, Glasnevin ETNS 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.

The prevention of cyberbullying is an integral part of our Bí Cíneálta policy of our school. The Department of Education Bí Cíneálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools outlines 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 Cíneálta policy.

- 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.

Artificial Intelligence

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

- Only AI tools with educational goals such as supporting learner agency and promoting critical thinking will be used.
- We will make necessary adjustments to our integration of AI based on review and feedback.
- A regular review of the impact of AI on learning outcomes, where used, will be conducted to ensure continuous improvement.
- Pupils will be made aware of the ethical uses of AI, including understanding data privacy, identifying bias and fact checking AI- generated information
- All AI tools authorised for use in Glasnevin ETNS comply with data protection regulations (GDPR).
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.
- 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.
- 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 Glasnevin ETNS community
- Glasnevin ETNS 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.
- Pupils must attribute AI text and images properly when used in assignments/homework.
- AI Generated material is allowed for certain activities with prior school permission, such as for the purpose of research, brainstorming, revising text. Teachers may, at times, specify that activities can be completed with the assistance of AI. If AI Generated material is used for homework, this must be acknowledged.
- If used for research pupils must fact check, check other sources and reference sources.

- Teachers must critically evaluate and fact-check any learning resources developed using Artificial Intelligence before they are used with pupils. AI-generated content may contain inaccuracies, bias, or age-inappropriate material; therefore, teachers remain professionally responsible for verifying the accuracy, suitability, and curriculum alignment of all AI-assisted resources to ensure safe, reliable, and high-quality learning experiences.

Legislation

Current legislation with which parents should familiarize themselves, relating to the internet includes:

- 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 may result in disciplinary action, including confiscation of items, written warnings, withdrawal of access privileges, suspension or expulsion as outlined in the school's Positive Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Pupil Rules for Responsible Internet Use

The school has electronic devices with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the devices:
- I will use the Internet and digital media for educational purposes only.
- I am aware that the computers, laptops, iPads and cameras are the property of the school and will use them correctly to avoid damaging them.
- I will only access electronic devices with the login and password the class has been given.
- I will not access other people's files or delete anything without checking with a staff member first.
- I will not copy information into assignments and fail to acknowledge the source. I will always use my own words.

- I will only use devices as instructed by the teacher.
- I will never take photographs or record sound without the teacher's permission.
- I will never share any images or recordings of people on the Internet, unless I am asked to do so by my teacher.
- I am fully aware that everything I do on the school devices will be monitored by the school.
- I will never access my personal accounts in school, including social media.
- I will only use AI for educational purposes such as researching or brainstorming.
- I will always fact check my findings when using AI. I understand that this is only with permission from my teacher.

Using the Internet:
- I will ask permission from a teacher before using the internet.
- If I accidently 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 understand that the school may check my computer files and may monitor the internet sites I visit.
- I will not complete and send forms without permission from my teacher.
- I will not give my name, address or telephone number to anyone online.
- I will only access websites my teacher has approved.

Review

This policy was drafted in January 2026 and will be updated in line with department guidelines.

Ratification

This policy was ratified by the Board of Management

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Chairperson of Board of Management   Date

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Principal   Date