

Internet Acceptable Use Policy

Incorporating Cyber Bullying Policy

March 2026

Introduction.

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the Internet is unsuitable for children and therefore these guidelines will be followed when using the internet.

Aims.

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 internet users and all methods of internet access, including desktop computers, laptop computers, mobile telephones, tablets/iPads, personal digital assistants (PDAs) and other devices capable of accessing the internet.

School Strategy.

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:

General Information:

- Internet sessions will always be supervised by a teacher
- Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' Internet usage
- Students and teachers will be provided with training in the area of internet safety
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis
- The use of personal memory sticks, CD ROMs or other digital storage media in school requires a teacher's permission
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute
- Pupils will have no access to download apps onto the school iPads / tablets. This action can only be carried out by teachers.

Web Browsing and Downloading:

- Teachers will select websites which will support pupils' learning
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials in accordance with school procedures
- Students will use the school's Internet connection for educational purposes only
- Students will be encouraged to acknowledge the source of information (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information without permission from teacher
- Students will not download or view any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person
- Use of file sharing is only allowed with staff permission.
- Downloading by students of materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy

Email and Messaging:

- Students 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 not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures, without permission from an adult.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet

Social Media / Apps:

- Students are not allowed to use instant messaging services and apps including Snapchat, WhatsApp, TikTok, etc.
- WhatsApp is used by staff to communicate with each other
- Social Media websites are not permitted on iPads that pupils have been provided with as "assistive technology"
- Students should not download apps onto their iPads (assistive technology) that are not for educational purposes. Apps that are not for educational purposes may be removed from the device by a member of staff
- Use of blogs such as Word Press, Tumblr etc is allowed, with expressed permission & supervision from teaching staff

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with expressed permission & supervision from teaching staff
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members for the school community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the school 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 the school into disrepute
- Staff and pupils must not represent their personal views as being the views of Scoil Naomh Naille on any social medium
- Parents are requested not to tag photographs of any content which would identify any children in the school or any children of staff in the school
- Parents are requested to ensure online messages and / or comments to the school are respectful. Any messages written on social media about the school are treated in the same way as messages written to the school.

School Website:

- Pupils' projects, artwork or schoolwork may be published on the world wide web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website or Seesaw accounts.
- In relation to Seesaw: teacher must review items before they can be seen and can delete inappropriate items before anyone sees them. Pupils / parents etc. only see the pupil's own work. There is no public audience like with Twitter or YouTube.
- Any new or changed content will be checked before being uploaded onto website by one or more of the following people: Teacher, Principal, Deputy Principal, School Secretary.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy or reputation of students or staff
- The publication of pupil work will be co-ordinated by a teacher
- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website – this permission is requested on the school enrolment form
- Pupils are identified using their first name only, when publishing anything online.
- Personal staff and pupil information including home address and contact details will be omitted from school web pages

Personal Devices:

See Mobile Phones & Smart Devices Policy

Images & 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

- Pupils must not take, use, share, publish or distribute images of others without their permission
- Taking photos, videos or audio recordings on school grounds or when participating in school activities is only allowed with expressed permission from staff
- Taking photos, videos or audio recordings on school grounds when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Scoil Naomh Naillie
- Photographs & videos will focus on group activities, where children will not be named.
- If children are to be named along with their photo, then only their first name will be used.
- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website – this permission is requested on the school enrolment form
- Pupils must not share images, videos, audio recordings 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.

Cyberbullying:

- 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 pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken 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 cyber-bullying even when it happens outside the school or at night.
- Isolated or once-off incidents or intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

Distance Learning:

In circumstances where teaching cannot be conducted on the school premises, teachers may use Aladdin Schools, Seesaw or other platforms approved by the Principal as platforms to assist with remote teaching, where necessary. The school has enabled the most up to date security and privacy features which these online platforms provide.

- In the case of Seesaw, parents / guardians will be provided with a code and will be expected to monitor the child's access to and use of the platform

- In the case of Seesaw and any other relevant platform, parents / guardians will be expected to monitor any uploaded content
- Parents / guardians must also agree to monitor their child's participation in any such communications conducted on the online platforms.
- Parents / Guardians must agree to ensure their child's behaviour adheres to the Scoil Naomh Naille Anti-Bullying Policy, Code of Behaviour, Internet Acceptable Use Policy and other relevant policies
- Parents / Guardians, children and staff must not use devices to record and / or alter in any way audio, image or video – live or pre-recorded – unless specifically permitted by the school
- Parents / Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online
- Parents / Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media
- Emails/Aladdin messages sent by and to staff members should be respectful in tone. A staff member will not respond to an email/message that they themselves deem to be disrespectful in tone. Any staff member who receives an email/message like this should make contact with the principal and agree a suitable means of communication with sender
- Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication
- Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment
- Avoid any negative conversations about children, staff or parents / guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported the school will request they are deleted.

Legislation:

Management, staff and parents should familiarise themselves with following legislation relating to use of the Internet:

- Data Protection Act 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures:

The following are some useful websites. Please note that these links are intended as assistance and Scoil Naomh Naille does not accept responsibility or endorse any of the websites listed nor the information that is contained within them:

www.internetsafety.ie	Office for Internet Safety
www.rollercoaster.ie	Advice for Parents
www.watchyourspace.ie	Advice on managing children's profiles on social networking
www.makeitsecure.org	Provides information on IT security risks online
www.webwise.ie	Provides parents, teachers and children with educational resources, advice and information about potential dangers on the internet websites
www.saferinternet.org	Tips for Safe Internet use
www.thinkb4uclick.ie	Tips for Safe Internet use
www.safeonline.org	Safety, Facts, Awareness and tools
www.childline.ie	Child safety issues
www.hotline.ie	Irish hotline for public to report child pornography & other illegal content
www.scoilnet.ie	Provides advice and support to schools on Information Technology
www.barnardos.ie	Charity for the protection of children
www.netsecure.ie	National awareness campaign on computer security
www.nete.ie	The National Centre for Technology in Education provides advice and support
www.equality.ie	The Equality Authority
www.ec.europa.eu/information_society/activities/sip/safetytips/indexen.htm	A European Union website with safety tips on social networking

Sanctions:

Misuse of the internet may result in 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.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

Guidelines for Staff

1. Under no circumstances can pictures or recordings be taken of video calls
2. Staff members will only be expected to communicate with pupils and families during the hours of 9.20am– 3.30pm, where possible
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils
5. Staff will check that consent has been given, before setting up a pupil profile for an online app
6. Staff members will report any concerns regarding online behaviour or interactions to school management

Review and Ratification

This policy was drawn up by the Principal and Staff and was ratified by the Board of Management on 20th April 2026.

This policy will be reviewed in March 2030.