COLÁISTE IASCAIGH

Acceptable usage policy

Chairperson of Board of Management .....

Principal .....

Date 29th Sept '26

Review Date Sept '27

Internet Safety – Acceptable Usage Policy

Ethos Statement

Mayo, Sligo Leitrim ETB is a community of learners and its schools, colleges and centres of education and training have a historic and unique tradition as providers of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo, Sligo Leitrim ETB Colleges, Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Colaiste Iascaigh is publishing this document as the official Internet Safety Acceptable Usage Policy. Mayo, Sligo Leitrim ETB as patron of the school has approved this publication. Copies of the policy are available at the school and on the school website and are furnished to each person who applies to be admitted to the school.

Link to Mission statement

Coláiste Iascaigh in conjunction with its education partners is committed to providing an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The Acceptable Usage Policy helps to set the standards that the school community aspires to; students and staff work together to continue to develop the school and maintain an atmosphere in which all individuals feel safe.

The aim of the Acceptable Use Policy (AUP) is to ensure that the school community benefit from learning opportunities offered by the Schools 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 Therefore, if the School AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that school representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

The school employs several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Each student is provided with a user profile for logging into their own account, this is password protected.
- Students must use their 365 cloud storage to save and store their files. The use of USB's, CD-ROM's or other digital storage media in school is not allowed.
- Internet sessions will always be supervised by a teacher or with the teacher's permission.
- Filtering software and/or equivalent systems will be used on school devices in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor student's Internet usage.
- Students 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.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- 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 procedure.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (Plagiarism and copyright infringement).
- Students may only download creative commons or copyright free images for use in their school work.
- Students will never disclose or publicise personal information.
- 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 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 are not allowed to access social networking sites from school equipment, and are not permitted to use personal devices to do so

Email

- Students will use approved school email accounts in school and for school purposes only.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students may only send schoolwork to teachers school email as directed by teachers. All content shared / sent to teachers must be appropriate. It is prohibited for students to send

any material to a teacher that is illegal, obscene, defamatory or material intended to annoy a teacher.

Internet Chat

- Students may only access chat rooms, discussion forums, messaging or other electronic communication forums through the school office 365 platform.
- Electronic communication such as zoom forums will only be used for educational purposes, with teacher consent and will always be supervised.
- School names will be used to avoid disclosure of identity.
- Face-to-face meeting with someone organised via Internet chat is be forbidden.

School Website

- Students will be given the opportunity to publish projects, artwork or school work 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. Publication of student's work will be coordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission or student over18
- Personal student information including home address and contact details will be omitted from school web pages.
- The School website will avoid publishing the names of individuals in a photograph (without Parent/ Guardian or student over 18 concent).
- The School will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.

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

School Social Media Accounts

- The school has a Facebook and Instagram which is used for school business.
- School events and activities will be posted on the school accounts.
- Personal data will not be published on the school's social media account.
- Staff and students must not use school email addresses for setting up personal social meadia accounts or to communicate through such media.
- Staff and students must not represent their personal views as those of the school on any social media service or message service.
- Staff and students must not engage in activities involving social media which might bring the school into disrespute.

Personal Devices

- Students using their personal devices in school i.e. smartphones and or tablets etc. do so only as instructed by their class teacher to support their learning.
- Students are not allowed to use their phone during school hours for anything outside of their schoolwork as directed by their teachers, refer to Mobile phone policy.
- Personal devices must be turned off at all times unless instructed by teachers for use in class.
- Any unauthorised use of a personal device in school such as sending text messages, taking pictures, connecting/using social media, accessing the internet without teacher consent is a direct breach of the school's acceptable use policy, m and the school's code of behaviour will be implemented.
- The school do not accept liability for minding students' personal devices or repairing any faults which may occur to the student's personal device in school.

Microsoft Teams

MSLETB has limited personal usage of MSTeams in our school environment to ensure students are working in a safe online space. These limitations include; removing the chat function, preventing students from scheduling meetings, prevent anonymous users joining, prevent students from creating their own teams and many others.

- Students will only join a meeting they are invited to join by their teacher
- Students will only use their own logon account to join meetings.
- Students will turn on or off their camera or microphone at the request of their teacher.
- Students will be fully dressed when joining a team meeting.
- Students will have a blank wall behind them when joining a team.
- Students will access their assignments in a timely manner and respond within an appropriate time.
- Students will not send work at unreasonable hours.
- Students will only upload appropriate work to teachers.
- It is prohibited for students to send any materials to a teacher that is illegal, obscene, defamatory or material intended to annoy a teacher

Laptop Trolly

The school has a number of laptop trollys which can be used in classes as a learning tool. The use of these devices and access to the internet on them is subject to the same guidelines as outlined above.

Cyberbullying

Bullying is defined in Cineáltas: Action Plan on Bullying and Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools as targeted behaviour, online or offline that causes harm.

See Bi Cineálta Anti Bullying Policy

Legislation

The School will provide information on the following legislation relating to use of the Internet which teachers, students 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
- Interception Act 1993
- Video Recordings Act 1989
- Children's First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)

Some online behaviour may be illegal, and students need to be aware of the far-reaching consequences of posting inappropriate or harmful content online. In cases of intimate imagery, the Harassment, Harmful Communications and Related Offences Act 2020, also known as Coco's Law, criminalises the non-consensual sharing of intimate images and also criminalises threatening to share these images. (Bi Cinealta Anti Bullying Policy)

Links to School Policies

- Code of Behaviour
- Anti-Bullying
- Social Media
- Assessment
- Homework

Sanctions

Misuse of the Internet, computers, personal devices etc. may result in disciplinary action, 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, including An Garda Siochána. Sanctions are laid out in the school Code of Behaviour and Bi Cinealta Anti Bullying Policy.

In the event of unforeseen circumstances, the management reserve the right to add to or amend this policy at short notice.

This policy should be read in conjunction with other appropriate school policies.

This version of the AUP was created in September 2006.

Most recent review

November 2011

November 2013

February 2016

April 2020

September 2020

September 2021

September 2022

October 2024

September 2025

Permission Form

Please review the school Internet Acceptable Use & Social Media Policy, sign and return this permission form to the Principal.

School Name: Coláiste Iascaigh.

Name of Student: _____

Class: _____

Student

I agree to follow the school's Acceptable Use & Social Media Policy. I will use the Internet in a responsible way and obey all the rules explained to me by the school. I understand that there are sanctions set out in this policy, and in the school's code of behaviour, in respect of inappropriate internet use or breach of any of the rules stated in this policy and that they will be implemented where appropriate.

Student's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use & Social Media Policy and grant permission for my son/daughter or the child in my care to access the internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, an image of my child's schoolwork may be chosen for inclusion on the website and/or social media. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Student's Signature: _____ **Date:** _____

AUP checklist

The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
    - A student is found using a chat room to arrange a face-to-face meeting with a friend.
    - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
    - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' Internet safety training needs being met?

Re: Internet Permission Form

Dear Parent/Guardian

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

_____

Thomas Coggins
(Principal)