

Clonmoney National School Acceptable Internet Usage Policy



1. Introduction

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. Internet use and access to digital technologies is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, sanctions will be imposed in line with the Code of Behaviour.

It is envisaged that school and parent 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.

2. Purpose and Status of this Policy

This Acceptable Use Policy (AUP) is a core school policy and has been updated in accordance with **Circular 14/2026** issued by the Department of Education. It sets out clear expectations for the safe, acceptable, and responsible use of the internet, digital technologies, and artificial intelligence (AI) by students and staff.

This policy applies to the use of all school-owned devices, personal devices used in school, school digital platforms, and any digital activity that impacts the school community.

3. Clonmoney School's Strategy

- **Filtering:** Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- **Monitoring:** The school will regularly monitor students' internet usage. All usage on the school's network may be monitored for security and safety purposes in accordance with data protection legislation
- **Training:** Students and teachers will be provided with training in Internet safety.
- **Software:** Uploading and downloading of non-approved software will not be permitted.
- **Anti -Virus:** Virus protection software will be used and updated on a regular basis.
- **Reporting Procedure:** Staff should report any digital incidents or accidental access to inappropriate material immediately to the Principal or the designated ICT Coordinator, Mr Garrett Barry. The school will maintain a central "Digital Incident Log" for these reports.

4. General User Guidelines

Internet & Email Use

Internet use is for educational purposes only.

Users must not intentionally visit sites containing obscene, illegal, or hateful material.

Plagiarism and copyright infringement are strictly prohibited.

Only approved school email accounts may be used.

Users must not send or receive material that is illegal, obscene, defamatory, or intended to harass others.

Social Media & Messaging

- Users must not use social media to harass, impersonate, or abuse others.
- Personal views must not be represented as those of the school.
- Professional Boundaries: To maintain professional standards, staff are advised against "friending" or following current students or their parents on personal social media accounts.

5. Staff Responsibilities & Personal Devices

Supervision: Students must be supervised by staff at all times when using digital tools.

Personal Devices: Personal devices (phones, tablets, etc.) may only be used under teacher direction. Staff should limit the use of personal mobile phones to break times or emergencies to ensure instructional time remains focused.

GDPR & Work-from-Home: When accessing school platforms from home, staff must ensure their home networks are secure and that school data remains inaccessible to family members. Sensitive student data (e.g., SEN or medical reports) should only be shared via the school's secure digital platforms and never via unencrypted personal email.

6. Artificial Intelligence (AI)

The school recognises that AI tools may support learning and teaching when used appropriately and ethically.

- AI must not be used as a substitute for a student's own thinking or work.
- No personal data, images, or sensitive information may be entered into AI systems.
- Approved AI Tools: Staff should only use AI tools that have been vetted by the school for GDPR compliance (the "White List").

7. Audio, Images, and Video

Permission is required before recording or sharing images, audio, or video of others.

Images published by the school will focus on groups rather than individuals and require parental consent.

Explicit or harmful sharing of images is strictly prohibited and will incur serious sanctions.

8. Cyberbullying

Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is strictly prohibited. Cyberbullying is unacceptable and will incur sanctions under the Code of Behaviour and may be reported to external authorities.

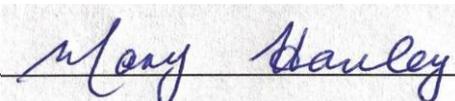
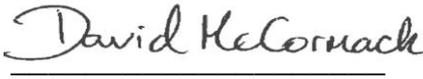
9. Legislation & Sanctions

Users should be familiar with relevant legislation, including the **Data Protection Acts 1988–2018 (GDPR)**, **Children First Act 2015**, and **Coco’s Law (2020)**. Misuse of technology will result in disciplinary action, including withdrawal of privileges, suspension, or reporting to An Garda Síochána.

10. Review and Ratification

This Acceptable Use Policy was reviewed and updated in line with Circular 14/2026. It will be reviewed when required, to ensure ongoing compliance with legislative, technological, and educational developments.

The school acknowledges that a representative sample of schools may be requested to submit their AUP for review by the Department of Education. This policy has been approved by the Board of Management and is implemented in conjunction with the school’s Code of Behaviour, Anti-Bullying Policy, and Data Protection Policy.

Signed:  Signed: 
(Chairperson, Board of Management) (Principal)

Date: 4th of March 2026

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Appendix 1: Acceptable Use of the Internet – Permission Form

Please note this policy is uploaded on to the school Website www.clonmoneyns.com

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

Name of Pupil(s): _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature(s): _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet in Clonmoney NS. 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 pupils access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

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

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

Parent Signature: _____ Date: _____

Appendix 2: Parent/Guardian Letter



Re: Safe and Responsible Use of the Internet

Date:

Dear Parent/Guardian,

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

However, access to and use of the internet and digital technologies 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 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 the internet, we recognise that students may accidentally or deliberately access inappropriate or objectionable material. 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.

Parents/Guardians can find a range of advice, support, tools and resources on the Webwise Parents Hub at www.webwise.ie/parents . The hub includes guides to popular apps, talking points, how-to guides, expert advice videos and a free Parents' Guide to a Better Internet.

We appreciate your support in reinforcing safe, responsible and ethical use of digital technologies both at school and at home.

Yours sincerely,

Principal



Appendix 3: Remote Learning (Distance Learning) Rules

Scope

These rules apply when teaching and learning take place online (e.g. Google Classroom, Google Meet, Zoom, Seesaw, Padlet, or other platforms approved by the Principal). They form part of the school's AUP and Code of Behaviour.

Platforms, Access & Consent

- The school will use approved platforms managed by the school. Security and privacy settings will be enabled to the most up-to-date standard available.
- Parental/guardian consent is required before a pupil may participate in live or recorded online sessions.
- Each user must use their own school-provided account. Personal accounts are not to be used for school activities.
- Passwords are private and must not be shared.

Supervision & Safeguarding

- Pupils should access live sessions in a common area of the home, where possible, with a parent/guardian nearby.
- Where cameras/microphones are used, pupils should be appropriately dressed and seated in a neutral setting (no sensitive personal content visible).
- Recording, capturing screenshots or re-sharing any part of a live lesson by pupils or parents is not permitted unless explicitly authorised by the school.
- Any safeguarding concern arising during remote learning must be reported to the Designated Liaison Person via the school's normal reporting procedures.

Conduct & Participation

- Pupils will attend punctually, follow teacher instructions, and submit work by deadlines set.
- Language and Behaviour must remain respectful at all times in video, audio, chat and comments.
- Chat functions (text, emojis, reactions) are for learning purposes only and must follow teacher direction.
- Only the teacher may admit participants to meetings. Usernames must clearly identify the pupil.
- Where required, cameras should be on at the start of class for roll-marking; pupils may be asked to mute microphones unless speaking.

Data Protection & Privacy

- Personal, sensitive or confidential information must not be shared in lessons or entered into third-party tools without school approval.
- All school data (files, recordings, chats) remains the property of the school and is used only for educational purposes in line with GDPR and the school's Data Protection Policy.

Use of AI Tools During Remote Learning

- AI tools may be used only for approved learning purposes. AI content must be fact-checked and clearly acknowledged; AI must not replace a pupil's own work.
- No personal or sensitive data may be entered into AI tools.

Lending of School Devices (where applicable)

- Loaned devices remain the property of the school and are provided for education only to the named pupil.
- Devices must be cared for, stored securely, returned with all components, and used under parent/guardian supervision.
- Damage/loss must be reported immediately; the school's loan agreement applies.

Parent/Guardian Responsibilities

- Support your child's safe participation, supervise usage, and reinforce respectful behaviour online.
- Ensure your child's device is charged and ready, and that a suitable workspace is available.
- Contact the school promptly with any technical, wellbeing or safeguarding concerns.

Sanctions & Reporting

Breaches of these rules (e.g., disruptive behaviour, misuse of chat, unauthorised recording/sharing, harassment) will be addressed under the Code of Behaviour and AUP sanctions, up to and including withdrawal of access, suspension, and reporting to relevant authorities where appropriate.