Acceptable Use Policy (AUP)

2026

Aim

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils at Grangemockler NS benefit from learning opportunities offered by the school's Internet and digital resources in a safe, respectful, and effective manner.

Internet access is considered a school resource and privilege. If the AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be applied, in line with the school's Code of Behaviour.

This policy also recognises that the Internet and digital tools are valuable for both learning and creativity and encourages pupils to use technology as a resource for schoolwork, projects, research, and, where appropriate, safe recreational activities.
This AUP has been updated (2025) to include procedures for:

- Safe online learning
- The use of Google Workspace, Seesaw, and other digital platforms
- Distance learning in exceptional circumstances

Scope

This AUP applies to:

- All pupils, staff, and parents using school devices, the school network, or online platforms provided by the school.
- Use of the Schools Broadband Service (filtered, monitored internet access).
- Any personal devices used on school premises with permission.
- Digital communication between staff, pupils, and parents for educational purposes.

Promoting Safe Internet Usage

To maximise learning and reduce risks, the school will:

- Use filtering and antivirus software via the National Schools Broadband Service.
- Ensure pupils use the Internet under teacher supervision.
- Monitor browsing history and usage.
- Give pupils structured, teacher-directed online tasks rather than "free surfing."

- Use safe search engines and pre-approved websites (e.g., Scoilnet).
- Require teacher permission for the use of personal digital storage devices (USBs, CDs, etc.).
- Display "Rules for Responsible Internet Use" in classrooms (2nd Class upwards). Picture version for Junior Room.

Email & Online Communication

- Pupils will use teacher-approved email accounts and platforms only.
- Pupils must not reveal personal details (addresses, phone numbers, passwords, photos).
- Pupils may not send material that is illegal, obscene, defamatory, or intended to hurt others.
- Pupils will not arrange to meet anyone they only know through online communication.
- Sending and receiving attachments will require teacher permission.
- Staff will use school-approved accounts (e.g., Google Workspace, Aladdin) for school communication.

Distance Learning & Online Platforms

In cases where learning must take place remotely, the school may use approved platforms such as:

- Google Classroom, Google Meet
- Seesaw
- Zoom (if required)
- Other platforms approved by the Principal

Procedures:

- Parents/guardians must consent to their child having a school email account where required.
- Parents will be given login details and are expected to monitor their child's use.
- Pupils should only access teacher-approved links, resources, or lessons.
- Parents should ensure children are supervised during online sessions.

- Pupils must follow the same behaviour rules during online lessons as they would in school.

Digital Citizenship & Wellbeing

The school will actively promote responsible technology use through:

- Lessons on cyberbullying prevention and respectful online behaviour.
- Teaching pupils to maintain a healthy balance between screen time and other activities.
- Awareness of digital footprints and online reputation.
- Respect for privacy, copyright, and data protection.

What if Something Goes Wrong?

If a pupil is accidentally exposed to upsetting or inappropriate material:

- They should report it immediately to a teacher.
- The teacher and Principal will handle the situation and support the pupil.
- Parents will be informed where appropriate.
- The school may report sites or incidents to the ISP or watchdogs such as www.hotline.ie.
- Contact the relevant authorities

Sanctions

Breaches of this AUP may result in:

- Verbal or written warnings.
- Withdrawal of internet/device privileges.
- Communication with parents.
- Suspension or expulsion in serious cases.
- Reporting to authorities if illegal activity occurs.

Legislation

This AUP complies with Irish and EU legislation including:

- EU GDPR (2018)
- Anti-Bullying Guidelines for Primary Schools (2013)
- Data Protection Acts (1988, 2003, 2018)
- Child Trafficking and Pornography Act (1998)
- Interception Act (1993)
- Video Recordings Act (1989)

School Website & Online Publishing

- Parental permission will be sought before publishing pupils' work or photos.
- Pupils will be identified by first name only (or not at all).
- Images will focus on groups, not individuals.
- No personal details (addresses, phone numbers) will be published.
- Only teacher-approved material will appear online.

Roles & Responsibilities

- Teachers will supervise and model safe use of digital tools.
- Pupils are responsible for respectful and safe use.
- Parents are expected to support the school by monitoring home use.
- The ICT Coordinator and Principal will oversee implementation.

Consent Form

I have read and discussed the Acceptable Use Policy (AUP) with my child. I understand the rules regarding safe and responsible use of technology in Grangemockler NS and agree to support their implementation.

Pupil Name: _____

Pupil Signature: _____

Parent/Guardian Signature: _____

Date: _____

Ratification & Review

This Acceptable Use Policy was adopted by the Board of Management of Grangemockler NS on:

11/2/26.

Signed: _____ (Chairperson, BOM)

Signed: _____ (Principal)

Signed: Vera Power (Teacher Responsible)

Review date: December 2027