



**Dunshaughlin  
Community National School**

**Acceptable Use Policy**

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## **1. Introduction**

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils in Dunshaughlin CNS benefit from learning opportunities offered by the digital resources in our school in a safe and effective manner.

Our AUP outlines the school's policy on permitted usage of the internet and digital devices. The policy applies to the school's internet/WiFi, all current and future digital devices, and all internet users in Dunshaughlin CNS (including but not limited to pupils, staff, parent/guardians and visitors to the school).

**When using the internet pupils, parent/guardians and staff are expected:**

- To treat others with respect.
- Not to undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

## **2. General Approach**

Our AUP is underpinned by the Digital Strategies for School 2027. In a rapidly evolving technological landscape, this framework acts as a comprehensive roadmap, ensuring equitable access to resources, fostering digital literacy among pupils, and cultivating innovative teaching methodologies.

In line with the Digital Strategy for Schools 2027, our school employs several strategies to maximize learning opportunities and reduce risks associated with the Internet.

### **2.1 School Strategies**

These strategies are as follows:

- Internet use within school is always supervised and monitored by a teacher or staff member.
- Only age-appropriate sites, apps and resources are used e.g., Scoilnet, TTRS, Nat Geo Kids, Britannica Schools, etc.
- Pupils are instructed to use child safe search engines including e.g., Kidtopia, Kid's Search Engine, Kiddle, Safe Search Kids.

- Filtering software (Filter Level 6 on Schools Broadband Network) and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software is not permitted. An administrator password is required for all software downloads.
- Virus protection software is used and updated by LMETB on a regular basis.
- All school devices are connected to the school DCNS Wi-Fi only. No external devices should be connected to the main DCNS Wi-Fi without prior approval.
- Should the safe use of a school device be compromised in any way e.g., by unexpected pop-ups or access to websites outside of the school filtering system, all pupil access to devices may be suspended.
- In the event of a serious incident, management will be notified, and appropriate actions will be taken to rectify the situation in house or with the support of LMETBs IT department.
- All website browsing histories are deleted from devices at the end of each school term, and more frequently if necessary.

## **2.2. School Support Structures**

Dunshaughlin Community National School implements the following strategies on promoting safer use of the internet:

- Internet safety expectations and support advice are communicated to the pupils in Dunshughlin CNS annually. This is done at the start of the school year through whole class lessons before internet enabled devices are introduced.
- Dunshaughlin Community National School participates in Safer Internet Day activities to promote safer, more effective use of the internet.
- Pupils are given education in internet safety as part of our implementation of the SPHE curriculum and other curriculum areas (e.g., Webwise, HTML Heroes).
- Teachers are offered and encouraged to complete continuing professional development opportunities in internet safety.
- Information about safer internet access and online usage is provided to parents/guardians, including safer internet talks, links to supporting websites, publications.
- The school informs pupils and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet when needed.

### **3. Accountability**

Pupils taking steps to bypass the content filter by using proxy sites or other means may be subject to disciplinary action in line with the school's Code of Behaviour.

Misuse of the internet and digital technologies, including cyber-bullying, is referred to in our school's Anti-Bullying Policy.

If the school's AUP is not adhered to, access to the internet and/or devices may be withdrawn. In addition, appropriate sanctions, as outlined in the AUP, Code of Behaviour and/or Anti-Bullying Policy, may be imposed.

Where serious incidents arise, the following may apply:

- Dunshaughlin Community National School recognises that serious online incidents can impact on the wellbeing of pupils. In such cases Dunshaughlin Community National School will, where known, inform parent/guardians/carers of incidents of inappropriate online behaviour. This extends to incidents that take place out of school. Where such incidents arise, we will follow the associated guidelines of our Code of Behaviour and Anti-bullying Policies.
- In addition to the above, our school reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

## **4 Defined Areas of Use**

### **4.1 Web Browsing and Downloading**

Pupils will use the school's internet connection only for educational activities.

Pupils 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.

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidentally accessing inappropriate materials in the classroom to their teacher.

Pupils will report accidental access of inappropriate materials in school but outside the classroom to Yvonne Slevin, Principal.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Pupils 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 and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

#### **4.2 Email and Messaging**

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils 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.

#### **4.3 Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Dunshaughlin Community National School:

- Use of video streaming sites such as YouTube and Vimeo etc. is with teaching staff's permission.
- 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, other members of the Dunshaughlin Community National School community

- Staff and pupils must not discuss personal information about pupils, staff and other members of the Dunshaughlin Community National School community on social media.
- Staff 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 Dunshaughlin Community National School into disrepute.
- Staff and pupils must not represent their personal views as those of being Dunshaughlin Community National School on any social medium

## **5. Personal Devices**

Dunshaughlin Community National School currently does not allow pupils the use of personal devices on school property or during school hours, including school tours.

The following statements apply to the presence of any personal digital devices including phones, tablets, gaming devices, smartwatches, in Dunshaughlin Community National School:

- If a pupil needs to bring a personal mobile phone or other internet-enabled device into Dunshaughlin Community National School for personal use before or after school, it must be switched off at all times during school hours. This includes during school tours/outings.
- Pupils are not allowed to use personal devices during school/class time.
- Any infringement of the above, or any other part of this policy using a personal device, may result in the device being confiscated. Devices will be returned at the end of the day. Future infractions may require a legal guardian to retrieve the device from the school principal.
- **Our school accepts no responsibility for personal devices brought on campus that are damaged or stolen.**

## **6. Images & Video**

Care should be taken by teachers when taking photographic or video images of pupils. Teachers should check that a child's legal

guardians have given consent in advance of taking photos (see form Appendix 2).

At Dunshaughlin Community National School pupils must not take, use, share, publish or distribute images of others without their permission.

When taking photos or videos on school grounds, or when participating in school, parent/guardians are asked to be mindful that they are only taking pictures of their children.

Pupils must not share images, videos 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 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.

## **7. Cyberbullying**

When using the internet, pupils, parent/guardians and staff are expected to treat others with respect.

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 of 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 cyber bullying is an integral part of the Anti-Bullying Policy of our school.

### **8. School Websites and ePortfolio Work**

Pupils will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's e-portfolio service (Classdojo).

The school website and ClassDojo will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of pupil work will be coordinated by the pupil's class teacher.

Dunshaughlin Community National School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual pupils will only be published on the school website where parents/guardians consent has been given.

Personal pupil information including home address and contact details will not be published on Dunshaughlin Community National School web pages.

Dunshaughlin Community National School will avoid publishing the first name and last name of pupils in video or photographic captions published online.

### **9. Legislation**

Teachers, pupils and parents/guardians should be aware and familiarise themselves with the following legislation:

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

**10. Appendices**  
**Appendix 1**



**Permission Form**

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: \_\_\_\_\_

Parent/guardian/Guardian : \_\_\_\_\_

Date: \_\_\_\_\_

As the parent/guardian 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. 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.

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 pupils' work on the school website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name of Pupil: \_\_\_\_\_

Class/ \_\_\_\_\_

Pupil: \_\_\_\_\_

## Appendix 2

### Dunshaughlin Community National School

#### **PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE CONSENT FORM**

Photographs and videos are stimulating forms of media which can motivate and inspire learners. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

Dunshaughlin Community National School asks that parent/guardian(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of pupils in Dunshaughlin Community National School:

- 1) Staff will be aware of possible Child Protection issues when taking photographs of pupils and in relation to where these photographs are used
- 2) Pupils may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
- 3) Pupils in photographs or videos published on LMETB's and/or Dunshaughlin Community National School website will not be named or identified in any way other than by group *e.g.* finalist basketball team
- 4) Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a Consent Withdrawal Form which is available on request from [dunshaughlincns@lmetb.ie](mailto:dunshaughlincns@lmetb.ie) or [dataprotection@lmetb.ie](mailto:dataprotection@lmetb.ie), and submitting it to the school or directly to the LMETB's Data Protection Officer at [dataprotection@lmetb.ie](mailto:dataprotection@lmetb.ie). If you chose to withdraw your consent, the school will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted *e.g.* if a photograph was published in a newspaper or past yearbook already printed.
- 5) All online media promotion on behalf of the school is underpinned by our Internet Safety Policies which can be located at [www.dunshaughlincns.ie](http://www.dunshaughlincns.ie)

I \_\_\_\_\_ [*insert signature of Parent/guardian/Guardian*] consent that photographs and video footage of

**Photographic Image and/or Videographic footage of the learner for the purpose of:**

Please tick as appropriate	Yes	No
On Dunshaughlin Community National School’s website, and/or LMETB’s website, social media and any other online publication associated with LMETB’s colleges/centres/programmes/services.		
Given to third parties, with the pupil’s name, for the purpose of being used in print media e.g. newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, e.g. a learner attaining top results in their course/apprenticeship/traineeship.		
Displayed within the school and including the pupil’s/learner’s name e.g. an image of a learner awarded the highest result in his/her course with his/her name below.		
In the school’s yearbooks with the pupil’s/learner’s name also used		
For promotional purposes related to the school e.g. school prospectus or a video of a school production.		

In circumstances not listed above where the pupil’s/learner’s photographs or videos are sought, your consent as a parent/guardian/guardian/learner over 18 years will be requested separately at a later date.

**Pupil’s Name (IN BLOCK CAPITALS):**

\_\_\_\_\_

**Name of Parent/guardian(s)/Guardian(s):**

\_\_\_\_\_

**Date:** \_\_\_\_\_