



**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, parents/guardians and visitors to the school).

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

- Treat others with respect.
- Not 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 (Department of Education). 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 Whole 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, Touch Type, Read and Spell, NatGeo Kids, Britannica Schools, etc.
- Pupils are instructed to use child safe search engines including e.g., Kiddle, Kidtopia, Kid's Search Engine, Safe Search Kids.

- Filtering software (Filter Level 4 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 from school management.
- 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.
- All website browsing histories are deleted from pupil devices at the end of each school year, and more frequently if necessary.
- Internet safety is taught in an age-appropriate manner to the pupils in Dunshaughlin CNS annually. This is completed at the start of the school year, through participation in Safer Internet Day, and as part of the implementation of our SPHE curriculum. Additional websites can also be used such as Webwise, HTML Heroes, etc.
- Teachers are encouraged to complete continuing professional development opportunities in internet safety.
- Information about safer internet access and online usage may be provided to parents/guardians, including safer internet talks, links to supporting websites, publications.

### **3 Expectations for Acceptable Use**

#### **3.1 Web Browsing and Downloading**

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

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

Pupils will report accidentally accessing inappropriate materials whilst at school and/or engaged in school activities to their teacher and/or another member of staff.

Staff will report accidentally accessing inappropriate materials whilst at school and/or engaged in school activities to school management.

Parents/guardians should inform the school if they are made aware of any incidents of inappropriate usage that occur at school and/or engaged in school activities.

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

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

### **3.2 Email and Messaging**

All pupils will be provided with Office 365 accounts managed by LMETB. They will have access to the suite of products on Office 365. Pupils will have the ability to share files via OneDrive functions.

The use of personal email accounts is not allowed at Dunshaughlin Community National School.

Pupils and staff will use the school's Office 365 accounts and messaging services (e.g., Aladdin, ClassDojo, school phone, etc.) only for school and educational related activities.

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

Pupils and staff should only message using their own accounts.

Pupils, staff and the wider school community should ensure that all communications are respectful and use appropriate language.

Pupils and staff should be aware that all communication through email and messaging may be monitored.

Pupils and staff should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature to school management.

Additional information regarding the privacy statements for the handling/protection of personally identifiable information in the use of devices in the school is available [here](#) and [here](#).

### **3.3 Social Media**

Staff will use the school's social media only for school and educational related activities. Pupils do not have permission to use social media at school or during school activities. Our school currently uses Facebook and ClassDojo.

Staff and pupils must not use social media in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Dunshaughlin CNS community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Dunshaughlin CNS 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 CNS into disrepute.

Staff and pupils must not represent their personal views, as those of Dunshaughlin CNS, on any social medium.

### **4. Personal Devices**

**Dunshaughlin CNS strongly discourages pupils having mobile devices in their possession on our school campus/school activities unless absolutely necessary.**

**Our school accepts no responsibility for personal devices brought on campus that are damaged, stolen or lost.**

The use of personal devices (including but not limited to smart phones, Kindles, smart watches, tablets, visual or audio recording devices) on school property, or during school hours, including school tours by pupils, will only be allowed with prior approval by school management.

If a pupil needs to bring a personal mobile phone, internet-enabled device or other smart device into Dunshaughlin CNS for personal use before or after school, it must be switched off prior to entering the school premises, at all times during the school day, and not switched on again until the school day ends. Devices must be presented to the class teacher at the beginning of the school day and will be stored in a secure location and returned to the pupil at the end of the school day.

Devices which are not presented will be confiscated by the class teacher and will be returned at the end of the school day. Any infraction of the above may require a legal guardian to retrieve the device from the school. Any infractions/repeated infractions may be dealt with under our school Code of Behaviour.

Pupils are not permitted to take a device on external school activities.

## **5. 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 or threaten to 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.

## **6. Online Bullying Behaviour**

When using the internet, pupils, parents/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. Any such incidents will be dealt with under our school's code of behaviour.

Online bullying behaviour (cyberbullying) is defined in the Department of Education's publication *Bí Cineálta (June 2024)* as behaviour that is carried out through the use of information and communication technologies such as text or direct messaging/instant messaging, social media platforms, email, apps, digital gaming sites, gaming consoles, chatrooms and other online technologies.

This form of bullying behaviour can include:

- sending or sharing nasty, insulting, offensive, and/or intimidating messages or images via text messages, emails, direct messages or other websites or apps
- posting information considered to be personal, private and sensitive without consent.
- making and/or participating in fake profiles on a social network to impersonate and/or humiliate other students.
- excluding or disrupting access to a student on purpose from online chat groups, access to accounts or from an online game

Even though a message may be posted online just once by a student it can be considered bullying behaviour as it may be seen by a wide audience where it is intended to be shared or has a likelihood of being shared multiple times and is thus repeated. (see *Bí Cineálta*:



## *Procedures to Prevent and Address Bullying Behaviour in Primary Schools and Post-Primary Schools)*

The prevention of cyber bullying is an integral part of the Anti-Bullying Policy of our school. (Please refer to our school Anti-Bullying Policy for further information.)

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

Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website/ClassDojo/social media. All content will be vetted and approved prior to posting online by a member of school staff.

Online content posted by the school will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff. Any inappropriate content or offensive comments will be removed.

Digital photographs, audio or video clips of pupils will only be published online where parents/guardians consent has been given.

Dunshaughlin CNS will only publish the first name of a pupil in video or photographic captions published online.

### **8. Breaches of Acceptable Usage**

Dunshaughlin CNS recognises that serious online incidents can impact on the wellbeing of pupils.

In the event of a breach of acceptable usage, e.g., taking steps to bypass the content filter, accessing inappropriate material, or other behaviour deemed inappropriate, management will be notified. Breaches will be dealt with under our school's Code of Behaviour and/or our Anti-Bullying Policy and parents/guardians will be informed.

In addition to the above, our school reserves the right to report any breaches or incidents of concern to the appropriate authorities, including An Garda Síochána and TUSLA (Child and Family Agency).

## 9. Education and Awareness

To support a safe learning experience for the children while using digital technologies in our school, class teachers will facilitate online safety lessons as part of the SPHE curriculum. The following resources are available to support teachers <https://www.webwise.ie/teachers/introducing-online-safety-to-the-primary-classroom-considerations-for-teachers/>

## 10. Legislation and Relevant Documents

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

Resources:

- Bí Cinealta Anti-Bullying Guidelines 2024
- Webwise <https://www.webwise.ie/>
- Stay Safe <https://www.staysafe.ie/teachers/resources.htm>

Legislation:

- Data Protection (Amendment) Act 2003
- 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
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991
- Interception Act 1993
- Video Recordings Act 1989

Policies:

<https://www.lmetb.ie/wp-content/uploads/2021/09/LMETB-Data-Protection-Policy-17-May-2018.pdf>

## BOM Ratification

<b>LMETB School/College:</b>	<b>Dunshaughlin CNS</b>
<b>Date of Board of Management Meeting:</b>	<b>28/11/2024</b>
<b>Policy:</b>	<b>Acceptable Use Policy</b>
<b>Proposed By:</b>	<b>Jonathan Dunne</b>
<b>Seconded By:</b>	<b>Gerry O' Connor</b>
<b>Signed by Chairperson BOM:</b>	<b>Gerry O' Connor</b>

**11 . 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 : \_\_\_\_\_

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