

Scoil Naomh Feichin



Acceptable Use Policy

Date of Commencement: 28/04/2026

Author: School Principal

General Approach

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

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- 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.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Naomh Feichín.

Misuse of the internet 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.

Scoil Naomh Feichín will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and Bí Cineálta policies. In such cases Scoil Naomh Feichín will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Naomh Feichín implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed annually by the following stakeholders:

Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, the school Principal or Deputy Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the teaching staff of the school.

Content Filtering

Scoil Naomh Feichín has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

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

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

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

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 allowed with staff permission.

Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.

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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services by students in Scoil Naomh Feichín :

- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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 Scoil Naomh Feichín community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Naomh Feichín community on social media.

Staff and pupils 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 Scoil Naomh Feichín into disrepute.

Staff and pupils must not represent their personal views as those of Scoil Naomh Feichín on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Scoil Naomh Feichín :

- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Scoil Naomh Feichín pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Permission from parents or guardians will be obtained before photographs of pupils are published on the school website.

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 an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils may incur suspension as a sanction.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

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 if it only happens once.

The prevention of cyber bullying is an integral part of the Bí Cineálta policy of our school.

In accordance with the Anti-Bullying Procedures for Schools, Scoil Naomh Feichín considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Scoil Naomh Feichín considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

In accordance with the Department of Education Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Scoil Naomh Feichín considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.

School Websites

Pupils may be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website and instagram account.

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

The publication of student work will be coordinated by a teacher.

Scoil Naomh Feichín will only use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website and/or instagram with parental permission.

Personal student information including home address and contact details will not be published on Scoil Naomh Feichín web pages.

Scoil Naomh Feichín will avoid publishing the first name and last name of pupils in video or photograph captions published online.

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

Artificial Intelligence

Scoil Naomh Feichín recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

Scoil Naomh Feichín provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.

The selection of AI tools and technologies in Scoil Naomh Feichín aligns with educational goals, including supporting learner agency and promoting critical thinking.

Scoil Naomh Feichín staff may integrate AI into their educational processes to enhance learning, foster innovation, and promote the development of critical skills.

A regular review of the impact of AI on learning outcomes is to be conducted to ensure continuous improvement.

School staff and learners receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.

Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.

Staff must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff or other members of the Scoil Naomh Feichín community

Staff and learners must not engage in activities involving AI generated material which might bring Scoil Naomh Feichín into disrepute.

Scoil Naomh Feichín promotes digital literacy and critical thinking skills to help learners understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.

Other relevant policies:

SNF Social Media Policy and Posting Guidelines 2026

Mobile Phone Policy

Ratification and Review

The staff, under the guidance of the Principal, will review this policy every two years or as the need arises.

Signed: Paul Byrne Date: 5.5.26

(Chairperson of Board of Management)