



## **Scoil Chéile Chríost Rathmore NS**

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**Registered Charity Number: 20124151**

**Principal: Ms. Caitríona Lancaster**

**Deputy Principal: Mr. Shane Walsh**

### **Acceptable Use Policy (AUP)**

#### **Policy Statement**

Scoil Chéile Chríost, Rathmore National School recognises the important role digital technologies play in supporting teaching, learning, creativity and communication in the modern classroom.

The school is committed to ensuring that digital technologies are used in a safe, responsible and ethical manner, while supporting pupils in developing the skills necessary to participate confidently in a digital society.

This Acceptable Use Policy outlines the conditions under which pupils may access and use digital technologies within the school.

#### **Relationship to School Ethos**

Our school community encourages pupils to act with respect, responsibility and care for others both offline and online.

The use of technology in the school reflects these values and promotes respectful communication, responsible behaviour and positive digital citizenship.

#### **Scope of the Policy**

This policy applies to the use of:

- School computers, laptops and tablets
- School internet and Wi-Fi
- Educational software and digital platforms
- School email systems where applicable

- Online learning resources used during school activities

The policy applies during school hours and during any school-related digital learning activity.

### **Aims of the Policy**

The aims of this policy are to:

- Promote safe and responsible use of digital technologies.
- Enhance teaching, learning and assessment through the effective use of ICT.
- Support pupils in developing digital literacy and responsible online behaviour.
- Protect pupils from potential risks associated with internet use.
- Ensure compliance with data protection legislation and best practice guidance.
- Support the school's implementation of the national Digital Strategy for Schools to 2027.

### **School Strategy for Safe Use of Technology**

The school employs several strategies to maximise learning opportunities and reduce risks.

These include:

- Teacher present while pupils are using digital devices
- Filtered internet access
- Use of approved educational platforms only
- Teaching online safety and responsible digital behaviour
- Clear procedures for reporting concerns

### **Educational Use of the Internet**

The internet is used to support teaching and learning across the curriculum.

Pupils may use digital technologies to:

- Access educational resources
- Conduct research
- Develop digital presentations and projects
- Collaborate with peers on learning activities
- Create digital content

Teachers support pupils in evaluating the reliability of online information and developing critical digital literacy skills.

## **Acceptable Behaviour When Using Technology**

- Pupils are expected to:
- Use technology for educational purposes only.
- Follow teacher instructions when using digital devices.
- Treat school equipment carefully.
- Log out of all applications correctly when finished.
- Close all internet tabs and Microsoft applications after use
- Power off the device correctly before returning to teacher
- Respect others when communicating online.
- Report anything online that makes them feel uncomfortable or unsafe.

## **Unacceptable Use**

The following behaviours are not permitted:

- Accessing or sharing inappropriate material
- Attempting to bypass internet filters or security systems
- Using technology to bully or harass others
- Taking photographs, recordings or videos without permission
- Sharing personal information online
- Downloading unauthorised software
- Change or customise the device settings, background, wallpaper or general appearance in any way.

Misuse of digital technologies may result in disciplinary action in line with the school's Code of Behaviour.

## **Cyberbullying**

Cyberbullying will not be tolerated.

Examples include:

- Sending hurtful messages
- Posting embarrassing images
- Impersonating others online
- Excluding others from online communication

Incidents will be addressed in accordance with the school's Anti-Bullying Policy, Bí Cineálta.

## **Artificial Intelligence (AI) and Emerging Technologies**

The school recognises that Artificial Intelligence are increasingly present in education. However, we as a staff have decided students are not allowed to use AI tools in school or on school devices.

## **Data Protection and Privacy**

The school is committed to protecting personal data in accordance with the General Data Protection Regulation (GDPR) and guidance from the Data Protection Commission (Ireland).

Limited personal data may be processed when pupils use digital technologies, including:

- pupil names
- login credentials for educational platforms
- digital work produced by pupils

Personal data is processed only where necessary for educational purposes and appropriate safeguards are in place.

Parents and guardians have rights under data protection legislation including the right to:

- access personal data
- correct inaccurate data
- request deletion where appropriate

Further information is available in the school's Data Protection Policy.

## **School Website and Digital Communication**

The school may publish information about school activities on its website or other official platforms.

To protect pupil privacy:

- pupils are generally identified by their class.
- personal information will not be published without consent
- photographs will only be used where parental permission has been provided

## **Digital Learning Framework**

Digital learning in the school is guided by the principles of the Digital Learning Framework developed by the Department of Education (Ireland).

The school aims to integrate digital technologies in ways that:

- enhance teaching, learning and assessment
- support pupil engagement and collaboration
- develop pupils' digital literacy and responsible online behaviour

Teachers reflect on and improve their practice using the framework domains of:

- Teaching and Learning
- Leadership and Management

## **School Self-Evaluation and School Improvement Planning**

Digital learning practices are reviewed periodically through the **School Self-Evaluation (SSE) process**.

The school may review:

- digital learning practices in classrooms
- pupil digital literacy skills
- online safety awareness
- effectiveness of digital teaching strategies

Findings from this process may inform priorities within the school's School Improvement Plan (SIP).

## **Remote Teaching and Learning**

Digital technology use at home during periods of remote learning is also governed by the school's Remote Teaching and Learning Policy. All expectations, responsibilities and online-safety requirements outlined in that policy apply when pupils access school platforms or interact with teachers from home.

## **Monitoring and Sanctions**

The school reserves the right to monitor use of digital technologies where necessary to ensure compliance with this policy.

Misuse may result in:

- withdrawal of technology access
- restriction of device use
- communication with parents/guardians
- disciplinary action in line with school policies

**Policy Ratification and Review**

This policy will be reviewed periodically to ensure it reflects changes in:

- technology
- legislation
- national educational guidance

This policy was ratified by the Board of Management in April 2026.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Board of Management

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

An original signed copy available in the School Office

## **Appendix A**

### **Pupil Agreement**

I agree to follow the rules outlined in this Acceptable Use Policy when using digital technologies in school.

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

Class: \_\_\_\_\_

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

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

### **Parent/Guardian Agreement**

I have read this Acceptable Use Policy and will support the school in promoting responsible use of technology.

Parent/Guardian Name: \_\_\_\_\_

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

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