



## ICT Acceptable Use Policy (AUP)

### 1. Introduction

This Acceptable Use Policy (AUP) outlines measures to ensure the safe, responsible and effective use of digital technologies in the school. It is informed by guidance from [www.webwise.ie](http://www.webwise.ie) and reflects best practice in Irish primary education.

The aim of this Acceptable Use Policy is to ensure that pupils benefit from learning opportunities offered by the school's internet and digital resources in a safe and effective manner. Teachers can guide students to become competent and responsible digital citizens. Students should be aware of their digital footprint and exercise respect and safety in online communication. Internet use and access is considered a school resource and privilege. Failure to adhere to this policy will result in withdrawal of privileges and appropriate sanctions as outlined in the Code of Behaviour.

The AUP will be reviewed regularly by school and parent representatives. Parents are deemed to accept the terms of this policy unless they notify the school otherwise.

### 2. Aims of the Policy

- Promote the safe, ethical and responsible use of technology.
- Support teaching and learning through appropriate digital tools.
- Protect pupils, staff and the school community from online risks.
- Encourage respectful online communication and digital citizenship.

### 3. Scope

This policy applies to all members of the school community including pupils, staff, parents/guardians, visitors and any person accessing school-owned devices, networks or digital platforms.

### 4. Acceptable Use by Pupils

Pupils are expected to:

- Use ICT for educational purposes as directed by staff.
- Show respect, responsibility and 'Netiquette' to others in all online communications.
- Never share passwords or personal information.
- Seek permission before recording, photographing or sharing content.
- Report any content or behaviour that makes them feel unsafe or uncomfortable.

### 5. Responsibilities of Staff

Staff members will:

- Model positive and responsible digital behaviour.
- Supervise pupil use of technology appropriately.
- Integrate online safety and digital literacy into teaching.
- Act promptly on any reports of online safety concerns.

### 6. Role of Parents/Guardians

Parents/guardians are encouraged to:

- Discuss online safety regularly with their child.
- Support the school's expectations for appropriate technology use.
- Monitor and guide their child's use of devices and the internet outside school.

### 7. Devices and Digital Platforms

The school operates as a Google School, using Chromebooks, Smartboards and other digital tools for learning. All devices and systems must be used under teacher direction and in accordance with this policy.

### 8. School Gmail and Google Drive accounts

- Children must sign a written agreement with parents and class teacher prior to accessing school email accounts.
- Use of school email and drive is for educational purposes only.
- Accounts remain the property of Naomh Lorcán Ó Tuathail Senior Boys and are monitored by staff.
- Inappropriate messages or content must be reported immediately to the class teacher and a parent/guardian.
- Students must not send, receive, or publish any illegal, obscene, defamatory, or harassing material, nor reveal personal details or passwords.
- Home use of school accounts for homework or distance learning is permitted under the same policy conditions.



#### 9. Mobile Phones (See Mobile Phones and Electronic Devices policy as per terms of Circular 0044/2025)

Pupils of Naomh Lorcán Ó Tuathail Senior Boys' are not allowed to have or use mobile phones, other devices that can make and receive calls or messages or any internet-connected devices within the school premises (building and grounds) at any time with the exception of those specifically approved by the school for educational purposes.

#### 10. Cyberbullying

Cyberbullying is the use of technology to harm, humiliate or intimidate another person. Cyberbullying can take many forms including exclusion online, hurtful messages/images, abusive messages/emails, imitating someone online, etc. This type of bullying is increasingly common and is continuously evolving.

• *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 should be dealt with, as appropriate, in accordance with the school's code of behaviour.*

• *However, in the context of this policy, placing 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 behavior.*

Cyberbullying is a serious breach of the Code of Behaviour and will be dealt with under the school's *Bí Cinealta* Anti-Bullying Policy, with possible involvement of parents, guardians and, if necessary, relevant authorities. When using the internet, students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

#### 11. Images, Video and Online Publishing

Images, videos or pupil work will be shared with parental consent and in accordance with GDPR. Pupils must not share images of others without permission.

#### 12. GDPR and Data Protection

The school is committed to upholding General Data Protection Regulation (GDPR) and Data Protection Acts.

- Passwords must be kept secure and confidential.
- Personal data will only be collected and processed for legitimate educational purposes.
- Access to school systems is restricted to authorised users.
- Personal data must not be stored on personal devices without permission.
- Any data protection concerns or breaches should be reported immediately to the Principal.

This policy should be read in conjunction with the school's Data Protection Po.

#### 13. Use of Artificial Intelligence (AI) Tools

The school acknowledges that AI tools are increasingly available.

- Pupils may only use AI tools for educational purposes with teacher permission.
- AI should support learning and never replace a pupil's own personal effort.
- Pupils must not input personal or confidential information into AI systems.
- Staff will provide guidance on ethical and responsible use of AI.
- Misuse of AI will be treated as inappropriate behaviour and will result in sanctions consistent with this policy.

#### 14. Sanctions

Failure to comply with this policy may result in the withdrawal of ICT privileges, communication with parents/guardians and further disciplinary action in accordance with the school's Code of Behaviour. Sanctions can include written warnings and in extreme cases suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

#### 15. Review of Policy

This policy will be reviewed in 2008 by the Board of Management in consultation with staff, pupils and parents/guardians.

#### Roles and Responsibilities

All staff share in the co-ordination and implementation of this policy.

Signed: Patry O'Keefe  
Chairperson, Board of Management

Signed: Reado  
Principal; Secretary Board of Management

Date: 23/03/2026