

Boher NS

Acceptable User Policy

2025



Title	Name	Signature	Date
Principal	Brian Mckeogh		
Chairperson of the Board of Management		Patricia L. Sgar	
Timeframe for implementation			
Timeframe for review			
Responsibility for review			

Revision History

Version	Reason for change	Date
1	Update to Policy format	Dec 2025

Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This version was reviewed by the Principal, ICT Co-Ordinator, Staff, Board of Management and will be subsequently reviewed as issues and matters arise relating to the acceptable use of IT.

This policy is to be read in conjunction with our Anti-bullying policy (Bí Cineálta policy) which also deals with the issue of cyberbullying.

School's Strategy:

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General:

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

- Students 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.

Email

- Students will use approved school email accounts for accessing Google Classroom(as a safety feature, all communication features are disabled, they are unable to use it on other devices or without supervision)
- Students from 3rd to 6th will be assigned a school email
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Parents and staff should only communicate through the official school 'Aladdin' system rather than teachers' personal email addresses.

Internet Chat

- Students will only have access to discussion forums, messaging or other electronic communication that have been approved by the school.
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be coordinated by a teacher
- Pupils' work will appear in an educational context on Web pages, copying of such work without express written permission is prohibited.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.

- The school website will avoid publishing the first name and last name of individuals in a photograph.
- Pupils will continue to own the copyright on any work published.

Boher NS Facebook and Instagram pages

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with a wider audience of school life via possible communication tours -photos of pupil's projects, sports events, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now Facebook and Instagram

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become “friends” with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook and Instagram, one must be 13 years of age or older. Therefore, current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook page.

Personal Devices

Personal devices are not allowed in school without the expressed permission of the class teacher and the written permission & indemnification of the parents. This occurs during exceptional circumstances. 'Personal devices' refer to any device that has access to mobile phone networks, internet and/or is capable of recording audio or images. Devices that are not permitted in school include but not limited to mobile phones, ipads, smart watches with recording capabilities, handheld games consoles, and music players

This is addressed in greater detail in the school's *Mobile Phone Use Policy*.

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 1998
- The Data Protection Act 1998

Support Structures

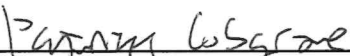
The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. This information will be available at Internet Safety talks throughout the year.

Sanctions

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. Permission is sought as part of our enrolment form.

The current policy was reviewed in 2025.

The policy was ratified by the Board of Management of Boher N.S. on 3-12-2025.

Signed: 
Chairperson, Board of Management