

Acceptable Use Policy

St. John the Evangelist NS

Rationale

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP as required. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified. This AUP was updated in February 2026.

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 or a responsible adult.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Uploading and downloading of non-approved software will not be permitted.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

Internet Use

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be encouraged to 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.
- Students will never disclose or publicise personal information.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by students of 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

- The use of personal email accounts by students is not allowed at St John the Evangelist NS.

Social Media and messaging services for Staff and Students

- The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of the school community are expected to follow when using social media.
- The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.
- This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, mircoblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media. The following statements apply to the use of messaging, blogging and video streaming services in St John the Evangelist NS :

-Use of instant messaging services and apps including Snapchat, Viber, etc. is not allowed in St John the Evangelist NS .

-Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in St John the Evangelist NS .

- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
- Students will be provided with guidance on etiquette regarding social media.

Images and Video

- Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At St John the Evangelist NS students 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 carers will be obtained before photographs of students are published on the school website.
- Students 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.

School Website (www.stjohntheevangelistnationalschool.com)

- Students will 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.
- Students will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

St. John the Evangelist NS

- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content. St John the Evangelist NS will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on St John the Evangelist NS web pages. St John the Evangelist NS will avoid publishing the first name and last name of pupils in video or photograph captions published online. The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

Personal Devices

- Mobile phones are not permitted in St John the Evangelist NS with the exception of students who walk home by themselves. They may bring a mobile phone to school, however it must be switched off for the school day and can only be turned on once outside the school gates.
- Smart watches are not permitted in St John the Evangelist NS.

Online Bullying Behaviour (Cyber Bullying)

- The Department of Education BÍ Cineálta Procedures state that online bullying behaviour (cyberbullying) 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.

As online bullying uses technology to carry out bullying behaviour and does not require face-to-face contact it can occur at any time. Many types of bullying behaviour can be facilitated through online bullying. In many cases online bullying can relate to an "offline" experience with someone known to the student. This type of bullying may involve forms of sexual exploitation including but not limited to, sextortion and the nonconsensual sharing of intimate images. The sharing or threatened sharing of images without consent is a criminal offence.

St. John the Evangelist NS

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.

- Webwise <http://www.webwise.ie/>
- NCTE <http://www.ncte.ie/Technology/>
- St John the Evangelist National School Bí Cineálta Policy
<https://stjohntheevangelistnationalschool.com/policy-documents>

Sanctions

Misuse of the Internet may result in disciplinary action as outlined in the school's Code of Behaviour.

Sanctions can include written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

St John the Evangelist National School also reserves the right to report any illegal activities to the appropriate authorities.

Communication, Monitoring and Review

This policy will be communicated to staff of St. John the Evangelist NS and the school community as appropriate and will be subjected to periodic review.

Signed: Rose O'Driscol
(Chairperson of Board of Management)

Signed: [Signature]
(Principal)

Date: 26/2/26

Date: 26/2/26

Date of next review: Dec '27