



# SCOIL BHRÍDE EGLANTINE

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## Acceptable Use Policy (A.U.P)

### Introduction & Rationale

School policies are created through a process of consultation and collaboration between the staff, the Parents Association and the Board of Management.

This policy will inform the acceptable use of the internet within Scoil Bhríde Eglantine.

The aim of the 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 access is considered a school resource and privilege. If the AUP is not adhered to, this privilege may be withdrawn. In certain cases, certain sanctions – as outlined below – will be imposed.

It is envisaged that the AUP will be revised on a regular basis as deemed necessary by changing circumstances. Before signing the Undertaking below, this AUP should be read carefully.

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.

### School's Strategy

Scoil Bhríde Eglantine will employ a number of strategies in order to maximise learning opportunities while at the same time, reduce risks associated with internet use. These will include:

#### General

- The Schools Broadband Programme (SBP), managed by Oide Technology in Education (Oide TIE), offers all Irish schools content filtered broadband.
- Issues on Internet safety will be discussed with the children prior to beginning work on the Internet
- The school will monitor individual pupil's Internet usage.

- Pupils will observe 'Good Netiquette'. (This refers to etiquette online).
- Internet sessions will always be supervised by a teacher.
- The use of memory sticks in school requires a teacher's permission.
- Board of Management will support and encourage the staff of the school in undertaking continued professional development in the area of internet safety awareness.
- The Board of Management will provide the staff, parents and/or children of the school with the opportunities to attend Internet Safety talks regularly
- All parties; i.e. Board of Management, parents, teachers, staff and pupils, will be requested to adhere to the AUP of the school.

## Internet Usage

- Pupils will use the Internet for educational purposes only.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils will never disclose or publicise personal information about themselves or others.
- Pupils 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 report accidental accessing of inappropriate materials in accordance with school procedures
- Downloading materials or images not relevant to pupils' studies, is in direct breach of the school's Acceptable Use Policy.

## School Website

- Pupils will be given the opportunity to have their work published by the class teachers on the school website.
- The school will endeavour to use digital photographs, audio or video clips focusing on mainly group activities.
- The school website will avoid publishing the last name of individuals in a photograph.
- Personal pupil information including home address and contact details will never be published on the school web pages.
- Pupils will have copyright of their own work which is published on the school website.

## Social Media

The purpose of having a school Facebook/Instagram 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 & enrolment dates
- Communication with wider audience of school life via possible communication tours - photos of pupils, pupil's projects, notice boards, etc.
- Continued advancement of our school communication system with information shared via Aladdin, email, website, Facebook and Instagram

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

- Users cannot advertise products or non-related school services on our school Facebook/Instagram 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 individual staff members.
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children
- Our social media usernames are:
  - Instagram: @eglantines
  - Facebook:

Comments have been disabled on school Instagram and restricted on school Facebook.

The sanction for breaking these rules is automatic blocking from our Facebook/Instagram

## Email

- Staff are provided with work email addresses under the eglantine.ie domain. These email addresses are to be used for work purposes only.
- Downloading by students of materials or images not relevant to their studies is not allowed.
- Pupils will use approved school email accounts, using the eglantine.ie domain only.
- 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, for example Google Classroom.
- Pupils will not send any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Staff must not use school email addresses for setting up personal social media accounts or to communicate through such media.

## **Social Media and messaging services for staff, pupils and the wider school community**

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Bhríde Eglantine:

- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- We do not livestream school events.

Staff must not engage in activities involving social media which might bring Scoil Bhríde Eglantine into disrepute.

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.

Staff, pupils and members of the Scoil Bhríde Eglantine school community should not discuss personal information about pupils, staff or any member of the Scoil Bhríde Eglantine community on social media.

## **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.

## **Personal Electronic Devices**

The following statements apply to the use of internet-enabled devices such as but not limited to: personal laptops, tablets, gaming devices and smartwatches in Scoil Bhríde Eglantine.

- Students are not permitted to have on their person, smart phones, smart watches, tablets or any other devices capable of connecting to the internet and/or capable of recording audio or video in the school building or grounds at any time. This includes any device that is capable of connecting to another internet enabled device eg, certain smart watches or Bluetooth headphones.
- Where a student is found to have brought a device as outlined above, the device will be confiscated by the class/supervising teacher and returned only to a parent/guardian. Further or subsequent confiscations will be dealt with by the school principal and

parents of the student(s) concerned. Repeated breaches may lead to further sanctions in line with the school's Code of Behaviour.

- In accordance with the mobile phone Circular 0044/2025 pupils are not allowed bring a phone to school. However, the school acknowledges that in exceptional circumstances some pupils may need to bring a mobile phone/smart watch with them to school. In this case, a request must be written and sent to the Board of Management outlining why it is necessary for the pupil to bring the phone to school. We encourage children to bring these only when required or deemed necessary by a parent.
- Where a pupil has permission to bring a mobile phone to school, the phone must be switched off during the school day and may not be used for any purpose on school premises or grounds. No pupil may have a mobile phone on her person.
- All devices must be handed up to the class/supervising teacher and will be kept until home time.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones in the pupil's/school's possession.
- Phones may not be turned on until pupils have left the school grounds.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of still or moving images with a mobile phone camera, are in direct breach of the school's Acceptable Use Policy.
- Pupils may not take photographs or make recordings, video or audio with any personal prohibited device.
- Please see mobile phone policy for more information.

### **School iPads/Laptops**

- iPads/Laptops must be handled with care at all times.
- iPads/laptops remain the property of the school.
- The iPad/laptop to be monitored on a regular basis
- Access to inappropriate material is prohibited
- Loss/damage to iPad/laptop must be reported to the teacher as soon as possible.
- Responsibility for the iPad/laptop is with the pupil and when not in use must be given to the teacher or locked in a secure place.
- Photographs – camera and audio recording functions may only be used under the direction of the teacher.

### **Assistive Technology**

The school may apply for assistive technology for a child where a professional report clearly states that the equipment is essential for the effective education of the child. The report also needs to illustrate how the recommended equipment will be used for educational purposes throughout the day and that the needs outlined in the professional report cannot be met from within the

schools existing I.T. equipment. We rely on the Department of Education for guidance as to whether or not they deem the technology to be essential for the effective education of the child. Therefore, only pupils who have been approved for assistive technology by the Department of Education will be allowed to use this approved technology throughout the school day. Privately bought technology may not be used in school.

As the assistive technology is property of the school and insured by the school, assistive technology stays on school grounds- this helps to ensure more secure access to content.

Transfer of equipment; Although equipment is sanctioned to support a particular pupil, the equipment is sanctioned to a school and will, as a general rule, remain the property of the school and be available for allocation to other or subsequent pupils with similar needs. However, some of the equipment which is sanctioned is of a specialist and individualised nature and may not be suitable for other students in the school. In such circumstances it is not efficient that such equipment should be retained in a school, when the student for which the equipment was sanctioned transfer to a new school and would have to be re sanctioned for similar equipment in the new school, at considerable expense. Should the pupil in respect of whom the technology is sanctioned change schools, including proceeding to post primary school, the new school, or the school that was sanctioned the technology should consult with the SENO/Visiting Teacher with regard to its transfer with the pupil where it is still appropriate for the pupil's assessed needs. This will ensure that there is no gap in support for the pupil and to enable the pupil to continue to use suitable and familiar resources in their new setting. Retention of technology may be considered where the technology is out of date, it is no longer suitable to the needs of the transferring pupil or there is another child enrolled/enrolling and in respect of whom the school would be applying to the SENO for the same technology. Where the school or the pupil has no further requirement for the equipment, the SENO, or visiting teacher in conjunction with the SENCO, may allocate it to another school in the interests of meeting needs to the greatest extent possible.

This policy was compiled in line with Department of Education and Skills Circular 10/2013 in relation to essential assistive technology equipment for pupils with physical or communicative disabilities.

## **Artificial Intelligence**

Artificial Intelligence (AI) may be used by teachers and school leaders. The use of AI will at all times remain aligned with the guidance and parameters set out by the Dept for Education & Skills in *Guidance on Artificial Intelligence in Schools - Version 1 - Oct 2025*.

AI may be used a teaching and planning tool e.g. preparing resources, templates, games, assessments etc. Where AI is used to generate such information and resources teachers will respect the data of the children and school at all times. Children's names or details will never be shared with AI tools. Staff will respect the principles of GDPR law (2018) and as such protect and preserve the confidential data we hold at school.

Children are not taught to use AI. Use of AI at home is under the supervision and care of the responsible adult at home. Generative AI tools include age restrictions of users. Age restrictions should be adhered to at all times.

Adults should ensure that where AI is utilised that human oversight is always present as the last check. AI resources should always be tested and evaluated prior to use. Human oversight ensures content is relevant, educational, appropriate and unbiased.

Use of AI at Scoil Bhríde should be considered in line with other relevant policies such as Code of Behaviour, Bí Cineálta, Privacy and Data Protection Policy.

## **Filtering**

Filtering is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. The school will use the Internet provided and filtered by Oide. Scoil Bhríde, Eglantine also uses additional filtering software on all school computers, iPads etc which further filter pupils' access to the internet. It is widely accepted that while essential, no filter is 100% effective. This policy stresses that the most effective filtering tool is adult vigilance. At Scoil Bhríde, Eglantine we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed any possible disadvantages.

The access to websites from all school computers is monitored and regularly reviewed by Oide. Access to websites is only allowed following a verification of their suitability.

## **Responsible Internet Use – Pupil/Parent/Guardian Undertaking**

- In accordance with the Bí Cineálta Procedures for Schools, Scoil Bhríde Eglantine 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.
- Pupils 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. When using the internet students, parents and staff are expected to treat others with respect at all times.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school. In accordance with the Department of Education's 'Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools', Scoil Bhríde Eglantine 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.

We use Information Communication Technology (I.C.T.) and the internet for learning. The following rules will help us to be fair to others and keep everyone safe.

- Pupils will seek teacher's permission before accessing any website.
- Pupils will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- If pupils see anything they are unhappy with, or if they receive a message they do not like, they will tell a teacher immediately.
- Pupils know that the school may check their computer files and may monitor the sites they visit.
- Pupils understand that if they deliberately break these rules, they could be stopped from using the Internet and computers and their parents will be informed.
- The school expects all parents/guardians to engage in teaching their children about the responsible use of the Internet
- At Scoil Bhríde Eglantine pupils must not record audio, take, use, share, publish or distribute images of others without the expressed permission of a teacher.
- Students taking audio, photos or videos with non school devices, on school grounds, when participating in school activities or on school trips is not allowed under any circumstances.
- Parents/guardians taking photos or videos of pupils other than your own child on school grounds, when participating in school activities or on school trips is not allowed under any circumstances.
- Recording audio, taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before video, audio or photographs of students are published on the school website or social media.
- Students must not share audio, images, videos or other content online with the intention to harm another member of the school community.
- Sharing explicit images/video and in particular explicit images/video of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images/video of other students, while in school, automatically incurs suspension as a sanction.
- Where issues/concerns arise regarding internet safety or misuse of the internet in school this should be reported it to the principal immediately.

Signed on behalf of the Board of Management:

Sheelagh O'Leary

Sheelagh O'Leary  
Chairperson, Board of Management

Date: 24/03/2026

Geraldine O'Brien

Geraldine O'Brien  
Principal

Date: 24/03/2026.

## Appendix

At Scoil Bhríde Eglantine, we make use of the following websites, apps or services:

1. Microsoft 365
2. Aladdin
3. Jotform
4. Google Workspace for Education & all associated apps
5. YouTube
6. Vimeo
7. Wordpress / ActonBV (website management)
8. Blacknight (hosting the eglantine.ie name)
9. Sumdog
10. Soundcloud (hosting Schoolvision songs)
11. Lanschool – supervision of internet and laptop sessions.
12. Jamf
13. TeamViewer / ScreenConnect
14. Ladibug
15. Typing.com
16. DabbleDoo
17. My OT and Me
18. Alpaca
19. ClassDojo
20. ScreenCloud
21. Animoto
22. Instagram
23. Facebook
24. WhatsApp
25. GoNoodle
26. ERC.ie / Drumcondra Testing
27. Izak9.com
28. Kahoot
29. Twinkl (Individual subscriptions)
30. Padlet
31. Plickers
32. Jolly Classroom
33. Seesaw
34. Zoom
35. Netflix / Disney+ / Apple TV / Prime Video / Paramount Plus or similar (Where teachers have individual subscriptions. Supervision required. Only age appropriate material may be shown. Titles may be checked on <https://www.ifco.ie/>)
36. Bua na Cainte
37. CJ Fallon eReader
38. FolensOnline
39. EdcoLearning
40. Grow in Love
41. Weaving Wellbeing

42. StaySafe

43. iPad apps

- i. Bambu (3D Printer)
- ii. Twinkl Mental Maths
- iii. Twinkl Letters
- iv. Teach Monster
- v. Jolly Phonics