St. Coen's N.S.
Merrymeeting
Rathnew
Co. Wicklow

Roll no: 20208M

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly in line with developing technological issues. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version will be reviewed as issues and matters arise relating to the acceptable use of IT and can be viewed on the school website, www.stcoens.com

This policy is to be read in conjunction with our Anti-bullying 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 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 only use approved class email accounts under supervision by or permission from a teacher.
- 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.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, 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: www.stcoens.com

- 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.
- Website using facilities such as guest books, notice boards or web blogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be coordinated by a teacher
- Pupils' work will appear in an educational context on Web pages with a copyright notice © prohibiting the copying of such work without express written permission.

- 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 the 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 both the first name and last name of individuals in a photograph together.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

St. Coen's N.S. - Aladdin Connect app

The purpose of having a school Aladdin Connect account 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 photos of pupil's projects, notice boards, etc.

St. Coen's N.S. Parents' Association Facebook page

The purpose having of the 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 wider audience of school life via possible communication tours - photos of pupil's projects, 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

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 without consent
- To use Facebook, 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 the Facebook page.

Personal Devices

As per Department of Education Circular 0044/2025, personal devices, including wearables, are not allowed in school without the expressed permission of the class teacher and the written permission & indemnification of the parents. This occurs, only, during exceptional circumstances.

Mobile phones and other devices that are brought to school must be accompanied with an explanatory note by a parent or guardian. Devices must be switched off and handed to the teacher at the start of the day for safe -keeping until the student is going home.

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 unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy, Code of Behaviour & Anti-Bullying 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.

The policy was reviewed by the BOM on 21/10/2026

Signed: Mary Murphy

Mary Murphy
Chairperson BOM

Lee Kavanagh

Lee Kavanagh
Principal/Secretary BOM

Date: 21/10/2026

Permission Form

Pupils

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal, St Coen's N.S.

Name of Pupil:_____

Class: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ ***Date:***_____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

Signature: _____ Date: _____

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

Signature: _____ Date: _____

Address: _____ Telephone: _____

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