



Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that students will benefit safely 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 Therefore, if the school AUP is not adhered to the privileges involved will be withdrawn and the school's Code of Behaviour will be used.

When using the internet pupils are expected:

- *To treat others with respect at all times.*
- *Not undertake any actions that may bring the school into disrepute.*
- *Respect copyright and acknowledge creators when using online content and resources.*

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:

- *Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.*
- *Uploading and downloading of non-approved software will not be permitted.*
- *Virus protection software will be used and updated on a regular basis.*
- *Internet use within school will always be supervised by a teacher.*

This Acceptable Use Policy applies to students who have access to and are users of the internet in Bishop Galvin National School.

Misuse of the internet will result in withdrawal of access privileges and the use of the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Bishop Galvin National School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated Code of Behaviour and Bí Cinealta/Anti-Bullying policies. In such cases Bishop Galvin National School will, where known, inform parents of incidents of inappropriate online behaviour that take place out of school and may be required to alert relevant authorities.



Bishop Galvin National School
Orwell Park, Templeogue, Dublin 6W.
D6WY791

Telephone: **014566652**
Email: **secretary@bishopgalvin.ie**
Web: **www.bishopgalvin.ie**

Bishop Galvin National School implements the following strategies on promoting safer use of the internet:

- *Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.*
 - *Teachers will be provided with continuing professional development opportunities in the area of internet safety.*
 - *Bishop Galvin National School participates in Safer Internet Day activities to promote safer more effective use of the internet.*
-
- This policy and its implementation will be reviewed annually by the following stakeholders:
 - Should serious online safety incidents take place An Garda Síochana may be informed.
 - The implementation of this Internet Acceptable Use policy will be monitored by the school and the Board of Management.



Content Filtering

- Bishop Galvin National School has chosen to implement the following level on content filtering on the Schools Broadband Network:
Level 4: This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook, Snapchat etc. belonging to the Social Networking category.
- Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action via the Code of Behaviour.

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 report accidental accessing of inappropriate materials in school to a member of staff immediately.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students and staff 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.
- Students will use the Internet for educational purposes only.
- 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 never disclose or publicise personal information or passwords.
- Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.
- Downloading by students of materials or images not relevant to their studies is not allowed.



Bishop Galvin National School
Orwell Park, Templeogue, Dublin 6W.
D6WY791

Telephone: **014566652**
Email: secretary@bishopgalvin.ie
Web: www.bishopgalvin.ie

Email and Messaging

- The use of personal email accounts is not allowed at Bishop Galvin National School .
- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students should immediately report the receipt of any communication that makes them feel uncomfortable is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school-based work.
- Students should not use school email accounts to register for online services, social networking, apps or games.
- Students should report the receipt of any communication that makes them feel uncomfortable is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Pupils should report any such communications to a teacher.



Social Media

- 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 your 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 X, 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.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- 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 and students must not discuss personal information about pupils, staff and other members of the Bishop Galvin National School community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Bishop Galvin National School into disrepute.



Personal Devices

- Students using their own technology in school (eg: Assistive Technology) should follow the rules set out in this agreement, in the same way as if they were using school equipment.
- Pupils are not permitted to use their own personal devices in school, unless they have the permission of the teacher.
- Mobile phones may not be used in school. If a child has a mobile phone, when on school grounds, it should be turned off and in their bag.
- Smartwatches are not permitted to be on in school.
- Sending messages or the unauthorised taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy and will result in the device being removed from the pupil and will require collection from the parent. The Code of Behaviour will be used in this regard. Smart Watches are not permitted in school.

Digital Learning Platforms:

- Bishop Galvin National School's Google Classroom is managed by the school.
- Students must only use their school assigned email address for accessing the school's Google Classroom.
- Only school devices should be used for the purposes of capturing and storing media.
- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on school digital platforms.



Audio, images and video

- Care should be taken when capturing audio, photographic or video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils taking audio, photos or videos on school grounds or when participating in school activities 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 will be obtained before video, audio or photographs of students are published on the school website.
- Students must not share audio, 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.
- 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 automatically results in relevant authorities being informed.

School Website:

- 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Bishop Galvin National School will use only digital photographs, audio or video clips of 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 Bishop Galvin National School web pages.
- The Bishop Galvin National School will avoid publishing the surname of pupils in video or photograph captions published online.



Cyberbullying

- In accordance with the BÍ Cinealta Anti-Bullying Procedures for Schools, Bishop Galvin National School 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.
- This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.
- Access to technology means that cyberbullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students 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.
- In accordance with the Anti-Bullying Procedures for Schools, Bishop Galvin National School considers that 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 behaviour.
- 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.
- Measures are taken by Bishop Galvin National School to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. 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.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.



- In accordance with the Department of Education *Bí Céinealta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools*; Bishop Galvin National School considers that a school 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 Céinealta policy.

Artificial Intelligence

- Bishop Galvin National School recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- Bishop Galvin National School provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.
- The selection of AI tools and technologies in Bishop Galvin National School aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.
- Bishop Galvin National School integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- Bishop Galvin National School will make necessary adjustments to our school's adoption and integration of AI based on review and feedback.
- A regular review of the impact of AI on learning outcomes is to be conducted to ensure continuous improvement.
- School staff and learners receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.
- All AI tools authorised for use in Bishop Galvin National School comply with data protection regulations (GDPR).
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.
- Learners will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Staff and learners must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the Bishop Galvin National School community
- Staff and learners must not engage in activities involving AI generated material which might bring Bishop Galvin National School into disrepute.



Bishop Galvin National School
Orwell Park, Templeogue, Dublin 6W.
D6WY791

Telephone: **014566652**
Email: secretary@bishopgalvin.ie
Web: www.bishopgalvin.ie

-
- Bishop Galvin National School promotes digital literacy and critical thinking skills to help learners understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.
 - AI systems used in Bishop Galvin National School ensure fairness, transparency, and accountability in decision-making processes.
 - Learners must attribute AI text and images properly when used in assignments/homework.
 - Teachers will attribute AI text and images when used.
 - If used for research learners must fact check, check other sources and reference sources.



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 Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and BÍ Cinealta Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána and TUSLA.