



COOSAN NATIONAL SCHOOL

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Acceptable Use Policy 2026/2027

This policy was updated in September 2026

General Approach:

The aim of this Acceptable Use Policy (AUP) is to ensure that the pupils of Coosan N.S. will benefit from the learning opportunities offered by the school's digital resources in a safe and effective manner. This policy applies to all devices; all computers, chromebooks, iPads, laptops, smartphones, smart watches or any watch that has the same functionality of a mobile phone or P.C and other IT resources that connect to the school's network. This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Coosan N.S as well as members of staff, volunteers, parent(s)/guardian(s), carers and others who access the internet in Coosan NS.

The School reserves the right to amend this policy from time to time entirely at its discretion. This Policy should be read carefully to ensure that the content is accepted and understood.

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed at the discretion of the principal/deputy principal.

When using the internet pupils, parent(s)/guardian(s) 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.

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.

Coosan N.S. will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and Bí Cineálta policies. In such cases Coosan N.S. will, where known, inform parent(s)/guardian(s) of incidents of inappropriate online behaviour that take place out of school.

The School's Strategy:

Coosan N.S. employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- A firewall is used on school devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Virus protection software is used on school devices and is updated regularly.
- Pupils will be provided with education in the area of internet safety as part of our Digital Learning Plan and the implementation of the SPHE curriculum.
- Teachers will be provided with continuous professional development opportunities in the area of internet safety.
- Every year, Coosan N.S. participates in Safer Internet week activities to promote safer, more effective use of the internet and to promote awareness of the same among the wider school community. Every year, we have a visiting expert in this field speak with 3rd-6th class. Our next sessions are booked for January 2027.
- Uploading and downloading of non-approved software on school devices will not be permitted.

- A teacher will always supervise Internet sessions which are conducted on school Devices e.g. Apple Classroom is installed on all iPads which allows teachers to control their pupil's iPads from their teacher iPad.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school devices. The School's search engine has a built-in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school devices.
- It is important to note that the school's Bí Cineálta Policy should be read in conjunction with this Policy. Parent(s)/Guardian(s) and students should be aware that placing a once-off, offensive or hurtful internet 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.

This policy has been developed by a working group including: Mrs. Fogarty (Principal), Ms. Eagney (ICT Postholder), the Digital Learning Team, the In-School Management team and teachers.

The implementation of this Internet Acceptable Use policy will be monitored by the principal, the ICT Postholder and the Digital Learning Team members. Should any serious online safety incidents take place, the principal will be informed.

Content Filtering:

Coosan N.S. has chosen to implement level 4 on content filtering on the Schools Broadband Network. 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 and Instagram belonging to the Social Networking category.

Pupil's Use of the Internet:

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor/device and report the incident to a teacher or supervisor.

- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils 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.
- Pupils will use the school's internet connection only for educational activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed
- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.
- Coosan N.S. takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.
- Pupils are responsible for their own good behaviour on the internet. Access to the internet may be withdrawn from pupils who fail to maintain acceptable standards of use

Google Classroom, Google Drive & Distance Learning:

- When using Google Classroom and the G-suite Apps, students will do so under supervision of a teacher or parent(s)/guardian(s).
- Students will not post any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person on Google Classroom.
- Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, SeeSaw, Padlet or other platforms approved by the Principal to assist with remote teaching where necessary.
- Coosan N.S. will sign up to the terms of service of the Online Platforms in use.
- Coosan N.S. will enable the most up to date security and privacy features which these Online Platforms provide.
- In the case of Google Classroom, parent(s)/guardian(s) will be provided with the password and will be expected to monitor their child's use of the school's username and Online Platforms.
- Parent(s)/guardian(s) must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Social Media:

The following statements apply to the use of messaging, blogging and video streaming services in Coosan N.S.:

- Use of blogs such as WordPress, Tumblr etc. is allowed in Coosan N.S. with express permission from the teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Coosan N.S. community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Coosan N.S. community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Coosan N.S. into disrepute.

Images & Video:

- At Coosan N.S. staff, pupils and parent(s)/guardian(s) must not take, use, share, publish or distribute images of others without their permission.
- When teachers are taking photos/videos, care must be taken when taking photographic or video images so that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Permission from parent(s)/guardian(s) to publish photographs of pupils and/or their work on the school website and/or associated digital media accounts, is received, and stored, as part of the enrolment documentation for each pupil.
- For parent(s)/guardian(s), taking photos or videos on school grounds or when participating in school activities is not allowed.
- Pupils and parent(s)/guardian(s) 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.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto Google Drive and/or on to the school website and then immediately deleted from source.

Cyberbullying:

- When using the internet pupils, parent(s)/guardian(s) 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 pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Coosan N.S. to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging,

do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber-bullying is an integral part of our Child Protection Policy and our school's Bí Cineálta Anti-Bullying policy..

School Website/Instagram: www.coosannationalschool.ie

It is the school's policy to celebrate the work and achievements of our pupils. As a result, images, audio and/or video clips of pupils and/or their work will be published on our school website &/on the school's instagram page.

- Digital photographs and audio or video clips of individual students will not be published on the school website/Instagram page without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- Coosan N.S. will avoid identifying any individual pupils by their full name.
- The publication of student work and images will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on Coosan N.S. web pages.
- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our website/Instagram should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal and the relative post-holder will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent/guardian has any concern about the appropriateness of the content of the website or social media sites, the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.

- Upon entry to the school, on the enrolment form, parent(s)/guardian(s) are asked to sign an agreement giving permission for their son/daughter to feature on the school's website. This is a once off agreement signature and by signing it parents agree to abide by this policy. From September 2027, permission for Instagram will also be included.
- This Policy should be read in conjunction with our Data Protection Policy, our Child Protection Policy and our Bí Cineálta Policy.

Personal Devices:

- Children are not permitted to bring personal devices to schools without their teacher's permission.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, recording conversations, or the unauthorised taking of images with any device, still or moving is in direct breach of the school's acceptable use policy.

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 school's 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.

Interactive Whiteboards:

The guidelines already outlined above apply in particular to the use of the Interactive Whiteboards. In addition, it should be noted that all sites accessed by pupils and/or staff should be for educational purposes only. If inappropriate material is displayed, either advertently or inadvertently, by student or teacher, it should be reported to the school principal.

Artificial Intelligence:

- Coosan 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.
- The selection of AI tools and technologies in Coosan 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.
- Coosan National School integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- A regular review of the impact of AI on learning outcomes is to be conducted to ensure continuous improvement.
- All AI tools authorised for use in Coosan National School comply with data protection regulations (GDPR).
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.
- Pupils 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 pupils must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the Coosan National School community
- Staff and pupils must not engage in activities involving AI generated material which might bring Coosan National School into disrepute.
- Coosan 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 Coosan National School ensure fairness, transparency, and accountability in decision-making processes.
- AI Generated material is allowed for the purpose of research, brainstorming, revising text etc.
- AI Generated material is allowed for certain activities with prior school permission.
- If used for research learners must factcheck, check other sources and reference sources.

Parental & Pupil Agreement

- From 3rd-6th class, pupils with their parent(s)/guardian(s) will need to agree to and sign a child-friendly version of this Acceptable Use Policy during the first term of the academic school year.
- Upon entry to the school (from September 2027), parent(s)/guardian(s) will be asked to sign the admissions form in relation to agreeing to abide by this Acceptable Use Policy. This will be a once off agreement signature; by signing it parents agree to abide by this policy.

Ratified by Board of Management on 6th October 2026

Next review October 2027

Signed: *Mrs. Orla Fogary*

Principal

Signed: *Fr. Pat Murphy*

Chairperson of Board of Management