



Clonaslee College  
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# Clonaslee College

## Internet Acceptable Use Policy



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## General Approach

The aim of this Acceptable Use Policy is to ensure that students 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 at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, 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.

The school employs several strategies 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 to minimise the risk of exposure to inappropriate material.



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- Uploading and downloading of non-approved software will not be permitted.
  - The use of personal external digital storage media in school, requires school permission.
  - Virus protection software will be used and updated on a regular basis.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Clonaslee College. It also applies to members of staff, volunteers, parents, carers, and others who access the internet in Clonaslee College.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Clonaslee College will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Clonaslee College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Clonaslee College implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education around internet safety as part of our implementation of the SPHE and other curriculum areas.



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- Internet safety advice and support opportunities are provided to pupils in Clonaslee College through our induction programme when students are given their school account details.
  - Teachers will be provided with continuing professional development opportunities around internet safety.

This policy and its implementation will be reviewed annually by the following stakeholders:

**Board of Management, teaching staff, and pupils.**

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Ciaran Todd, (ICT co-ordinator) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by school management.



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## Content Filtering

Clonaslee College 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 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, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.



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## 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 but outside the classroom to Ciaran Todd, ICT co-ordinator.

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 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.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.



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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.

**Use of file sharing and torrent sites is not allowed.**



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## Email and Messaging

**Downloading by students of materials or images not relevant to their studies is not allowed.**

**The use of personal email accounts is only allowed at Clonaslee College with expressed permission from members of the teaching staff.**

- 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 use approved class email accounts only under supervision by or permission from a teacher.
- Students should be aware that email communications are monitored.

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 should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.



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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

Students will not forward email messages or screenshots of emails or "reply all" without the permission of the originator

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.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.



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## Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and stay connected. 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, microblogs 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.

The following statements apply to the use of messaging, blogging and video streaming services in Clonaslee College:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Clonaslee College.
- Use of blogs such as WordPress, Tumblr etc. is not allowed in Clonaslee College.



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- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Clonaslee College.

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 Clonaslee College 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 Clonaslee College into disrepute.

Staff and students must not present their personal views as those of Clonaslee College on any social media platform.

Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of social media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>



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## Personal Devices

Students using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in Clonaslee College:

- Students are only allowed to bring personal internet-enabled devices into Clonaslee College with expressed permission from staff.
- Students are not allowed to use personal internet-enabled devices during lessons.
- Students are not allowed to use personal internet-enabled devices during social time.



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## Digital Learning Platforms (including video conferencing)

Clonaslee College digital learning platform is owned and managed by the school. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

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.



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Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.



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## 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.

At Clonaslee College students must not record audio, take, use, share, publish or distribute images of others without their permission.

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.

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 incurs suspension as a sanction.



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## Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse, and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites, or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading, or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes, and passwords)



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- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gambling
- Use of social networking sites, instant messaging, and online forums
- Child sexual abuse material
- Any other activity considered questionable



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## School Websites

Students will be given the opportunity to publish projects, artwork or schoolwork 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.

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.

Clonaslee College 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 Clonaslee College web pages.

The Clonaslee College will avoid publishing the first name and last name of pupils in video or photograph captions published online.



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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.



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## Cyberbullying

In accordance with the Department of Education BÍ Cineálta Procedures, Clonaslee College 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.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out using information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chatrooms 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.

When using the internet students, parents and staff are expected to treat others with respect at all times.



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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 Clonaslee College 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 Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Clonaslee College 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 Cineálta policy.



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# Artificial Intelligence

## Staff

Staff are encouraged to utilise the capabilities of A.I. tools, to maximise the benefits for learning and teaching, while also being mindful of the following guiding principles:

- Staff should be aware of the potential biases and inaccuracies of generative AI tools and inform students about these risks.
- All uses of A.I. tools should be transparent and honest – staff must not pass off AI-generated work as their own but acknowledge to colleagues and students alike the extent of AI assistance.
- AI tools should not be used to impersonate individuals or organisations, in a misleading or malicious manner, or to generate content that is unlawful, harmful, or offensive.
- Use of AI tools and data/content created using such tools should comply with the following documents: Teaching Council Code of Professional Conduct for Teachers and LOETB ICT Security Framework Policy.
- AI should not be used to help generate official school pupil or parent-facing correspondence without clearance from management.



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- AI should not be used to write or to help write any parts of reports that go to pupils or parents without clearance from management.
  - AI must not be used to mark or help assess work without the student(s) concerned on each occasion being made clearly aware of its use.
  - Staff should use appropriate discretion and due diligence to assess whether information obtained from generative AI tools infringes upon any third-party rights (for example, branding, logos or third-party academic output) and refrain from using such material.
  - Staff should not give an AI model any personal or professional information about themselves, the school, other staff members, pupils, or their families.
  - Staff should not use generative AI tools to attempt to resolve emotionally/socially complex problems or other sensitive issues (for example, medical diagnoses or wellbeing concerns) in a school context.
  - Staff should not provide information to an A.I. tool about school events or trips using specific locations, or information that makes the school or any individual identifiable.
  - Staff should not input any proprietary and/or confidential information belonging to the school, other members of staff, or students into AI tools. Aside from personal information, such information includes (but is not limited to): financial materials, academic materials, other intellectual property, or commercial information.



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- Staff should not use AI tools to make pupil or other workplace-related decisions that could have significant educational, legal, social or other similar effects (for example, disciplinary, academic assessment, or employment-related decisions).
- All staff should familiarise themselves with the guidelines about AI use and the potential of AI tools, given that it is likely that even if an individual teacher does not use particular A.I. tools in their practice, many of their students will be engaging with these tools.

## Students

Students should be mindful that any use of AI tools and data/content created using A.I. tools must comply with the following policies: Clonaslee College Code of Behaviour, Clonaslee College Anti-bullying Policy, Clonaslee College AUP (Internet Acceptable Use Policy).

With a teacher's permission, students can use AI tools to generate data/content (text, video, audio, images) subject to the principles set out below, and with the usage clearly recorded.

There are clear situations in which the use of AI is forbidden, and the tasks will be framed in a way that prohibits/avoids using AI tools, such as working offline or under supervised conditions, or in some assessment scenarios (restricted assessments, house exams etc.)

In general, students should be guided by the following principles:



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- AI tools used in school or course work should not be used for cheating, plagiarism, or any other unethical behaviour.
- AI-generated content should not be considered a substitute for student effort or original work. The core focus for students should continue to be on acquiring key knowledge and skills-based competencies, with A.I. potentially supporting that process work through explaining, scaffolding, feedback etc.
- AI tools should not be used to impersonate individuals or organisations, in a misleading or malicious manner, or to generate content that is unlawful, harmful, or offensive.
- Students should not submit or otherwise publicise school materials using AI tools. Such materials include (but are not limited to): teacher notes, past papers, textbooks, worksheets, curriculum materials, pastoral information, and other school materials.
- It is the responsibility of students to verify the accuracy of information received from any AI sources. Students should be mindful of the risks of factually incorrect information being provided, as well as the possibility of 'hallucinations.'
- It is also preferable that students trace the sources that the AI tool itself used to generate the response where possible (and students should be encouraged to do so accordingly.) Students should verify the accuracy of important information through checking additional sources. The use of



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LLMs where the sources used in a response are cited can assist with the verification of key information.

- Additionally, students should not use AI tools for advice on emotionally/socially complex problems or other sensitive issues (for example, medical diagnoses or wellbeing)
- Students should always clearly credit/acknowledge the use of known AI technology in their work when they have actively engaged with it. They should clearly provide details on the particular AI model, as well as the prompts used, and any other relevant information about how they have engaged with the A.I. tool.
- Aside from internal schoolwork and assessments, students should also be made aware that non attribution of AI help/content in their work submitted that may count towards an external qualification (e.g. coursework) is malpractice and can have serious consequences. (see State Examinations Commission circular S52/24)
- Students should be mindful of the rights of any third parties and avoid infringing those rights, for example by using trademarks or other content when generating content through A.I.
- Students should maintain confidentiality in their interactions with AI tools and should not disclose any confidential or personal information about themselves or any other people to the AI model.
- Students who do not follow these guidelines may face disciplinary action by the school.



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## Permission Form

### 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

### 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.

### Sanctions



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Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and 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.

### Student agreement

**Student Name:** \_\_\_\_\_

**Year:** \_\_\_\_\_

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent/Guardian Agreement

**Parent/Guardian Name:** \_\_\_\_\_

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy, and 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 students access unsuitable websites.

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 students' work on the school website.

**Name (Block Capitals):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Clonaslee College  
Clonaslee, Portlaoise, Co  
Laois, R32 R972

Telephone: 057-8648044  
Email:  
info@clonasleecollege.ie  
Web:  
<https://clonasleecollege.ie/>

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**Phone Number:**

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**Signature:**

**Date:**

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This Policy was adopted by the Board of Management of Clonaslee College on:

Date: 18/5/26

Signed: Deirdre Caplice

Chairperson (BOM)

Sam Coffey

Principal

Date of next review:

31/5/27