Kiltale NS

Scoil Náisiúnta Mhuire Naofa

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

Acceptable Usage Policy for Internet Use

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smart phones and either ICT resources or internet enabled devices (IEDs) that connect to the school's network. This Policy applies to staff and pupils of Scoil Mhuire Naofa, Kiltale (KiltaleNS). This policy is a working document. This policy will be monitored, reviewed and implemented under the direction of the Department of Education and Youth (DoEY) and in line with legislation enacted by the Government of Ireland. The School reserves the right to amend this policy from time to time entirely at its discretion.

The Acceptable Usage Policy (AUP) should be read carefully to ensure that the content is accepted and understood.

The aims of the AUP are:-

1. to ensure that pupils benefit from the learning opportunities offered by internet access in a safe and positive manner;
2. to establish minimum standards for, and let the pupils, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks.

School

The school 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:

- Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools.
- Appropriate Content Filtering will be provided by the Schools Broadband Programme and in line with Department of Education (DoE) guidelines to block content that may be inappropriate, illegal and or unsuitable.
- Pupils and teachers will regularly access online and offline training and support with external agencies, e.g., OIDE in the area of research techniques specific to the Internet.
- Online safety and respectful online and offline behaviours will be taught and encouraged to all pupils.
- Uploading and downloading of non-approved software on school devices will not be permitted.
- Virus protection software is used on school devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school devices.

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

- 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 Anti-Bullying Policy should be read in conjunction with this Policy. **Parents/guardians and pupils 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.**
- The school will work with parents and pupils by asking them to sign permission forms within this policy outlined in appendices 1, 2 and 3.

Use of the Internet

- Online etiquette and being respectful will be encouraged and expected from all pupils at all times
- Pupils will not knowingly attempt to visit sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the pupil will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Pupils will not upload, download or otherwise transmit material that is copyrighted on school Devices.
- Pupils 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.
- Pupils will not examine, change or use another person's files, username or passwords.
- Pupils will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if pupils access unsuitable websites either deliberately or inadvertently.

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use an approved digital learning platform e.g SeeSaw to assist with remote teaching as directed by the approved digital learning platform and DoEY
- The school has signed up to the terms of service of the approved digital learning platform in use by the school.
- The parents have signed up to the terms of service of the approved digital learning platform in use by the school.
- The School has enabled the most up to date security and privacy features which these approved digital learning platforms provide.
- Parents will be provided with access to the approved digital learning platform and will be expected to monitor their child's online engagement and progress.
- During school closures, teachers will engage with pupils online on a whole class basis once a week. Teachers will use an approved communication platform, e.g., Zoom and parents can consent by submitting their own email address for their child to access lessons.
- Parents must ensure that their children are appropriately monitored / supervised when accessing the Online Platforms.

Internet Chat

- Discussion forums on all approved digital learning platforms and online communication platforms eg: on Zoom, will only be used for educational purposes and will always be supervised by staff and parents collectively for appropriate content and use.
- Proper online etiquette and protocols will be taught to facilitate all forms of communication online e.g., hands up, turn mike off, etc.
- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, snapchat, Whatsapp, Instagram, Twitter, etc. until they are the appropriate age. (Hence avoiding any inappropriate friend requests to staff in the school)

School Website

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

- The school's website address is: **www.kiltalens.ie.**
- The School may use apps such as the Aladdin App or Seesaw.
- Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website and approved digital learning platforms. Teachers will coordinate the publication of this material.
- Personal information relating to the pupil including their name, home address and contact details will not be included on the school's website.
- Digital photographs and audio or video clips of individual pupils will not be published on the school website without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- 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 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 post or '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 website are respectful. Any messages sent to the school website are treated in the same way as written messages to the school.
- The staff will review the content of the website and content on the approved digital learning platforms. The Principal and the Board welcome any suggestions from all stakeholders about how the website may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy.

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

Personal Devices

- Pupils may not use any personal device and / or internet enabled device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.

- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto a school device eg., PC/Laptop/iPad and/or on to the school App/relevant school affiliated website and then immediately deleted from source.

- The use of E-readers may be permitted, under the supervision of the teacher.

- All personal devices e.g., internet enabled devices are to be turned off during school hours and handed to the teacher at the beginning of the school day.

- Parents have signed up to the **Agree to Agree Initiative-Internet and Technology Use Agreement (May, 2026).** As part of this initiative, the majority of parents agreed to delay giving a smartphone to their child until 14years of age and to defer their access to social media until 16 years of age. This was the agreed first priority area and this initiative will be reviewed regularly.

- It is the pupil's responsibility to retrieve their personal device e.g., mobile phone, at the end of the school day. The teacher will not be held liable for any device not collected on any given school day.

Legislation and Regulation

The school will provide information on relevant legislation relating to use of the Internet with which teachers, pupils and parents/guardians should familiarise themselves where appropriate including:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Support structures and Education

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

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

- The school will regularly update and inform pupils on current issues on acceptable internet usage, for pupils and parents/guardians. This will cover several topics including cyber-bullying.

- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Use of Information Communication Technology ("ICT") Resources

KiltaleNS's information and technology resources (e.g. email, computers, computer applications, networks, internet, phone and other wireless communications devices, telephone and voice mail systems and the like) are school property and are provided solely for school related activities.

Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff/pupil use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use.

Review

This policy will be reviewed in 2027.

Signed: Maura Dineen
Chairperson, Board of Management

Date: 22/10/2026

Signed: Cáit McElroy
Principal

Date: 22/10/2026

Kiltale NS

Scoil Náisiúnta Mhuire Naofa

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

Appendix 1

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Kiltale NS have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip

Name of pupil: _____ Class/Year: _____

Parent/Guardian, As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that pupils may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: _____ Date: _____

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

Appendix 2

Responsible Internet Use
Pupil Undertaking

We use the School computers, iPads and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending email, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an email or an email attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I will not erase the browser history on any computer, iPad or laptop I use.
- I understand that if I deliberately break these rules, my access to school computers, iPads and the internet will be removed and my parents will be informed.

Signed: _____Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

Kiltale NS

Scoil Náisiúnta Mhuire Naofa

Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kiltalens.ie
principal@kiltalens.ie
www.kiltalens.ie

Appendix 3

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Acceptable Usage Policy and grant permission for:

_____
(name(s): son/daughter) to access the Internet.
I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____
Parents/Legal Guardians

Date: _____

.....

School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____
Parents/Legal Guardians

Date: _____