Scoil San Treasa
Board of Management

The Rise, Mount Merrion, Co. Dublin A94EK75

Scoil San Treasa
Internet Acceptable Use Policy

Contents

Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources in a safe and responsible 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 this AUP is not adhered to agreed sanctions will be imposed.

When using the internet pupils, parents and staff are expected:
- To treat others with respect at all times
- Not to 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
- Promote the safe use of the internet

This AUP applies to all members of the school community, pupils, teachers, non-teaching staff, visiting professionals, contractors and all who have access to and are users of Scoil San Treasa's ICT systems, digital platforms and Internet, both on-site and remotely.

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:
- 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 is 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
- Internet use within school will always be supervised by a teacher
- All use of ICT is monitored for child safeguarding, security and educational purposes

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

Scoil San Treasa may be notified of incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated Code of Behaviour and Bí Cineálta policies. In such cases Scoil San Treasa will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place outside of school.

Scoil San Treasa 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
- Internet safety advice and support opportunities are provided to pupils in Scoil San Treasa through recommended programmes as outlined on www.webwise.ie
- Teachers will be provided with continuing professional development opportunities in the area of internet safety
- Scoil San Treasa participates in Safer Internet Day activities to promote safer and more effective use of the internet
- Parent Talks and information

Content Filtering

Scoil San Treasa has chosen to implement content filtering on the Schools Broadband Network as provided by Oide/Department of Education. 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 belonging to the Social Networking category.

Pupils taking steps to bypass the content filter by using proxy sites of other means may be subject to disciplinary action.

In the case of a child using assistive technology, that may bring their device home and therefore outside of the school's content filtering, parents must take responsibility for the monitoring of the use of the internet at home and for ensuring that the device has not accessed any inappropriate material that could be brought back into the school.

Internet Use

- Pupils will use the Internet for educational purposes only
- Pupils will never disclose or publicise personal information or passwords
- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- 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 network management reasons
- Pupils 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 pupils of materials not relevant to their studies is in direct breach of this policy.
- Pupils 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

Email and Messaging

- The use of personal email accounts is not permitted in Scoil San Treasa
- Pupils will use approved school email accounts, only under teacher supervision/permission
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games
- Pupils should be aware that email communications are monitored
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
- Pupils 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
- Pupils should not open unknown emails. If in doubt, pupils bring this to their teachers' attention
- Pupils will not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet

Social Media and messaging services for Staff and Pupils

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 our school community are expected to follow when using social media.

- Use of instant messaging services and apps including Snapchat, Whatsapp, Google Chat etc. is not permitted. Use of video streaming sites such as YouTube and Vimeo etc. is permitted with permission from teaching staff.
- Scoil San Treasa does not have any social media apps (eg: Instagram, X, Facebook).
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- 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 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, and therefore this is not an exhaustive list.
- Pupils who engage in the misuse of social media during school or during events where they are representing the school, will be subject to disciplinary action as outlined in the school's Code of Behaviour and Bí Cineálta policy.
- Staff/pupils must not engage in activities involving social media which might bring Scoil San Treasa into disrepute.
- Staff/pupils must not represent personal views as those of Scoil San Treasa on social media.
- Pupils will be provided with guidance on etiquette regarding social media.

Further information for teachers about the use of [Social Media and Electronic Communication here.](#)

Personal Devices

- Pupils are not permitted to use personal internet-enabled devices in school. This includes mobile phones and smart watches. These devices are not allowed during the school day and must be switched off and kept in the pupil's school bag before arriving at school. The school cannot accept responsibility for the loss or damage of personal devices brought onto the school premises. Please refer to Scoil San Treasa 'Mobile Phone Policy'.
- Scoil San Treasa Parents Association (PA) has introduced a very successful 'No Smartphone Code'. This Code is issued to all families at the beginning of the school year and all families are strongly encouraged to consider signing up. By working together as a school community, we can support nationwide efforts to ensure that young people's access to the internet and social media is better regulated, and keeping childhood 'Smartphone Free'.
- Pupils who have been granted assistive technology will have access to an internet-enabled device for learning purposes only. It will only be used as part of school work as agreed by parents and the class teacher. These devices should be in standby mode/turned off while pupils are not actively working on the device. Pupils are expected to follow all guidelines as outlined in this document and the school's Code of Behaviour.

Audio, images and video

- At Scoil San Treasa pupils are not permitted to record audio, take, use, share, publish or distribute images of others.
- Teaching staff will exercise care 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.
- Once images/videos have been shared with relevant teachers involved with school initiatives, or shared with staff who upload images to the website/social media, the images/videos should be deleted off the device they were taken on.

- Taking audio, photos or videos on school grounds or when participating in school activities is only allowed with permission from staff.
- Written permission from parents/guardians will be obtained before video or photographs of pupils are published on the school website. This is done through the school admission process.
- Pupils must not share audio, images, videos or other content online with the intention to harm another member of the school community regardless of where this happens.
- Sharing explicit images/video and in particular explicit images/video of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images/video of other pupils may automatically incur suspension as a sanction.
- Parents/guardians are asked to be mindful of the privacy, safety, and wellbeing of others in relation to school photography and recording. It is not appropriate to take photographs, video, or audio recordings on school grounds without prior permission from the school. This is to protect the safety and wellbeing of all members of our school community.
- We understand that parents and family members may wish to take photographs or video recordings at official school events. However, it is not appropriate to upload or share any audio, images, or video taken at school events on social media/online platforms if they include children or individuals other than your own child, unless you have obtained prior consent from the individuals concerned or, in the case of children, their parents or guardians.

Inappropriate Activities
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- 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)
- 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 gaming
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

Cyberbullying
- This type of bullying is increasingly common and is continuously evolving. Cyberbullying is carried out through the use of information and communication technologies such as text, social media, email, messaging, apps, gaming sites, chatrooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of cyberbullying. As cyberbullying uses

technology to perpetrate bullying behaviour and does not require face to face contact, cyber bullying can occur at any time. Many forms of bullying can be facilitated through cyber bullying.

- Access to technology means that cyberbullying can happen at any time and the pupil's home may not even be a safe haven from such bullying. Pupils 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, it can also impact on school.
- In accordance with the Bí Cineálta Procedures, Scoil San Treasa 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 and will be dealt with in accordance with the Bí Cineálta Procedures and other relevant policies.
- When using the internet pupils, parents and staff are expected to treat others with respect.
- 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 Scoil San Treasa to ensure that staff and pupils 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/shared with others can however be seen as bullying behaviour.
- The prevention of cyberbullying is an integral part of the Bí Cineálta policy of our school.

In accordance with the Department of Education Bí Cineálta Procedures to Prevent and Address Bullying Behaviour, a school is not expected to deal with bullying behaviour that occurs when pupils 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 pupils involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.

School Website
The purpose of the school website for Scoil San Treasa is to share information about our school, celebrate pupil learning and participation, and support families with useful resources and updates. It helps communicate key details about school life, curriculum, events, policies thus strengthening the connection between the school, parents'/guardians pupils, and the wider community.

- Pupils 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 published on 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 pupils or staff.
- Scoil San Treasa will use only photographs, audio/video focusing on group activities. Content focusing on individuals will only be published on the school website with parental permission.
- The publication of pupil work will be coordinated by a teacher.
- Personal pupil information will never be published on Scoil San Treasa website e.g.: Scoil San Treasa will avoid publishing first and last name of pupils in captions accompanying photographs or videos that are published online.
- 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 online.
- Where groups of pupils are featured, names will not be listed in the order of pupils' appearance in photographs or videos.

Artificial Intelligence (AI)
Educational Integration and Support
- Scoil San Treasa recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- Scoil San Treasa encourages teachers to avail of professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.
- The use of AI will be teacher led and age appropriate. The selection of AI tools and technologies in Scoil San Treasa aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI technologies are integrated into the curriculum to enhance learner outcomes/experiences.
- Scoil San Treasa integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- Scoil San Treasa will make necessary adjustments to our school's adoption and integration of AI based on review and feedback.

Ethical Use and Data Protection
- All AI tools authorised for use in Scoil San Treasa comply with data protection regulations
- No identifiable data (pupils, teachers) will be entered into generative AI for any purpose.
- 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 Scoil San Treasa community.
- Staff and learners must not engage in activities involving AI generated material which might bring Scoil San Treasa into disrepute.

Promotion of Digital Literacy and Critical Thinking
- Scoil San Treasa 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 Scoil San Treasa ensure fairness, transparency, and accountability in decision-making processes.
- Learners must attribute AI text and images properly when used in assignments/homework.
- If used for research learners must fact check, check other sources and reference sources.

Learner Use of AI

- AI should support and not replace pupil thinking and original work.

- Pupils may use AI tools for homework only when explicitly directed by the teacher and in ways that are age-appropriate and aligned with learning goals. Any use of AI must be transparent, documented, and credited, with a brief explanation of how it supported the pupils' learning.

For more information on how AI can be used safely and responsibly in schools, please refer to the [Department of Education and Youth's Guidance on Artificial Intelligence in Schools (October 2025).](#)

Digital Learning Platforms (including video conferencing)
G Suite and See Saw
- Scoil San Treasa digital learning platforms are managed by the school.
- Each user of the platform will be provided with their own unique login credentials.
- Pupils must only use their log in credential 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.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used if creating an account on digital platforms.
- Prior acceptance from parents should be sought for pupil usage of the schools' digital learning platform. This is part of the Admission Process.

Please refer to 'Remote Learning Policy' - Appendix 1

Legislation

The school will bring the following legislation relating to use of the Internet to the attention of teachers, parents and pupils (where relevant and appropriate). Teachers, pupils and parents are expected to 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
- Online Safety Framework

Sanctions

Misuse of the Internet and digital technologies will be addressed in accordance with the school's Code of Behaviour and Bí Cineálta Policy. Appropriate sanctions relating to such misuse will be applied as outlined in these and other relevant policies. The school also reserves the right to report any suspected illegal activities to the appropriate authorities, including An Garda Síochána.

Ratification and Review

This policy and its implementation will be reviewed annually by the following: Board of Management, teaching staff, support staff, pupils, and parents.

The school will monitor the impact of the policy using:

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

Should serious online safety incidents take place, the Principal, Deputy Principal and ICT post holders should be informed.

Signature: *Eoin O'Neill – Chairperson, Board of Management*   Date: *11th March 2026*

Signature: *Frances Mullin – Principal, Scoil San Treasa*   Date: *11th March 2026*

Appendix 1: Remote Learning, Online Platforms and Protocols

The following school policies apply to remote teaching and learning:

1. Code of Behaviour
2. Bí Cineálta Policy
3. Acceptable Use Policy
4. Mobile Phone Policy
5. Child Safeguarding Statement and Risk Assessment

During times when Remote Learning is necessary eg: Pandemic, it is important to be mindful that circumstances may change unexpectedly for members of the school community. We encourage a small amount of work each weekday to help maintain routine and continuity.

Guidelines for good online communication in Scoil San Treasa

1. Staff, families and pupils are expected to behave in a safe and respectful manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
3. Continue to revise online safety measures with pupils.
4. Staff members will communicate with pupils and their families via Seesaw, Aladdin Connect App, Zoom and Google Gmail.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified such as Seesaw, Aladdin Connect App, Zoom and Google Gmail.
7. Parental permission will be sought when setting up an online profile for a pupil on Seesaw and Aladdin Connect App. This is done at the Admission Process.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Scoil San Treasa cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Online Platforms

Scoil San Treasa uses the following online platforms for communicating and connecting with families/pupils and staff.

- School App: Aladdin Connect: The Aladdin Connect App keeps parents up to date on important school and class information via Aladdin noticeboard messages. The school and staff will communicate with parents via the Aladdin Connect App as necessary. All families are asked to download the Aladdin Connect app and to check it daily for updates and important information. https://www.aladdin.ie/parent.html
- Email: The school and staff will communicate with parents via parental emails as supplied to the school. All families are asked to check regularly for updates. Each teacher is assigned a designated @sstreasa.ie email address for communication with parents/guardians. Parental queries will be addressed as soon as possible during the school day, and urgent matters are sent to the school office.
- Seesaw: Seesaw is available as a digital portfolio tool which allows pupils to share and store their work in a secure online space and gain feedback from their teacher. Seesaw also supports pre-recorded video and audio clips for direct instruction in teaching and learning. Parental consent is required prior to using this app. Each child is assigned an individual access code.
- Zoom: Zoom is a video-conferencing platform which enables teachers and pupils to connect via a live link. Teachers will connect with pupils regularly using pre-arranged Zoom class meetings and school assemblies.

Guidelines for pupils for Zoom video calls:
1. Remember to ensure you join each Zoom meeting using your family name.
2. Pictures or recordings of the video call are not allowed.
3. Remember our school rules - they are still in place, even online.
4. Join the video with your microphone muted and your camera on.
5. Set up your device in a quiet space, with no distractions in the background.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Ensure that you are dressed appropriately for the video call.
10. Be on time - set a reminder if it helps.
11. In the event of a technical problem occurring during a Zoom video call (e.g.: teacher's wifi connection, breakout room error, connection lost), pupils must leave the zoom call immediately.
12. You are not in any circumstances permitted to change, manipulate, forward, post, broadcast or share access/login details of these Zoom calls.

Guidelines for parents/guardians for Zoom video calls:
1. It is the responsibility of parents/guardians to ensure children are supervised while they work online.
2. Please continue to revise online safety measures with your child.
3. Under no circumstances should pictures or recordings be taken of zoom video calls.
4. You are not in any circumstances permitted to change, manipulate, forward, post, broadcast or share the access/login details of these Zoom calls.
5. Ensure that the school has the correct email address for your family.
6. The purpose of the video call is to check in with the pupils, social interaction with their teacher and peers, general wellbeing, online teaching and any queries or questions that the pupils may have.
7. Please ensure that your child is on time for a scheduled video call, or they may be locked out.
8. Please request to join the Zoom call approximately five minutes before the scheduled start time. You will be assigned to the 'waiting room'. Please note that school staff will only accept users into video calls if you can be identified by the display name on your zoom account. (i.e. Family Name).
9. Make sure to familiarise your child with the software in advance. For video in particular, show your child how to mute/unmute and turn the camera on/off.
10. Participants in the call should be dressed appropriately and an appropriate background/room should be chosen for the video call.
11. If a pupil cannot make the session, please, if possible, let the teacher know by e-mail.
12. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

It is important to note that any breach of the above guidelines will result in a person being immediately removed from a meeting or a meeting being immediately terminated.

Remote Teaching and Learning Protocols

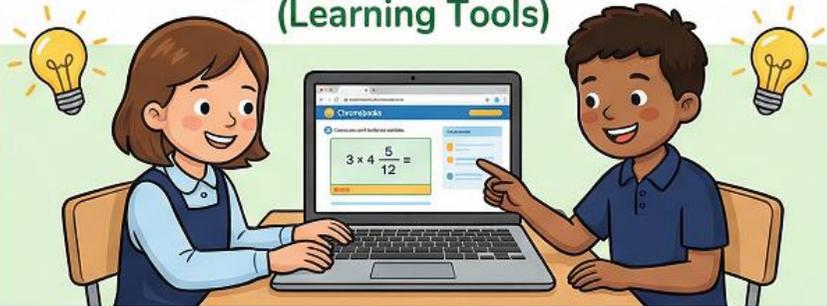| Pupils	Parents	Teachers
1. Check assigned work each day. 2. Do your best. 3. Communication will take place during school hours.	1. We ask parents/guardians to ensure protocols for pupils are adhered to. 2. Check-in daily on their child's school work and talk about the work being assigned.	1. Check uploaded work daily. 2. Communication will generally take place during normal school hours. 3. The normal school calendar will apply.