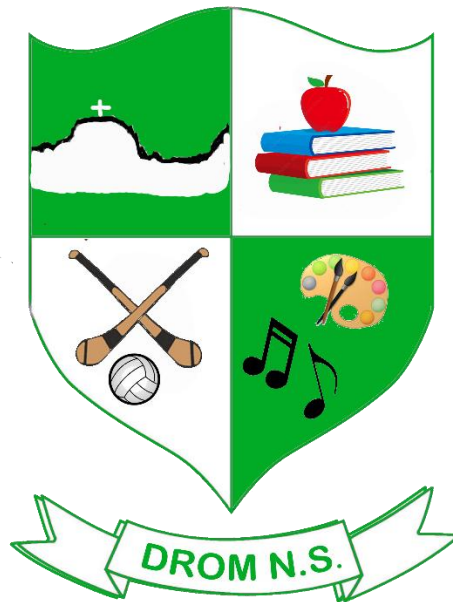


DROM NATIONAL SCHOOL



Acceptable Usage Policy

ACCEPTABLE USE POLICY (AUP)

DIGITAL TECHNOLOGIES, INTERNET, SOCIAL MEDIA AND ARTIFICIAL INTELLIGENCE

INTRODUCTION

Digital technologies are an integral part of teaching, learning, communication and administration within Drom National School. The aim of this Acceptable Use Policy (AUP) is to ensure that pupils are supported to benefit from learning opportunities offered by digital technologies and the internet in a safe, responsible and effective manner.

This policy outlines the acceptable use of:

- school digital devices,
- internet access,
- online learning platforms,
- social media,
- artificial intelligence (AI),
- personal devices,
- and all digital technologies used within the school community.

The policy should be read in conjunction with:

- the Child Safeguarding Statement and Risk Assessment,
- the Mobile Phone Policy,
- the Bí Cineálta Policy,
- the Code of Behaviour,
- the GDPR/Data Protection Policy,
- and all relevant Department of Education and Youth circulars and guidance.

Use of digital technologies and internet access in Drom National School is a privilege and must be exercised responsibly.

SCHOOL STRATEGY

Drom National School seeks to:

- enhance learning through the safe and effective use of digital technologies,
- support pupils in becoming responsible digital citizens,
- promote online safety and wellbeing,
- encourage respectful online communication,
- and ensure that all digital activity reflects the ethos and values of the school.

The school recognises that digital technologies:

- provide valuable educational opportunities,
- support inclusion and accessibility,
- encourage creativity and collaboration,
- and prepare pupils for participation in modern society.

The school also recognises the potential risks associated with digital technologies and seeks to minimise these risks through:

- supervision,
- filtering systems,
- education,
- safeguarding procedures,
- and clear expectations for behaviour.

SCOPE OF THE POLICY

This policy applies to:

- all pupils,
- all school personnel,
- Board of Management members,
- volunteers,
- student teachers,
- parents/guardians when engaging with school platforms,
- and any person accessing school digital systems or devices.

The policy applies:

- during school hours,
- during school-related activities,
- during online or remote learning,
- on school trips,
- and where out-of-school online behaviour impacts upon the wellbeing or safety of members of the school community.

INTERNET ACCESS AND FILTERING

Internet access in Drom National School is intended solely for educational purposes.

The school uses content filtering and monitoring systems to minimise exposure to inappropriate material online.

While every reasonable precaution is taken:

- no filtering system can guarantee complete protection from unsuitable online content,
- and the school cannot be held responsible for material accessed accidentally.

The school reserves the right to:

- monitor internet usage,
- access browsing histories,
- investigate incidents of misuse,
- and suspend access where misuse occurs.

DIGITAL LEARNING AND ONLINE PLATFORMS

Digital platforms used by the school may include:

- Microsoft 365,
- DataBiz Cloud,
- DataBiz Eolas,
- Seesaw,
- ClassDojo,
- educational websites and applications,
- online learning resources,
- and teacher-directed digital platforms approved by the school.

Pupils are expected to:

- use platforms appropriately,
- communicate respectfully,
- protect passwords,

- and follow teacher instructions at all times.

Pupils must not:

- access another person's account,
- interfere with digital systems,
- attempt to bypass filtering or security systems,
- or deliberately damage school equipment or software.

ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) technologies are increasingly used in education and society. Drom National School recognises that AI tools may support learning, creativity, accessibility and teaching when used appropriately.

The use of AI within the school must:

- support educational aims,
- uphold academic integrity,
- comply with GDPR and safeguarding requirements,
- and promote responsible and ethical digital behaviour.

Pupils

Pupils may only use AI tools:

- under teacher supervision,
- for educational purposes,
- and in an age-appropriate manner.

Pupils shall not:

- use AI to generate harmful, offensive or inappropriate content,
- submit AI-generated work as entirely their own,
- enter personal, confidential or identifying information into AI systems,
- or use AI tools in a way that compromises safety, wellbeing or learning.

Staff

Staff using AI tools shall:

- exercise professional judgement,
- verify the accuracy of AI-generated material,
- ensure compliance with GDPR and child safeguarding obligations,
- and avoid entering confidential or identifying pupil information into AI systems.

AI tools shall not replace:

- teacher judgement,
- safeguarding responsibilities,
- professional decision-making,
- or appropriate supervision.

The school reserves the right to restrict or prohibit the use of AI tools where concerns arise regarding:

- safeguarding,
- misinformation,
- academic integrity,
- privacy,

- or pupil wellbeing.

SOCIAL MEDIA

The use of social media and online communication platforms forms part of modern communication and school life. Drom National School is committed to ensuring that social media is used safely, respectfully and responsibly.

This section applies to:

- pupils,
- staff,
- parents/guardians,
- volunteers,
- and any person using or contributing to school-related social media platforms.

General Expectations

Social media must never be used to:

- harass,
- bully,
- intimidate,
- threaten,
- humiliate,
- discriminate against,
- or defame another member of the school community.

The posting, sharing or circulation of:

- offensive material,
- confidential information,
- inappropriate comments,
- images without consent,
- or material likely to damage the reputation of the school or individuals

is prohibited.

Official School Social Media Accounts

Official school social media accounts may be used to:

- celebrate pupil achievement,
- promote school activities,
- communicate with parents/guardians,
- and share educational information.

Access to official school social media accounts shall be restricted to authorised school personnel only.

The following safeguards apply:

- login credentials shall be securely maintained,
- administrative access shall be reviewed regularly,
- access shall be removed where no longer required,
- and content must reflect the ethos and safeguarding responsibilities of the school.

Images and Video Recordings

Photographs, videos or recordings of pupils shall only be published where appropriate parental/guardian consent has been obtained.

The school shall:

- avoid use of pupils' full names alongside images,
- avoid publication of sensitive personal information,
- and ensure that published material does not compromise pupil safety or wellbeing.

Professional Boundaries

Staff members:

- shall not communicate with pupils through personal social media accounts,
- shall not "friend", follow or privately message pupils online,
- and shall maintain professional boundaries at all times.

Communication with parents/guardians shall occur only through approved school communication systems.

All school personnel shall adhere to:

- the Child Protection Procedures for Schools 2025,
- the Child Safeguarding Statement and Risk Assessment,
- and the Code of Conduct for School Personnel.

PERSONAL DEVICES

The use of personal mobile phones, smart watches and electronic communication devices is governed by the school's Mobile Phone Policy in accordance with Circular 0044/2025.

Pupils are prohibited from using or accessing personal mobile phones, smart watches or electronic communication devices during the school day unless a specific exemption has been approved by the principal.

Unauthorised devices may be confiscated in accordance with the school's Mobile Phone Policy and Code of Behaviour.

The school accepts no responsibility for loss, theft or damage to personal devices brought to school.

CYBERBULLYING AND ONLINE SAFETY

Cyberbullying is strictly prohibited and will be dealt with in accordance with:

- the BÍ Cineálta Policy,
- the Code of Behaviour,
- and relevant child safeguarding procedures.

Examples of unacceptable online behaviour include:

- sending hurtful or threatening messages,
- sharing embarrassing images or recordings,
- excluding others online,
- impersonation,
- spreading rumours,
- and creating or sharing harmful content.

The school may investigate incidents occurring outside school hours where they impact upon:

- pupil wellbeing,
- school relationships,
- or the safe and orderly operation of the school.

DATA PROTECTION AND PRIVACY

The school processes personal data in accordance with GDPR and the school's Data Protection Policy.

Users of school digital technologies shall:

- respect privacy,
- protect passwords,
- log out of shared devices,
- and avoid sharing confidential information.

School devices and systems remain the property of Drom National School.

SANCTIONS

Misuse of digital technologies, internet access or social media may result in:

- temporary or permanent withdrawal of access,
- confiscation of devices,
- school disciplinary procedures,
- parental notification,
- referral under the Bí Cineálta Policy,
- referral under child safeguarding procedures,
- and/or referral to An Garda Síochána where appropriate.

EDUCATION AND AWARENESS

Drom National School promotes online safety and digital citizenship through:

- the SPHE curriculum,
- the Stay Safe Programme,
- Webwise resources,
- Safer Internet Day activities,
- and ongoing discussion regarding responsible digital behaviour.

Staff are encouraged to engage in CPD relating to:

- digital technologies,
- online safety,
- safeguarding,
- AI,
- and emerging technologies.

REVIEW AND MONITORING

This policy shall be reviewed annually or more frequently where required in light of:

- developments in technology,

- safeguarding guidance,
- Department circulars,
- Webwise guidance,
- legislative requirements,
- and school needs.

The implementation of this policy shall be monitored by:

- school management,
- staff,
- and the Board of Management.

RATIFICATION

This policy was reviewed and ratified by the Board of Management of Drom National School on: 27th May 2026.

Signed: *Fr. Martin Murphy*
Chairperson, Board of Management

Date: 27th May 2026

Signed: *Amadean Moore-Walsh*
Principal

Date: 27th May 2026