



Ballygiblin N.S. Acceptable Usage Policy (AUP)

1. Purpose

This policy ensures that Information and Communication Technology (ICT) is used safely, responsibly, and effectively in Ballygiblin N.S. It sets out expectations for all users — pupils, staff, parents, and visitors — and promotes online safety, digital citizenship, and the ethical use of emerging technologies, including Artificial Intelligence (AI).

2. General Principles

All users of ICT in Ballygiblin N.S. are expected to:

- Use technology for educational purposes only.
- Communicate with respect and kindness online.
- Never engage in cyberbullying or the misuse of images, data, or devices.
- Protect personal privacy and digital security at all times.
- Follow school guidance on the appropriate use of emerging technologies, including AI.

3. Acceptable Use – Pupils

Internet & Devices

- Internet access is permitted only under teacher supervision.
- Only websites approved by the teacher may be used.
- Bypassing content filters or using proxies is prohibited.
- Personal storage devices (USBs, drives) may not be used without permission.

Digital Communication

- Pupils may send messages or emails only under teacher direction.
- Messaging apps (e.g. WhatsApp, Snapchat) are not allowed.
- All digital communication must be polite, respectful, and appropriate.

Privacy & Safety

- Pupils must not share personal information (name, address, phone number, photos).
- Any inappropriate content or contact must be reported to a teacher immediately.
- Recording or photographing others without permission is strictly prohibited.

Social Media

- Pupils may not access or use social media at school.
- Posting content that discredits the school or others is not allowed.
- Cyberbullying in or outside of school will be treated seriously.

4. Artificial Intelligence (AI) – Pupils

- AI tools may only be used when supervised or permitted by a teacher.
- Assignments must not be completed using AI without teacher approval.
- Personal data must not be entered into AI platforms.
- AI-generated content intended to deceive or harm is forbidden.
- Misuse of AI will lead to disciplinary action.

5. Acceptable Use – School Staff

Professional ICT Use

- Staff use school accounts and devices for professional purposes.
- Online platforms (Aladdin, Google Workspace) must be accessed securely.
- Staff must not share WiFi or access credentials with pupils or non-staff members.

Use of Devices and Images

- Staff may use personal devices to photograph school events for educational use:
- Images must be promptly shared with the designated staff member for school social media.
- Photos must be deleted from personal devices immediately after sharing.
- Devices used in this way should be password-protected.
- Sensitive situations must never be photographed.
- Personal social media must not feature school-related content.

Note: The school will continue to explore practical alternatives such as shared devices or secure cloud systems for managing images.

AI – Staff

- Staff may use AI tools for planning but must review content critically.
- AI is not to replace teacher judgement or pupil assessment.
- AI tools must comply with GDPR and child safeguarding.
- Only school-approved AI tools may be introduced for pupil use.

6. Acceptable Use – Parents/Guardians

- Parents should reinforce responsible use of technology at home.
- Pupil use of age-restricted platforms is discouraged.
- Parents must not share images or videos of school events online without consent.

AI – Parents

- Parents are encouraged to discuss ethical AI use with their children.
- Homework should reflect the pupil's own work unless AI use is directed by the teacher.
- Any concerns about AI or online behaviour should be brought to the school's attention.

7. Breaches and Sanctions

Breaches of this policy, including misuse of ICT or AI, will result in:

- A verbal warning and digital safety re-education
- Withdrawal of ICT privileges
- Parental notification
- Sanctions under the Code of Behaviour
- Referral to external agencies in serious cases (e.g. Gardaí, TUSLA)

8. Consent and Communication

Parents/guardians and pupils will sign an AUP agreement. The school will review and update this policy regularly in response to technological changes and Department of Education guidance.

Signatures

	
John O'Brien	David Hyland
Chairperson BOM	Principal
Date:	Date: