



Presentation Primary School
Greenside South, Carrick-on-Suir, Co. Tipperary



Internet Acceptable Use Policy

School Name: Presentation Primary School

Address: Greenside South,
Carrick-on-Suir,
Co. Tipperary.

The aim of this Acceptable Use Policy is to ensure that pupils benefit from the learning opportunities offered by the school's internet access in a safe, positive and effective manner. The policy also aims to establish minimum standards and inform the children and their parents/guardians of the school's administration of and monitoring of devices, equipment and network. Internet access and use thereof is considered a valuable teaching and learning resource and privilege.

This policy applies to all staff and pupils of Presentation PS. The school reserves the right to amend this policy from time to time at its discretion.

This policy applies to all school "devices" including computers/laptops/Chromebooks/iPads/smartphones and any other IT hardware that connect to the school network.

This version of the AUP was originally formulated in 2013, reviewed in 2021 and updated in September 2025 by the In-school Management Team and was reviewed and ratified by the Board of Management.

Content Filtering

Presentation Primary School implements strategies to maximise learning opportunities and reduce risks associated with the internet. We use filtering software provided by and managed by OIDE: School Broadband working closely with DES and HEAnet. Presentation Primary School has chosen to implement **Level 4** on content filtering on the school's Broadband Network. This allows access to millions of websites including games and YouTube but blocks access to websites belonging to Personal Websites category and websites such as Facebook belonging to Social Networking category

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

Presentation Primary School: Internet Acceptable Usage Policy

- Acceptable Usage Policy (AUP)
- Education
- Filtering/Monitoring

(a) Access to and use of Internet in school

- Internet sessions conducted on school devices will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of internet safety.
- Internet safety workshops and parent talks
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal CD-ROMs, flash drives or other external data storage devices in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e. etiquette on the internet) at all times.
- Students will not knowingly visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the internet for educational purposes only.
- Students and staff will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information to others online.
- Students and staff will be aware that any usage, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons.

(b) Email

- Emails will be used by staff members only for education purposes.
- Students will not be permitted to set up or use email accounts in school. Students using Google Classroom will have an email address for login purposes, however, email facilities will be deactivated.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- 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.

(c) Internet Chat

- Face-to-face meetings with someone organised via internet chat will be forbidden (with the exception of Zoom for Distance Learning purposes as outlined below in section 1e).

Presentation Primary School: Internet Acceptable Usage Policy

(d) School Website

Our school website address is www.presentationcarrick.ie.

- Designated people will manage the publication of material on the school website. An assistant principal, the principal and the secretary will manage all publications on the school website.
- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web through the school's website.
- The publication of student work will be co-ordinated by a teacher and designated people.
- Pupils' work will appear, in an educational context, on the school website.
- Photographs, Videos or Audio Clips of individual students will not be published on the school website. Instead photographs, videos and audio clips will focus on group activities only. (subject to parental permission)
- Special Permissions can be requested from Parents/Guardians for Individual photos in exceptional circumstances.
- When taking photographs of groups for the website, children of parents who do not consent for their child's image to appear on the school website may be asked to stand to the outside of the photograph and the photograph will be later edited or cropped before being placed on the website. A child's facial image may also be blurred out if the above is not possible.
- Personal pupil information including surnames, home address and contact details will be omitted from school web pages. It must be noted that only first names can be used and children cannot be specifically or individually identified in pictures, videos or audio files.
- Class lists will not be published.
- The pupil will continue to own the copyright on any work published.

(e) School Facebook/Instagram Page

- The school Facebook Page was set up in April 2021.
- The school Instagram Page was set up in September 2025.
- Designated people will manage the publication of material on the school Facebook/*Instagram* page. An assistant principal and one other member of staff will manage the publications on the school Facebook/Instagram page. Currently, the school's social media committee are the administrators for the page.
- This page will be used to make announcements, share good news, inform parents of achievements and support fundraising.
- Group photographs/videos/audios of pupils will not be posted until permission from parents/guardians has been received.
- Permissions will be sought from parents/staff in order to begin posting group photographs/videos/audios of pupils/staff. Once off permissions from parents will be necessary. This once off permission will be completed initially through a permission request on Aladdin Connect. Subsequently, new entrants to the school will complete this once off permission on the school's General Parental Consent Form upon enrolment.

Presentation Primary School: Internet Acceptable Usage Policy

- Any person using the School's Facebook/*Instagram* Page is reminded of the rules around appropriate use of social media and the consequences of using it inappropriately.
- Comments will be enabled to begin with, however the comment facility may be disabled if used inappropriately. This will be monitored by the school.
- Questions/queries will not be answered through this page and if parents need to contact the school for information or with any concern they should continue to do so directly through email, phone or Aladdin Connect.
- An internal school platform will be set up which will be used to gather items for posting in one place e.g. items of information, reminders for parents, photographs, etc.
- No pressure will be placed upon any parent/family or staff member to join Facebook/*Instagram*.
- Any inappropriate post or comment made by a parent, student or any other Facebook/*Instagram* user to the school's Facebook/*Instagram* page which is deemed to be negative towards the school or any member of the school community, will be removed/deleted and that user may be blocked from the school's Facebook/*Instagram* page subject to investigation by the School, the Board of Management or/and the Gardaí.

Guidelines for publication of children's work/group photographs/videos/audio clips on the Facebook/*Instagram* Page:

- Pupil's projects, artwork or schoolwork can be posted on the Facebook/*Instagram* page. The pupil will continue to own the copyright on any work published.
- The publication of student work will be co-ordinated by our social media committee.
- Pupils' work will appear, in an educational context, on the school's Facebook/*Instagram* page.
- Photographs, Videos or Audio Clips of individual students will not be published on the school Facebook/*Instagram* page. Instead photographs, videos and audio clips will focus on group activities only. Separate written permission may be sought in exceptional cases for certain individual photographs, videos or audio clips.
- When taking photographs of groups for Facebook/*Instagram*, children of parents who do not consent for their child's image to appear on the Facebook/*Instagram* page may be asked to stand to the outside of the photograph and the photograph will be later edited or cropped before being placed on the Facebook/*Instagram* page. A child's image may also be blurred out/covered if cropping is not possible.
- Written permission must be sought from coaches, guest speakers, staff, etc to be included in photographs, videos or audio clips.
- Personal pupil information including names, home address and contact details will be omitted from the school Facebook/*Instagram* page. Children cannot be specifically or individually identified in pictures, videos or audio files.
- Class lists will not be published.

Cyberbullying

The school adheres to Bí Cineálta Procedures for Primary schools.

Presentation Primary School: Internet Acceptable Usage Policy

The posting of an offensive comment online is considered as cyberbullying due to its potential to be circulated many times. Such incidents (within school) of cyberbullying will be dealt with under the school's Bí Cineálta Policy.

Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside school.

- awareness of and the prevention of cyberbullying is an integral part of Bí Cineálta policy.
- engaging in online activities with the intention to harm, to harass or embarrass another pupil or member of staff is an unacceptable behavior with serious consequences and sanctions for those involved.

School Devices and Personal Devices

- Every effort will be made on part of all users to take care of all devices onsite
- Devices remain in school unless permission has been approved by the Principal as in case of Assistive Technology
- Due care will be taken by all users when transporting the devices.
- Currently users are not permitted to bring in their own device to school
- Students bringing a mobile phone to school is prohibited except in exceptional circumstances which will be in accordance with the school's Mobile Phone/Smart Devices Policy.

Personal Device Exceptions

Students may have access to a mobile phone if needed for medical/safety reasons e.g. the monitoring of blood sugar levels for children with diabetes. Applications for this must be requested by the parent from the principal each school year.

iPads/Chromebooks

iPad/Chromebook sessions will always be supervised by a teacher or SNA and used only in educational contexts.

The camera and video functions are enabled on all of the iPads. This function is used only when expressly sanctioned by the teacher to take photographs and audio clips which are used for school work.

(f) Use of Online Platforms and Programmes

In the event of an unexpected prolonged school closure where schools have been directed by the Department of Education to engage in Distance Learning or where certain class teachers decide to use online platforms to supplement teaching either in school or at home through the use of online platforms and programmes, Presentation Primary School will use some or all of

Presentation Primary School: Internet Acceptable Usage Policy

the platforms/programmes listed below. In all instances, the school's Code of Good Behaviour applies and there are the same expectations around behaviour online as there are offline.

Aladdin Connect: This platform is an extension of the existing Aladdin software in use by the school. Therefore no permissions from parents are necessary and parents opt in themselves to register for Aladdin Connect and download the app. Aladdin Connect will be used to communicate regularly with families through text/email/memo/homework facility, seek permissions where appropriate, to forward work to children, to receive completed work from children, and to provide feedback. This programme is password protected for both students and teachers.

Teacher Professional Email Addresses: (See Appendix 2: Email Communications Policy) All teachers in our school will have a Google/Gmail account within the school's domain (@presentationcarrick.ie). These accounts will be used for professional purposes only and will be at all times password protected. Teachers should not set up these email accounts on phones or save passwords on laptops for logging in. If a teacher leaves our school - his/her account will be disabled. If a teacher wishes to, they may provide the parents of their class with their professional email address for communication purposes to be used during the school year in question. There are strict rules for both teachers and parents around the appropriate use of emails. Please see **Appendix 2** for guidelines on the appropriate use of school emails. These guidelines must be given to parents when a teacher decides to provide the parents of their class with the professional email address.

Seesaw: Seesaw may be used with classes for educational purposes only. Accounts will be disabled when students leave the school. Once off permissions from parents are necessary in order to set the children up with an account. This once off permission will be completed initially through a permission request on Aladdin Connect. Subsequently, new entrants to the school will complete this once off permission on the school's General Parental Consent Form upon enrolment. Seesaw will be used for communication between teachers and students/families. It will also be used to set assignments, complete assignments, give feedback to students, guide student learning, affirm student work and make announcements to students/parents. This programme is password protected for both students and teachers. Copies of login details will be kept by the teachers and by the parents at home.

Google for Education Suite & Google Classroom: The Google for Education suite of apps may be used with classes from 2nd to 6th for educational purposes only. The email facility will remain disabled for students. Accounts will be disabled when students leave the school. Once off permissions from parents are necessary in order to set the children up with an account. This once off permission will be completed initially through a permission request on Aladdin Connect. Subsequently, new entrants to the school will complete this once off permission on the school's General Parental Consent Form upon enrolment. Before setting students up on this platform, they will participate in a lesson on Digital Citizenship in order to highlight to them how they must use this platform responsibly. Google Classroom will be used for communication between teachers and students/families. It will also be used to set

Presentation Primary School: Internet Acceptable Usage Policy

assignments, complete assignments, grade assignments, give feedback to students, guide student learning and make announcements to students. This programme is password protected for both students and teachers. Copies of login details will be kept by the teachers and by the parents at home. Children will be encouraged to memorise their own login details.

Studyladder: This platform may be used by teachers to set online activities in all subject areas. Children may also complete additional activities at their own discretion. Teachers can give feedback to students as a group or individually. Children are not able to reply to or communicate back to the teacher however. Teachers can track a student's achievement. Teachers may only use the first name and first letter a student's surname when registering them on Studyladder. This programme is password protected for both students and teachers.

IXL: This platform may be used by teachers to set online activities in English and Maths. Children may also complete additional activities at their own discretion. Teachers can track a student's achievement. Teachers may only use the first name and first letter a student's surname when registering them on IXL. This programme is password protected for both students and teachers.

Explanatory Videos: Links to appropriate videos on YouTube, Vimeo, Studyladder, IXL and Loom (where the teacher makes their own video using Loom Screencast software) may be shared with students through Aladdin Connect. This is in order to facilitate new learning and to explain work to students without the demonstration/teaching being 'live'. Videos (other than Loom) which are not in the correct format, can be converted to Vimeo using the school's vimeo account. This will allow the school to display these videos on the school website or to share links of videos with parents.

Youtube: The school has upgraded its filtering level to level 4 in order to allow access to educational videos on Youtube. Only teachers are permitted to use Youtube in the school. Teachers must watch videos ahead of showing them to pupils to ensure they are completely appropriate. A teacher must be present while the video is playing. In order to avoid adverts popping up before and after videos, a filtering facility such as www.watchkin.com may be used to avoid unwanted content such as adverts and other videos appearing automatically.

School Website: The school website www.presentationcarrick.ie will be used to share additional resources, guides, explanatory videos and supports for parents and children. These will be found in the "Parent's Info." tab and the "Downloads" tab.

Zoom/Google Meet: Zoom/Google Meet video conferencing will be used to facilitate staff meetings, ISM meetings, SET meetings, Class planning meetings, Board of Management meetings, school assemblies, pre-recorded messages to parents/students and in some cases short check-in meetings with class groups where a parent/guardian must be present with their child/children (Once off permission must first be sought for children to attend and rules outlined after permission has been given to attend Zoom/Google Meet class meet ups). Please see **Appendix 3** for "Live Meeting Protocols for Zoom/Google Meet".

Presentation Primary School: Internet Acceptable Usage Policy

2. Education

Presentation Primary School will undertake an education programme to educate children on the safe, responsible use of the internet.

21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- Use of the ‘Kids’ section of the www.webwise.ie website

3. Filtering

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Presentation Primary has filtering software presently Level 4. The access to websites from all school devices are monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

4. 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 (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Children First Guidelines
- EU GDPR 2018
- Anti Bullying Guidelines for Primary Schools 2013

5. 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.

6. Sanctions

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

Presentation Primary School: Internet Acceptable Usage Policy

Every reasonable precaution has been taken by Presentation PS to provide for online safety and cannot be held responsible if users access unsuitable websites inadvertently or otherwise.

Appendix 1:

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil _____

Class/Year _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the internet. 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 pupils access unsuitable websites.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____

Appendix 2:

Guidelines for Parent Email Communications to the Staff

The purpose of this information is to serve as a general guide for ensuring effective communication between parents and staff. Here in Presentation Primary School we value and welcome communication and are always willing to listen and eager to maintain channels of communication. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

Maintain Respectful and Open Communication

- Always use a respectful and polite tone
- Please request, don't demand
- Be ready not just to provide information, but to listen to staff observations and perspectives and equally we will show the same respect to you.
- Enter the exchange with an open mind and assume a shared best interest for your child
- Be prepared to work collaboratively to solve problems
- Don't write something in an email that you wouldn't say to a staff member.

Confidentiality

- Recognise that confidentiality may limit the information that can be shared from school to parents, including consequences for other students' behaviours

Time to Send Communications / Emails

- Please send emails/communications within normal working hours.
- Avoid sending emails late at night. If you need to draft the email in the evenings, please use the "send later" function that most email providers now have, which allows you to schedule send the email for a specific time. A video of this function for Gmail is available at this link https://youtu.be/A_6Jkr9Ob1w

Time to Respond to Communications

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses. Teachers will endeavour to respond to your email within 48 hours after sending it (excluding days the school is closed)
- Teachers and staff may need some time to collect needed information before responding

Whom to

- Most communications of academic, attendance, classroom and playground concerns should be directed at first to your child's teacher
- The Office may receive communications regarding early collections / late arrivals, forgot lunch boxes etc.
- If it is in relation to special education, it is best to email your child's SET teacher, but also to cc your child's class teacher, so that all teachers involved have a full understanding of any agreed actions, follow-ups, etc.

Appendix 3:

Live Meeting Protocols for Zoom/Google Meet

By logging your child into a Zoom/Google Meet class meet-up, both parents/guardians and students are automatically agreeing to the following rules and guidelines. If you do not agree with something below, then you should not allow your child to attend. Breach of any of the guidelines below may lead to a student being placed in the waiting room or being removed from the meeting for more serious breaches. The school's Code of Behaviour will apply at all times.

- ✓ As long as the pupils are at home, it is the responsibility of parents/ guardians to ensure that they are using digital resources appropriately. Supervision is necessary during live Zoom/Google Meet meetings and pupils should be in an appropriate setting in the house.
- ✓ Arrive on time for a live meeting.
- ✓ Screenshots/pictures/video recordings/audio recordings of live meetings by pupils/parents/guardians are strictly prohibited.
- ✓ If the teacher wishes to make a video or audio recording (for example of the class singing a song together), the teacher will give any child who does not want to be seen/heard in the video/audio recording the opportunity to switch their video/mic off while the recording is being made. The school store the video and only use it where appropriate e.g. on school website (if parental permission received), to celebrate special occasions like graduations, etc.
- ✓ Pupils enter the meeting when the host has admitted them from the "Waiting Room".
- ✓ Pupils' microphones will be muted upon entry to the meeting. This is to ensure sound quality. Please note that the host can mute and un-mute pupils at any time during the meeting.
- ✓ Meetings should be started with participant video on. The host can turn pupils' videos off during the meeting. If the pupil's video is turned off during the meeting, the host cannot automatically restart a pupil's video. The pupil must accept their invitation to restart their video. A pupil can also choose to turn his/her video off.
- ✓ On the top right-hand corner of your screen, you can select "Gallery View" to see all participants.
- ✓ Pupils are invited to "raise their hands" if they wish to ask a question.
- ✓ Pupils can use the chat feature to ask questions. The host may also share links in the chat feature with pupils. This chat feature is public and is automatically saved after the live meeting. Private chat between pupils is disabled.
- ✓ The host may share a whiteboard during the meeting. Pupils can use annotation tools to add information to the whiteboard when asked to do so by the host.
- ✓ Dress appropriately in regular daytime clothes.
- ✓ Pupils should be courteous, kind and always use appropriate language when working and communicating online.
- ✓ If a pupil is mis-behaving, the host can put them in the "Waiting Room". Pupils will have the option of re-joining the meeting after a specified number of minutes. The host also has the option of removing pupils permanently from the meeting.
- ✓ Remember that you are in a virtual classroom even though not physically present in the school so normal school rules and Code of Good Behaviour still applies.
- ✓ By entering a live meeting, it is accepted that the child and you as a parent/guardian agree to follow these procedures.

Presentation Primary School: Internet Acceptable Usage Policy

Appendix 4:

Permission for Instagram

Dear Parent/Guardian,

Presentation Primary School has opened a school Instagram page since September 2025. We plan to move from Facebook to Instagram over the coming weeks. The school uses social media to promote upcoming events and share some of the brilliant work taking place in the school. Instagram has proven to be a very effective means of communication for many other schools and we use this form of social media to improve our communication with the wider school community. It is also used to celebrate the achievements of our school.

You are invited to complete the attached permission section on your Aladdin Connect App regarding the publishing of school related material such as your child's work, group pictures/videos/audio clips on our school Instagram Page. This will act as a once off permission which will last until your child leaves our school. Please note that the same rules will apply to Instagram as with our school website i.e. there will never be individual photographs, videos or audio clips of children used - only groups can be posted and children will never be individually or specifically identified; names will never be used either. Material being uploaded would be strictly controlled by designated people. The school has edited its Internet Acceptable Use Policy accordingly. Please see the "Downloads" page of our school website where you can view our Internet Acceptable Usage Policy. Section 1 (e) explains the acceptable usage of Instagram in our school and the rules around it. Please click on the following link to view the policy: <http://www.presentationcarrick.ie/pages/downloads.php>

Guidelines for publication of children's work/group photographs/group videos/group audio clips on the Facebook School's Page:

- Pupil's projects, artwork or schoolwork can be posted on the Instagram page. The pupil will continue to own the copyright on any work published.
- The publication of student work will be coordinated by a teacher and designated people.
- Pupils' work will appear, in an educational context, on the school's Instagram page.
- Photographs, Videos or Audio Clips of individual students will not be published on the school Instagram page. Instead photographs, videos and audio clips will focus on group activities only. Separate once off written permission may be sought in exceptional cases for certain individual photographs, videos or audio clips.
- When taking photographs of groups for Instagram, children of parents who do not consent for their child's image to appear on Instagram may be asked to stand to the outside of the photograph and the photograph will be later edited or cropped before being placed on the Instagram page. A child's image may also be blurred out/covered if cropping is not possible.
- Personal pupil information including names, home address and contact details will be omitted from the school Instagram page. Children cannot be specifically or individually identified in pictures, videos or audio files.
- Class lists will not be published.

If you require any further information in relation to any of the above, please contact the school and we will be happy to speak with you.

Yours sincerely,

Pat Robinson

Presentation Primary School: Internet Acceptable Usage Policy

Principal

Responsible Internet Use

Pupil Understanding

We use the school computers and internet connection for learning.

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

- I will ask permission before entering any website unless my teacher has already approved the 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 emails 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 permission before opening an email or email attachment.
- I will not use internet chat rooms. Skype will only be used under teacher supervision.
- 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 understand that if I deliberately break these rules I could be stopped from using the internet and computers and my parents will be informed.