



St. Peter's National School.

**Acceptable Use Policy
of St. Peter's National School, Snugboro.**

School Address: Snugboro, Castlebar, Co. Mayo F23 XY33

Roll Number: 19916J

School Patron: Archbishop Francis Duffy

1. Introduction

St. Peter's National School recognises that digital technologies are an important part of children's learning, communication, creativity and participation in society. The school is committed to providing a safe, supportive and positive environment in which pupils can develop the knowledge, skills and attitudes needed to use technology responsibly.

This policy outlines the acceptable use of digital technologies by pupils while using school devices, networks, online services and digital platforms. It also applies to personal digital devices brought onto school premises and, where appropriate, to online behaviour outside school that impacts on the wellbeing, safety or learning of members of the school community.

The policy should be read in conjunction with the school's Code of Behaviour, Bí Cineálta Anti-Bullying Policy, Child Safeguarding Statement, Data Protection Policy and other relevant school policies.

2. Aims of the Policy

The aims of this policy are to:

- Promote safe, responsible and respectful use of digital technologies.
- Support teaching and learning through the effective use of technology.
- Protect pupils from online risks and harmful content.
- Encourage positive digital citizenship and online behaviour.
- Provide guidance on the use of emerging technologies, including Artificial Intelligence (AI).
- Ensure compliance with child protection, data protection and copyright requirements.

3. Use of Digital Technologies in School

Digital technologies are used throughout the school to support learning, communication, collaboration, creativity and research.

These technologies may include:

- Chromebooks, tablets, laptops and desktop computers.
- Interactive displays and classroom technologies.
- Educational websites, apps and online learning platforms.
- School email accounts and cloud-based services.
- Digital photography, video and multimedia tools.
- Artificial Intelligence tools approved by the school.

Pupils will be given opportunities to develop digital literacy skills and to learn how to use technology safely, ethically and effectively.

4. Digital Citizenship

At St. Peter's National School, we expect pupils to behave online in the same respectful manner expected in the classroom and playground.

Pupils are expected to:

- Treat others with kindness and respect.
- Communicate appropriately and politely online.
- Respect the opinions, privacy and rights of others.
- Take responsibility for their online actions.
- Report concerns or unsafe situations to a trusted adult.

Pupils should understand that online actions can have real-life consequences and that the values of honesty, respect and responsibility apply in all digital environments.

5. Online Safety

Pupils will be taught age-appropriate online safety skills as part of the curriculum and through whole-school initiatives.

Pupils should:

- Keep personal information private.
- Use passwords responsibly and never share them with others.
- Be cautious when communicating online.
- Inform a teacher or parent/guardian if they encounter content that is upsetting, inappropriate or makes them feel uncomfortable.
- Seek help if they experience or witness cyberbullying.

The school employs filtering and monitoring measures to support online safety. While these systems reduce risk, no filtering system can guarantee complete protection from inappropriate content. Pupils are therefore expected to act responsibly and report any concerns immediately.

6. Cyberbullying

Cyberbullying is any form of bullying carried out through digital technologies.

Examples include:

- Sending hurtful, threatening or abusive messages.
- Sharing embarrassing photographs, videos or information.
- Excluding others deliberately from online groups.
- Impersonating another person online.
- Posting negative or harmful comments.

Cyberbullying is taken seriously and will be addressed in accordance with the school's Bí Cineálta Anti-Bullying Policy and Code of Behaviour.

Pupils should never participate in cyberbullying and should report incidents to a trusted adult.

7. Artificial Intelligence (AI)

The school acknowledges the growing role of Artificial Intelligence (AI) in education and society.

Age-appropriate AI tools may be used to support learning where approved by teachers.

Pupils may use AI to:

- Generate ideas and brainstorm.
- Support research and inquiry.
- Assist with drafting and editing work.
- Explore creative and educational activities.

Pupils may not:

- Present AI-generated work as entirely their own.
- Use AI to complete tasks dishonestly.
- Input personal, confidential or sensitive information into AI systems.
- Use AI to create harmful, inappropriate or misleading content.

Teachers will provide guidance on appropriate and ethical use of AI technologies and will help pupils understand both the benefits and limitations of AI-generated content.

8. Photography, Video and Audio Recording

Digital media can support learning and celebration of school activities.

Pupils may only take photographs, videos or audio recordings when authorised by a teacher and using school-approved devices.

Pupils must not:

- Record others without permission.
- Share images or recordings without approval.
- Use photographs or recordings to embarrass, exclude or harm others.
- Publish school-related content online without permission.
- Bring personal cameras, recording devices or similar technology to school without prior permission from the Principal.

The school will manage photographs, recordings and publication of pupil work in accordance with Data Protection legislation and parental consent arrangements.

9. School Devices and Networks

School devices and internet access are provided primarily for educational purposes.

Pupils are expected to:

- Use equipment carefully and responsibly.
- Log on only with their own accounts.
- Follow teacher instructions when using devices.
- Respect shared resources and equipment.
- Report damage or technical issues promptly.

Pupils must not:

- Attempt to access another user's account.
- Interfere with network security or filtering systems.
- Download or install software without permission.
- Deliberately damage equipment.
- Access, create or distribute inappropriate, offensive or illegal material.

The school reserves the right to monitor the use of school-owned devices, accounts and networks where necessary to protect pupils, maintain security and fulfil legal obligations.

10. Mobile Phones, Smart Watches and Personal Devices

To support pupil wellbeing, minimise distractions and protect privacy, pupils are not permitted to use mobile phones, smart watches with communication or recording capabilities, cameras or other personal digital devices during the school day unless specifically authorised by the Principal or a member of staff.

Where a pupil is permitted to bring a mobile phone to school for safety or travel reasons:

- The phone must be switched off before entering the school grounds.
- The phone must remain switched off throughout the school day.
- The phone must be handed to a member of staff or stored securely as directed by the school.
- The phone may only be switched on after the pupil has left the school grounds at the end of the school day.

Smart watches capable of making calls, sending or receiving messages, accessing the internet, taking photographs, making recordings or tracking locations are not permitted for use during the school day.

Pupils are not permitted to:

- Use mobile phones, smart watches or similar devices during school hours.
- Take photographs, videos or audio recordings using personal devices.
- Access social media, messaging services or online games while in school.
- Use personal devices to communicate with others during the school day.
- Share images, recordings or online content relating to the school community without permission.
- Use any device in a manner that interferes with teaching, learning, safety or the privacy of others.

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

Any device used in breach of this policy may be confiscated and retained by the school until it can be returned to a parent/guardian. Repeated or serious breaches will be dealt with in accordance with the school's Code of Behaviour.

Where the use of assistive technology forms part of a pupil's identified educational or medical needs, appropriate accommodations will be made by the school.

11. Intellectual Property and Copyright

Pupils should respect the work and ideas of others.

Pupils will:

- Acknowledge sources where appropriate.
- Respect copyright and licensing requirements.
- Avoid plagiarism.
- Use digital content in a fair and responsible manner.

This applies to both traditional online sources and AI-generated content.

12. Data Protection and Privacy

The school is committed to protecting personal information and complying with data protection legislation.

Pupils should:

- Respect the privacy of others.
- Not share personal information without permission.
- Use school accounts responsibly.
- Report any concerns relating to privacy or security.

Personal information should only be shared where authorised and necessary for educational purposes.

13. Role of Parents and Guardians

Parents and guardians play an important role in supporting safe and responsible technology use.

Parents are encouraged to:

- Discuss online safety with their children.
- Promote responsible use of digital technologies at home.
- Monitor online activity in an age-appropriate manner.
- Familiarise themselves with online safety guidance.
- Contact the school if concerns arise regarding online behaviour affecting school life.

Strong communication between home and school helps to ensure a consistent approach to digital wellbeing and online safety.

14. Breaches of the Policy

Where a pupil does not comply with this policy, the school will respond in a manner appropriate to the nature and seriousness of the incident.

Responses may include:

- Discussion with the pupil.
- Educational and restorative approaches.
- Temporary restriction of access to digital technologies.
- Communication with parents/guardians.
- Application of the school's Code of Behaviour.

- Referral under child protection or anti-bullying procedures where necessary.

Serious breaches may result in the withdrawal of access to school digital resources.

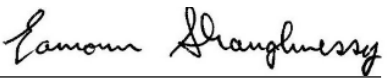
15. Review and Ratification

This policy will be reviewed regularly by the Board of Management to ensure that it reflects developments in technology, online safety guidance, educational practice and legislative requirements.

The policy will be communicated to pupils, parents/guardians and staff and will be made available on the school website.

Signed: 

(Chairperson of the Board of Management)

Signed: 

(Principal)

Date: 26/06/2026