

# Grange Post Primary School



## Acceptable Use Policy

### Rationale

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner.

Digital technology use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions (as outlined in this AUP) will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions are understood.

### Legislation and Relevant Circulars

This Acceptable Use Policy is informed by the following legislation and Department of Education circulars. These documents are publicly available on [www.gov.ie](http://www.gov.ie) and may also be accessed through the school office on request.

#### Legislation

- Education Act 1998
- Education (Welfare) Act 2000
- Equal Status Acts 2000–2015
- Employment Equality Acts 1998–2015
- Children First Act 2015
- Child Trafficking and Pornography Acts 1990, 1998, 2004
- Data Protection Acts 1988–2018
- General Data Protection Regulation (GDPR) 2018
- Education and Training Boards Act 2013
- Copyright and Related Rights Acts 2000, 2004, 2007
- Companies Act 2014

## Department of Education Circulars

- Circular 0055/2024 – *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools*
- Circular 0045/2025 – “Restricting the use of and access to personal mobile phones by students during the school day”
- Circular 0046/2025 – *Mobile Phone and Electronic Device Use in Schools: Storage Funding and Policy Requirements*
- Circular 0036/2023 – *Child Protection Procedures for Primary and Post-Primary Schools*
- 0010/2013 – *Assistive Technology Grant Scheme*
- State Examinations Commission – *Coursework Rules & Procedures 2025–2026*

This Acceptable Use Policy operates in conjunction with the school’s Assessment Policy and the State Examinations Commission Coursework Rules and Procedures.

## School Strategy

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

### General

- A teacher must supervise digital technology sessions.
- Filtering software and/or equivalent systems should be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers should be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software is not permitted.
- Software updates will be used and updated on a regular basis.
- Students must observe good “netiquette” at all times and will not undertake any actions that may bring the school into disrepute.
- Students must not bring a storage media device from outside the school to be used on the school’s network. This is to control the introduction of viruses to the school’s network.

## World Wide Web

- Students must not intentionally visit internet sites that contain obscene, illegal, racist, hateful, or otherwise objectionable materials.
- Students must report accidental accessing of inappropriate materials in accordance with school procedure.
- Students must use the internet for educational purposes only.
- Students must not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students must only disclose or publicise personal information when instructed by a teacher (name and school email address only).
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school’s acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity,

security and/or network management reasons

- Students are not allowed to access social networking sites from school equipment (with the exception of YouTube under teacher permission).
- The use of VPNs (Virtual Private Networks) is forbidden within school. All breaches will be dealt with through the code of behaviour.

## Office 365 Student Accounts

- Inappropriate profile pictures or screen savers are not permitted and will be dealt with through the school's code of behaviour.
- All students will receive a school e-mail address.
- Students must use approved email accounts under supervision by or permission from a teacher.
- Students must not send any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. If received, students must report offending material to school management.
- Students must not reveal their own or other people's (classmates, staff etc.) personal details, such as addresses or telephone numbers or pictures or e-mail addresses.
- Students must never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students must not forward on email attachments without permission from their teacher. Students must not share any attachments received with any other individual.
- Students must use their school e-mail address for school-related activity only.

## E-mail and Online Collaboration

Grange Post Primary School recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students and teachers.

Students are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline.

## School Website

The school has a website. It can be accessed at [www.grangepps.ie](http://www.grangepps.ie). Links to Tyro, Microsoft Office 365, Way2Pay and the school's social media networks can be located on the website.

- Students will be given the opportunity to publish projects, artwork or schoolwork on the school website or the school's social media pages.
- The publication of student work must be approved by the Public Relations post holder and/or Principal.
- Digital photographs, audio or video clips of individual students will not be published on the school website without the parent's consent.
- Students will continue to own the copyright on any work published.

## **Academic Integrity, Artificial Intelligence, and Coursework**

- Grange Post Primary School is committed to upholding the highest standards of academic integrity in all forms of student assessment, including Classroom-Based Assessments (CBAs), Additional Assessment Components (AACs), projects, portfolios, and coursework completed for the State Examinations.
- All work submitted for assessment must be the student's own authentic and individual work. Coursework is subject to a formal authentication process involving the student, the class teacher, and school leadership
- Work that cannot be authenticated as the student's own may be reported to the State Examinations Commission (SEC) and may result in penalties in accordance with national regulations.

### **Use of Artificial Intelligence (AI)**

The school recognises that Artificial Intelligence (AI) tools can support learning when used responsibly. However, AI must never be used in a manner that undermines academic integrity.

- AI tools must not be used to generate assessed coursework or produce material that is presented as a student's own work.
- Limited use of AI may be permitted for purposes such as brainstorming, structuring ideas, or supporting research, where approved by the teacher.
- Any permitted use of AI must be clearly acknowledged in line with SEC requirements. This includes documenting the tool used, its developer, the date of use, and how it supported the student's learning.
- Students remain responsible for evaluating AI-generated content for accuracy, bias, and reliability.
- Failure to properly acknowledge AI use may be treated as plagiarism and may constitute a breach of examination regulations.

### **Referencing and Academic Honesty**

- Students must appropriately acknowledge all sources used in their work, including books, online materials, multimedia sources, and digital tools.
- Presenting another person's work or ideas as one's own is considered plagiarism and is a serious breach of school policy and examination regulations.
- Students are expected to engage in honest and ethical research practices at all times.

## **Authentication and Appropriate Support**

- Coursework must be completed under the guidance and supervision of the class teacher to ensure authenticity.
- Students must not seek or accept inappropriate assistance from others, including friends, family members, tutors, or third-party services.
- The school reserves the right to investigate any concerns regarding the authenticity of student work and to follow SEC reporting procedures where required.

## **Reasonable Accommodations and Assistive Technology**

- The school supports the use of assistive technology and other reasonable accommodations for students with identified additional needs.
- Where a digital device or assistive technology has been approved by the Department of Education, the National Council for Special Education (NCSE), or the school as part of a reasonable accommodation, this approval takes precedence over general restrictions on personal digital devices contained within this policy.
- Students must use approved assistive technology only for its intended educational purpose and in accordance with examination regulations.

## **Secure Handling and Storage of Coursework**

- The school will ensure that both digital and physical coursework materials are handled and stored securely in line with data protection legislation and SEC requirements.
- Once coursework has been completed and submitted, students may not amend or access this material unless directed by their teacher. Coursework will be retained securely until the examination process, including appeals, has concluded.

## **Breaches of Coursework Regulations**

- Where the school is unable to verify the authenticity of a student's work, or where plagiarism, improper AI use, collusion, or other forms of academic misconduct are suspected, the matter may be referred to the State Examinations Commission.
- Such breaches may result in serious consequences, including loss of marks or other penalties determined by the SEC.

## ICT Security

- Students must not deliberately seek to access offensive or inappropriate material.
- Students must not download, copy, or install any software or executable programmes onto school equipment.
- Students must not attempt to remove viruses, or change the configuration of any computer or network settings.
- Any suspicion of a computer infection or security weakness must be reported immediately to a teacher.

## Downloading Files

Students may only download files or images which are directly related to their studies and have been approved by a teacher.

- Downloading executable programmes (exe files) is strictly forbidden.
- Permitted file types include: PDF documents, images, Microsoft Office files, and other resources as instructed by a teacher.

## Digital Devices

### Laptops – Student Use

- Digital devices must be used for educational resources only.
- Students must follow teacher's instruction in regard to operation and maintenance of device.
- Students must sign a digital device contract when a school-issued device has been approved for student use at home (refer to laptop contract attached in the appendix / AEN policy – quote circular from Department).
- Students must follow teacher's instruction in regard to operation and maintenance of digital devices.
- Students must be responsible for the digital device when it is in their possession.
- Students may not change settings on the school digital device when it is in their use.
- Digital device use is considered a resource and a privilege. Any student found in breach of the above guidelines may result in disciplinary action.

### Laptops – Teacher Use

- The MSLETB requires all staff to adhere to the AUP across the organisation. Staff are made aware of their obligations and responsibilities to this end.
- All teachers are issued a school digital device.

## School-Owned Mobile Devices

Grange Post Primary School may provide students with mobile devices, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same Acceptable Use policies, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher or tutor immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.

## Printers

- All staff have access to printing management software through UniFlow Smart Client. All staff are issued with a unique login and pin. All staff must not disclose their pin to any other member of staff.

## Tyro

- Tyro is a means of electronic communication between school and home.
- Student's results, homework and behaviour are recorded on Tyro.
- Parents/guardians will be issued with a password from Tyro which will allow them to access their child's Tyro account, and thus, they have the responsibility of checking Tyro for updates on their child.
- Students should not have access to parent/guardian password.

## E-Learning

The school offers an e-learning environment in the form of access to Microsoft Office 365.

- Each student has a Microsoft Office 365 account.
- Grange PPS Code of Behaviour applies online through Office 365 in the same way as it applies in the actual physical classroom. All breaches of the code will be dealt with according to the school rules and regulations.
- It is the responsibility of each student to access their class materials/homework which has been uploaded by a teacher.
- Any teacher resources uploaded for e-learning purposes shall not be distributed to third parties. This is in breach of copyright laws as teacher owns copyright of any work uploaded.
- Wi-fi is provided throughout the school and is password protected.
- Students have access to a separate Wi-Fi network called Grange Student which has its own unique password which can be issued to students to access the internet. All student devices are connected to this network only.
- A separate Wi-Fi network is provided for Guests entering in the school. This is called Grange Guest Wi-Fi.
- Staff have access to a network called Grange-Staff Wi-Fi which has a unique password.
- Students are not permitted to use personal networks/ VPNs.

## Photos, Video and Audio Recording

- The use of mobile phones or any device to take photographs, video recordings, or audio recordings of teachers, staff, or students is **strictly** prohibited at all times, including during class, in corridors, on school grounds, and at break or lunch times.
- No photographs, videos, or audio recordings may be taken in classrooms or on school premises without the explicit prior permission of a teacher for a defined teaching and learning purpose. Any breach of this rule will be treated as a serious violation of the Acceptable Use Policy, the school's Code of Behaviour, and the school's Anti- Bullying Policy.
- The posting, sharing, or publishing of any photographs, videos, or recordings taken in school, or on school-related activities, without authorisation, is strictly forbidden.
- Unauthorised photographing or recording of staff or students is considered a form of bullying and harassment under the Bí Cineálta Procedures to Prevent and Address Bullying Behaviour (Circular 0055/2024) and may result in suspension, expulsion, and/or referral to An Garda Síochána where appropriate.

## Student–Parent Communication

- Students do not have permission to communicate with parents/guardians on their mobile phone during the school day.
- During school times all communication between parents/guardians and students must take place through the school office and with the express permission of a teacher.
- Where the school secretary is not available, the student may go to the relevant year head (when available) or Deputy Principal.

## In House Exams / Mock Exams

- Students must place their mobile phone (and smart watch if applicable), which must be switched off in a box on the supervising teacher's desk.
- In the event of a mobile phone (or smart watch) being accessed, without teacher permission during an exam, the phone will be confiscated, the student's exam will be cancelled, and the student will be removed from the exam centre, and parents will be informed.

## Netiquette

- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that among the valuable content online there is also unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the internet.
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.
- Once something is online, it is out there — and can sometimes be shared and spread in ways students never intended.
- Students should never post personal information (such as home address, contact details, or images) about themselves or others.

## Social Media Use

- Students must not use social media in a way that could damage the reputation of Grange Post Primary School, staff, or other students.
- Students must not post defamatory, discriminatory, threatening, or harassing content online.
- Students must not impersonate others or create fake accounts or use pictures of other.
- Students must not access or share inappropriate or illegal material.
- Breaches of these rules will result in serious disciplinary sanctions in line with our schools Code of Behaviour.

## Plagiarism

- Plagiarism is presenting the work or ideas of another person as your own.
- Any student found to have plagiarised work submitted as part of classwork will receive no grade for that work.
- Any student found to have plagiarised work submitted as part of a Classroom-Based Assessment (CBA) will receive a descriptor of “Yet to Meet Expectations.”
- Students are encouraged to use Creative Commons licences for original work where appropriate.

## Personal Safety

- Students should never share personal information, such as phone numbers, PPS numbers, home address, or passwords.
- Students should not meet online contacts in person without the permission of a parent/guardian.
- If students see something online that makes them feel uncomfortable, unsafe, or worried, they should immediately tell a teacher or parent/guardian.
- Students should report to a teacher any messages or images received that are inappropriate or cause them distress.
- Students should not forward such messages or images to other students.

## Online Behaviour Protocol (for remote learning/TEAMS)

Grange Post Primary School recognises that online and blended learning may be used in certain circumstances. During such learning, students are expected to follow the same standards of behaviour as when physically present in school.

- Students must be punctual for online classes.
- Students must dress appropriately for class.
- Students must participate from a suitable location (e.g. quiet, without distractions, not in bed).
- Students must not take screenshots, recordings, or share any aspect of the online class without the permission of the teacher.
- Students must remember that while online, they are still considered to be “in school” and must behave accordingly.

## **Violations of Policy**

- Violations of this Acceptable Use Policy may result in disciplinary action in line with the school's Code of Behaviour.
- Consequences may include suspension of access to ICT facilities, detention, suspension, expulsion, and/or legal action.

## **Sanctions**

Misuse of digital devices and other related digital activity may result in disciplinary actions, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Where laws have been broken or where a child welfare issue arises these may be referred to An Garda Síochána and/or Tusla. The school also reserves the right to report any illegal activities to the appropriate authorities. This Acceptable Use Policy should be read in conjunction with the school's Code of Behaviour, which sets out the full range of disciplinary responses available to the school.

**Date of ratification by the Board of Management:** 9<sup>th</sup> March 2026

**Date of next review** 2026/27

# **Assistive Technology Policy**

## **Appendix A – Assistive Technology Policy**

Grange Post Primary School recognises that assistive technology (AT) can play a crucial role in supporting students with additional needs.

- AT is sanctioned by the Department of Education, applied for by the NCSE SENO, and supported by Circular 10/2013.
- AT devices remain the property of the Department of Education and are on loan to the school and student for educational use.
- The school will maintain an inventory of AT equipment assigned to students.
- Parents/Guardians and students will be required to sign a contract (Appendix C) agreeing to the proper use, care, and return of AT devices.

## **Appendix B – Assistive Technology Procedures**

### **In School Use**

- AT devices must be used only for educational purposes.
- Devices must be handled with care and used under the direction of staff.
- Students must not download, install, or delete software without permission.
- Devices must not be used to access inappropriate content.

### **At Home Use**

- Where AT devices are allowed home, parents/guardians are responsible for their supervision.
- Devices must be used only for school-related purposes.
- Any damage, malfunction, or loss must be reported to the school immediately.
- Parents/Guardians may be held financially responsible for negligent damage.

### **Exams**

- Students may use AT devices during in-house and state examinations only with the approval of the school and in accordance with SEC regulations.
- Use of AT in exams must be consistent with the accommodations granted to the student.

## Appendix C – Assistive Technology Contract

Please review the school's Acceptable Use Policy (which can be accessed at: [www.grangepps.ie](http://www.grangepps.ie)) and sign below to accept the conditions outlined in said policy.

**Name of Student:**

**Class:**

**Student:**

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

**Parent / Guardian**

As a 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 school's digital technologies. I understand that the school's digital technologies are intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide on line safety but the school cannot be held responsible if pupils access unsuitable websites.

**I have read and I accept the terms of the AUP (Acceptable Use Policy)**

**Signature:**

**(Parent)** .....

**(Student)** .....

**Date:** .....