Thornleigh Educate Together National School

Internet Acceptable Use Policy

February 2026

Applewood Village, Swords, Co. Dublin
Roll Number: 20302E

Contents

Introduction 2
School's Strategy 2
Technology and Internet Usage 2
Google Accounts 3
School Website & Social Media 3
Addressing Misuse 4
Legislation 4
Support Structures 4
Ratification and Communication 4
Appendix 1: Pupil- Friendly Acceptable Use Policy 5

Introduction

The internet acceptable use policy (IAUP) of Thornleigh Educate Together National School is applicable to the parents and guardians, staff members, children and management of the school. The aim of this Internet 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.

Internet use and access is considered a school resource and an integral part of teaching and learning. The school strives to incorporate digital learning in teaching and learning in a meaningful and purposeful manner.

Digital technology resources may not be used for illegal acts or for any activity that would be contrary to the ethos of the school.

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:

- Pupils will treat others with respect online at all times.
- Pupils will not undertake any actions that may bring the school into disrepute.
- Access to internet will always be supervised by a teacher.
- Oide Technology in Education filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Pupils' internet usage is supervised and monitored by teachers.
- Pupils and teachers will be provided with training in the area of internet safety (eg. through the Stay Safe programme).
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- Staff using personal memory sticks or other removable storage devices in school must ensure that any such devices are virus free and that they will not cause damage to school equipment in any way.
- The school is not responsible for loss or damage caused to personal ICT equipment caused by its presence or use within school.
- The use of personal memory sticks or other storage devices in school by any staff member should be for an educational purpose only. The content of such devices should be legal, appropriate and in keeping with the school ethos.

Technology and Internet Usage

- Pupils will take good care of all school digital equipment and use it responsibly in accordance with school policy and procedures.
- Pupils will respect the right to privacy of all members of the school community.
- As per the school's *Mobile Phone & Wearable Technology Policy*, pupils will not bring their own devices to school (with the exception of AAC devices upon the agreement of the principal)
- Pupils will seek permission to use the internet from the supervising teacher.
- Pupils will be supervised by a teacher or Special Needs Assistant while using the Internet.
- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the internet for educational purposes only.
- All users must respect copyright and acknowledge creators when using online content and resources.

- Pupils will never disclose or publicise personal information.
- Pupils will be aware that any usage of the internet, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils must never use apps or chat rooms to communicate with people outside of the school community.
- Pupils must not send or post any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils must never arrange a face-to-face meeting with someone.
- The school recognises the potential benefits and potential risks of using Artificial Technology (AI). Pupils should not use AI to complete schoolwork or homework unless they have specific permission from their teacher to do so. Photographs of pupils will not be used to generate AI content without direct and specific permission from the principal on each occasion.

Google Accounts

The school uses Google for Education. Pupils will be provided with a Google account upon enrolment at school. This account will be used, under teacher supervision and guidance, to access Google Classroom, Google Meet and other applications and sites which facilitate online learning (either in-school or remotely). Pupils may have a digital portfolio on Google Drove to allow assessment and collaboration with other pupils. This is used under supervision of the class teacher.

Pupils may not access – or attempt to access – the accounts of other pupils or staff. Pupil accounts will be deactivated and deleted when they are no longer enrolled in the school. Staff are provided with a Google account. This account should be used for professional purposes only and will only remain active while the staff member is employed at the school.

Staff members are provided with access to an online drive for the storing and sharing of teaching materials and other resources. Staff may contribute to the shared drive and access the contributions of others, but should only delete their own contributions. Plans that have been submitted to the drive should only be deleted by the principal.

School Website & Social Media

- The school's website is www.thornleighet.com. The school's website provides general information to current and prospective parents.
- The school's Instagram account is @thornleigh.etns. This account provides an opportunity to share work from the school and engage with other schools and appropriate outside groups. The Instagram account is managed by one of the school's Assistant Principals, and others on the in-school leadership team also have access to post material.
- Parent/guardian permission is sought each year for use of pupil photos online. Full names or other sensitive personal information of pupils are never published online.
- The point of contact on the website and Instagram account will be the school address, telephone number and e-mail address.
- Staff are not permitted to post photos or videos of pupils or others in the school community on their personal social media.
- Commercial content and content for social media purposes (eg. "influencers") may not be filmed in the school by staff or others without express consent of the Board of Management.

Addressing Misuse

Misuse of digital technology or school accounts by pupils will be addressed using this policy, the school's Code of Behaviour and/or Bí Cinealta policy, as applicable. The school also reserves the right to report any illegal activities to the appropriate authorities and to provide any data the school holds related to this misuse to these authorities.

Legislation

Legislation relevant to this policy includes:

- General Data Protection Regulation (2018)
- Child Trafficking and Pornography Act (1998)
- Interception Act (1993)
- Video Recordings Act (1989)

Support Structures

Thornleigh ETNS implements the following strategies to promote the safe use of the internet:

- Pupils will be provided with education in the area of internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe Lessons and My Selfie/Webwise resource in Senior Classes.
- Parents and Guardians are encouraged to become familiar with internet safety strategies, and relevant material is shared by the school when available.
- Safer Internet Day will be acknowledged in Senior Classes in February each year.
- School staff will be encouraged to attend CPD in the area of internet safety and online communication and ICT technologies.

The school will inform pupils and parents/guardians of key support structures and organisations that deal with safe internet use. Teachers will give instruction on appropriate use of the internet and how to use it safely. We use the services of the Oide and www.webwise.ie, along with other outside agencies such as Barnardos.

Ratification and Communication

This policy was reviewed in 2025/2026 and was ratified by the Board of Management in February 2026. The policy can be found on the school's website and the staff shared drive. This policy will be reviewed in the 2029/2030 school year, or sooner if deemed necessary.

Signed: _____	Date:_____
(Chairperson, Board of Management)	
Signed:_____	Date:_____
(Principal)	

Appendix 1: Pupil & Parent/Guardian Acceptable Use Policy

Thornleigh ETNS has an Internet Acceptable Use Policy to make sure that all pupils benefit from using digital technology in a safe and effective manner. The policy can be found on the school's website.

We ask parents/guardians to discuss the summary below with pupils, and to then sign and return the form to your child's class teacher.

- I will respect other people and their privacy online.
- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately.
- I will use the internet and digital media for educational purposes only.
- I will always use a safe search engine to look up images.
- I will not directly copy information from the internet into my own work. I will always use my own words.
- I will not download images, text or other files that are not needed for my school work.
- I know that what I do on a school computer/tablet/laptop is monitored by the school.
- I will never access my personal email account in school.
- I will never send text messages, emails or comments that are harmful or hurtful to another person.
- I will never give out my name, address or phone number to anyone online.
- I will not share personal information about another person online.
- I will never arrange to meet in person anyone I meet online.
- I will not use my phone/IPad/tablet to take photos of people without their permission.
- I will not upload any photos without getting permission.
- My password is my own and I will not share it. I will not access the accounts of others.

Pupil Signature: _____ Date: _____

Parent/Guardian Signature: _____