



*Danu Community Special School
Blanchardstown Road North
Blanchardstown
Dublin 15 P380
Roll Number: 20548N
Registered Charity Number: 20083526
school@danucss.ie
www.danucss.ie
Tel: 01 8270755*

ACCEPTABLE USE POLICY (AUP)

Introductory Statement and Rationale

Danu Community Special School (CSS) is committed to the use of electronic resources to enhance the administrative, teaching and learning opportunities for students and staff. The use of electronic devices and accessing the Internet are essential and necessary skills for life, it provides information and allows people to communicate. Access to electronic devices can be highly motivating to some of our students. However, as some material on the Internet is inappropriate, students and staff are guided to utilize these resources as presented in the Acceptable Use Policy (AUP). All such usage should apply directly to the school administration or the implementation of the school curriculum.

This policy supports the implementation of the Digital Learning Framework and promotes the safe, responsible and ethical use of digital technologies to enhance teaching, learning and communication in Danu CSS.

This AUP Policy outlines the school's policy on permitting acceptable usage of the Internet. It applies to all Internet users in Danu CSS and all methods of access to and use of the Internet, electronic devices such as, but are not limited to, computer equipment, iPads, Smart TV's, PC's, Smart Phones, iPhones, AAC devices etc.

Aims

The aim of this policy is to ensure that students will benefit from learning opportunities offered by the school's Internet/electronic resources in a safe and effective manner. Internet use and access is considered a school resource. If the school's AUP is not adhered to Internet use and access will be withdrawn and appropriate sanctions will be imposed.

Whole School Approach and Implementation

The school employs several approaches to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher or SNA.
- Filtering software and/or equivalent systems will be used to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Training in safe usage of IT and Internet Safety will be provided.
- Never sign the school up to Apps or software without the Principal's permission.
- Uploading and down-loading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal email, USB devices or other digital storage media is not permitted in Danu CSS.
- Never store data about any school business on unapproved devices such as smartphones, tablets, USB or external storage devices.
- Students will always treat others with respect and will not undertake any actions that may bring the school into disrepute.

Artificial Intelligence (AI) Tools

- Staff may only use Artificial Intelligence tools that are approved by the school and provided through the Microsoft Copilot service made available by the Department of Education and Youth (DEY).
- Staff must not input or upload any personal, confidential, or sensitive school data into any AI platform.
- Staff are not permitted to use unapproved AI platforms such as public AI chatbots or generative AI tools that are not provided or approved by the school or the DEY.
- AI tools may only be used to support teaching, learning, planning or administrative tasks and must always comply with General Data Protection Regulation.

- Any use of AI with students must be approved by the Principal and supervised by a staff member.

World Wide Web / School Internet Usage

- Students will be allowed to access the Internet for educational purposes only.
- Staff will ensure students will never disclose or publicize personal information such as personal address, telephone number or email address while using the Internet.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Any accidental accessing or downloading of inappropriate materials must be reported immediately in accordance with school procedures.
- Usage including distributing or receiving information, school related or personal, may be monitored for unusual activity, security and or/network management reasons by the school and DDLETB.
- Only staff members of school are authorized to use school WIFI passwords in devices or certain student's devices. Students were never permitted to use school WIFI without school approval.

Email

- Email should only be used for educational purposes.
- Students will use approved class email accounts with permission from a teacher.
- Students will only be allowed email in the presence of the teacher or SNA.
- Students will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person either in the school or to members of the school community outside of school. Such behavior is considered cyber-bullying and infringements of this nature will be dealt with under our Anti-Bullying Policy.
- 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.

Remote and Online Learning

- In situations where remote or distance learning is required, staff and students will use only platforms approved by the school these are Aladdin Schools, Seesaw, or other platforms approved by the school.
- Communication between staff, students and parents will take place through official school channels only.
- Students must behave online in the same respectful and appropriate manner as they would in the classroom.
- Online lessons, meetings or communications must be supervised by a member of staff where appropriate.
- Recording, photographing or sharing online lessons or communications without permission is strictly prohibited.
- Staff must ensure that any personal or sensitive information shared during remote learning is protected in accordance with General Data Protection Regulation.
- Staff and students must follow all school policies regarding respectful communication, online safety and appropriate use of technology during remote learning.

ICT equipment

- Students will be given the opportunity to use class ICT equipment for educational purposes or as motivators under the supervision of staff members.
- Students will only be permitted to use apps and websites recommended by the teacher in class, in any ICT devices, such as Clever Touch, Boardmaker, PC, iPad etc.
- When students use class ICT equipment, students must follow the Internet safety rules stated above.

Internet Chat

- Students will only have access to chat room links with other schools, messaging or electronic communication that have been approved by the school. These links will only be used for educational purposes and will always be supervised.
- Students will only participate in FaceTime or communication forums under the direct supervision of a teacher.

Cyberbullying and Online Behaviour

- The use of digital technologies to bully, harass, threaten or intimidate another student or member of the school community is strictly prohibited.
- Cyberbullying may include sending offensive messages, sharing images or videos without permission, exclusion from online groups, impersonation, or posting harmful comments online.
- Any incidents of cyberbullying will be dealt with in accordance to the school's Anti-Bullying Policy (Bí Cineálta) and Code of Behaviour policy.
- Cyberbullying incidents that occur outside of school but have an impact on the wellbeing of students or the school environment may also be addressed by the school.
- Students are encouraged to report any cyberbullying or online behaviour that makes them feel unsafe to a member of staff.

Social Media

- Students are not permitted to access social media platforms during the school day unless explicitly approved by staff for educational purposes.
- Staff must ensure that any use of social media in school is appropriate, supervised and supports teaching and learning.
- Images, videos or information relating to students, staff or school activities must not be shared on social media without appropriate permission from the school and parents/guardians.
- Students must not post content online that could bring the school or members of the school community into disrepute.
- Staff must follow school policies and professional guidelines when using social media in relation to school activities or communication with parents and students.

School Website and Educational Websites

- Danu CSS school website is available at www.danucss.ie. Student photographs of projects, artwork or schoolwork may be uploaded, in accordance with clear policies and approval processes with parents.

- The publication of student work will be coordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavor to use digital photographs or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or alt tags if published on the web.
- Students will own the copyright on any work published.

Personal Devices

- Some students access their personal AAC devices daily in school with the purpose of communication throughout the day.
- Students who may bring personal devices such as Smart phones, iPad and Gaming Devices to school must leave the devices in their bag throughout the day and switch them off. Students do not have access to Danu CSS Internet/ school WIFI on their personal device.
- Personal devices are not the school's responsibility for repair or replacement.
- On personal devices, it is the responsibility of parents to block cameras and microphones on student's personal devices during school hours. If any parent who need support on that can contact IT coordinator in school to help in block camera and microphone during school hours.
- Students using their own personal devices in school, to send nuisance text messages, or the unauthorized taking of images are in breach of Danu CSS AUP.
- All school staff should model AUP of the school and use technology including smartphones appropriately.

Legislation

The school can provide information on the following legislation relating to the use of the Internet:

- The Data Protection Act 1988
- Video Recordings Act 1989
- Interception Act 1993
- Child Trafficking and Pornography Act 1998
- Data Protection (Amendment) Act 2003
- General Data Protection Regulation (GDPR) May 2018

Support Structures

The school will inform students and parents of key support structures and organizations should a student inadvertently access illegal material or encounter harmful use of the Internet. The school will hold an *Internet Safety Week* during the second week of February each year in school to inform Parents and students of the possible uses and dangers of the Internet.

Roles and Responsibilities

Staff Responsibilities

The staff of Danu CSS will

- Follow the guidelines set forth in this AUP.
- Ensure Parents have a signed AUP permission form before allowing student access to the Internet (Appendix 1).
- Monitor and supervise student use.
- Model and provide instruction in the ethical and appropriate use of technology in this school setting.
- Maintain a curricular focus.
- Keep any usernames and passwords confidential. In accordance with GDPR all data pertaining to students and schoolwork should be password protected/ encrypted.
- Ensure computer equipment is being legally used according to the software license only.
- Ensure students do not disclose any personal information.
- Supervise students' use of and access to electronic devices and the internet.
- Never store data concerning school business on unapproved devices such as smartphones, tablets, cloud storage, for example having work email on personal phones. Ensure personal/sensitive data is never taken offsite or stored on personal unapproved devices such

as smartphones, USB, or external storage. All school data and its back-up should always be kept on the school premises.

- In the event of remote or distance learning activities staff will use the platforms agreed for communication with the school community using work email accounts, Aladdin and Seesaw or others agreed.
- Adhere to safe and ethical use of the Internet during distance learning and on keeping personal data safe when working from home.
- Sign Acceptance Usage Policy Staff Form (Appendix 2), stating that they have read, understood, agreed to and will adhere to all AUP guidelines and assume responsibility for their own actions.

Staff Use of Computer Facilities

School personnel can access the web for educational and professional purposes throughout the day. If a staff member wishes to access the web for personal purposes it should be done outside of school hours. Students on placement from the teacher training colleges or SNA training colleges will not have access to staff computer resources. Computer equipment should be locked away at the end of each day. Use of the Internet by staff members to access inappropriate material whether it be pornographic, racist or offensive, is always strictly prohibited.

Sanctions

Misuse of the Internet may result in disciplinary action, in accordance with Student Code of Behaviour Policy or Staff Disciplinary Procedures. The school also reserves the right to report any illegal activities to the appropriate authorities.

Parents/Guardians

Parents/Guardians must read the AUP carefully to ensure that the conditions of use are accepted and understood. Parents/ Guardians must then sign and return the Parental/Guardian Permission Form (Appendix 1) to the school office, at the start of each school academic year and going forward when the student is enrolled in the school.

Review and Ratification

Timeframe

This policy will be implemented by 1st May 2026 and will be reviewed bi-annually. Next review date 1st May 2028 by AP II C Post Holder, Darragh Slater.

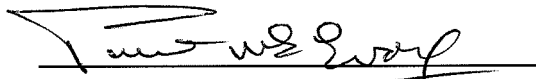
Ratification and Communication

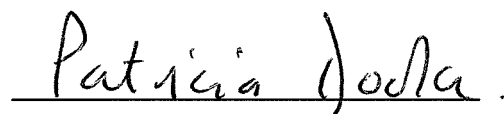
This policy is available to all staff electronically on the schools shared site in the curriculum folder and on classroom laptops. A hard copy of this policy will also be kept in each classroom in the Policy and Procedures Folder.

This policy is available to Parents/Guardians on the school website or if requested through the office a hardcopy will be made available.

Ratified by the Board of Management on this date 22/4/26.

Signed by


Chairperson, Danu CSS BOM


Principal, Danu CSS

Appendix 1



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Acceptable Use Policy (AUP) Parent(s)/Guardian(s) Permission Form

Dear Parent(s)/Guardian(s)

As Parent(s)/Legal Guardian(s) of _____ (student's name), I/We have read Danu CSS 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 online safety, but the school cannot be held responsible if students access unsuitable websites.

I/We/ Guardians accept the above paragraph **YES** _____ **NO** _____

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

I/We/ Guardians accept the above paragraph **YES** _____ **NO** _____

Parent(s)/Guardian(s)Signature: _____ Date: _____

Please sign and return **Parent (s)/Guardian(s) AUP Permission Form** to the school office.

Appendix 2



Danu Community Special School
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Acceptable Use Policy (AUP) Staff Form

Name of Staff Member: _____

I confirm that I have read and understood the Danu CSS Acceptable Use Policy (AUP). I agree to adhere to its terms in my use of school ICT systems, Internet access and digital technologies. I understand that access to the Internet and digital resources is provided for educational and professional purposes only. I will take all reasonable precautions to ensure the safe, ethical and appropriate use of technology in line with school policy and the requirements of the General Data Protection Regulation. I acknowledge my responsibility to safeguard student data, maintain confidentiality, and always model appropriate online behaviour. I understand that failure to comply with the AUP may result in disciplinary action in accordance with school policies.

I accept the above paragraph **YES** _____ **NO** _____

I understand that student work may be published on the school website where appropriate. I will ensure all content is shared in line with the Danu CSS Acceptable Use Policy, parental consent, and the General Data Protection Regulation, and that student privacy is protected.

I accept the above paragraph **YES** _____ **NO** _____

Staff Signature: _____

Date: _____

Please sign and return **AUP Staff Form** to the school office.

