



**Patrician Academy Mallow**

**Acceptable Use Policy  
of  
Technology and Digital Communications**

**Date of Commencement: 1/5 /2025**

**This policy has been drawn up in consultation with staff, parents, students and the Board of Management.**

**The policy must be read carefully so that the conditions of use are understood.**

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## **General Approach**

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of Internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, agreed sanctions will be imposed.

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

When using the Internet students, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

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

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school requires school permission.
- Virus protection software will be used and updated regularly.
- Internet use within the school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the Internet in Patrician Academy Mallow.

It also applies to members of staff, volunteers, parents, carers and others who access the Internet in Patrician Academy Mallow.

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

Patrician Academy Mallow may deal with incidents that take place outside the school that impact the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases, Patrician Academy Mallow may, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions, as per the school's code of behaviour.

Patrician Academy Mallow implements the following strategies to promote safer use of the Internet:

- Pupils will be provided with education in the area of Internet safety as part of our implementation of the SPHE and other curriculum areas.
- Internet safety advice and support opportunities are provided to pupils in Patrician Academy Mallow through our pastoral care, digital wellbeing and peer mentoring programmes.
- Teachers will be provided with continuing professional development opportunities in the area of Internet safety.
- Patrician Academy Mallow participates in Safer Internet Day activities to promote safer and more effective use of the Internet.

This policy and its implementation will be reviewed regularly by the following stakeholders:

Board of Management, teaching staff, support staff, pupils, and parents.

This policy has been developed by a working group including: The Digital Learning Team, Principal, Deputy Principal, teachers, students, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of Internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils.

- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, management should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Patrician Academy's Digital Learning Team.

## **Content Filtering**

Patrician Academy Mallow has chosen to implement the following level of content filtering on the Schools Broadband Network:

**Level 5 This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.**

Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

## **Internet Use**

- Students and staff will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students and staff will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- Students and staff will report accidental access of inappropriate materials in school but outside the classroom to management.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students and staff 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 will use the Internet for educational purposes only.
- Students and staff will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other Internet users.

- Students and staff will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students and staff will never disclose or publicise personal information or passwords.
- Students and staff will be aware that any usage of the Internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.
- The Patrician Academy uses Google Drive for file sharing. Use of other file sharing mechanisms requires staff permission.

### **Email and Messaging**

- Downloading by students of materials or images not relevant to their studies is not allowed.
- The use of personal email accounts is not allowed at Patrician Academy Mallow.
- Students and staff will use approved school email accounts.
- Students and staff should not under any circumstances share their email account login details with others.
- Students and staff should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will use approved class email accounts only under supervision by or permission from a teacher.
- Students and all users of patricianacademy.com email addresses should be aware that email communications are monitored.
- Students and staff will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students and staff should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Students and staff should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.

- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher
- Students will not forward email messages or screenshots of emails or “reply all”, without the permission of the originator.
- Students and staff must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.
- All emails and opinions expressed in an email are the responsibility of the author and do not reflect the opinion of the school.

### **Social Media and Messaging Services for Staff and Students**

The Internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of our school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as X, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The Internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Patrician Academy Mallow:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Patrician Academy Mallow for communication between staff and students. This should only be done on Google Classroom.
- When communicating with parents on a mobile device, staff will block their number and staff may also use the school phone in the Year Head’s office.

- Use of blogs such as WordPress, Tumblr etc. is allowed in Patrician Academy Mallow with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- All communication between staff and parents/guardians should be conducted using the correct school communication channels.
- All members of the school community must not use social media, messaging services or the Internet in any way to harass, impersonate, insult, abuse or defame others.
- Staff and students must not discuss personal information about pupils, staff and other members of the Patrician Academy Mallow community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Patrician Academy Mallow into disrepute.
- Staff and Students must not represent their personal views as those of Patrician Academy Mallow on any social medium.

### **Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of Internet-enabled devices such as mobile phones, tablets, gaming devices, smartwatches, in Patrician Academy Mallow:

- Students are only allowed to use personal Internet-enabled devices during lessons with expressed permission from teaching staff. All use will be supervised by the teacher.
- Students may not use their devices to record, transmit or post photos / videos of other teachers or students unless they have been given permission by the teacher.
- Students are not allowed to have Internet-enabled devices on their person during House or State Examinations.
- Students / Parents / Guardians are responsible for their devices including any breakages, cost of repair or replacement.



- The Principal, Deputy Principal reserve the right to inspect or monitor student mobile devices during school hours.

## **Chromebook Usage Policy**

### **Introduction**

This Chromebook Usage Policy establishes guidelines for students, parents, and staff at Patrician Academy Mallow regarding the responsible use of Chromebooks for educational purposes. Chromebooks, whether purchased through an approved school supplier or from another vendor chosen by students and their families, are essential tools for supporting digital learning. This policy outlines standards for device use, maintenance, and responsibilities to ensure a secure and productive learning environment.

### **1. Purpose and Scope**

This policy applies to:

- All students using Chromebooks, regardless of the purchase source.
- Teachers and staff involved in managing and supporting Chromebook use.
- Parents/Guardians who are responsible for monitoring students' adherence to this policy.

Chromebooks are to be used for educational activities in compliance with the Patrician Academy's educational goals, Acceptable Use Policy (AUP), and Internet safety standards.

### **2. Chromebook Ownership and Responsibility**

#### **Ownership**

- **School-Approved Supplier:** Students have the option to purchase Chromebooks through the school's approved supplier. Devices purchased through this supplier typically include a warranty and tech support options tailored to school use.
- **Other Vendors:** Students may also choose to purchase Chromebooks from other suppliers. However, devices purchased elsewhere may not come with the same level of warranty, tech support, or setup assistance as those from the school-approved supplier.

#### **Responsibilities of Ownership**

- **Warranty and Support:** For Chromebooks purchased through the school-approved supplier, warranty services and support will be provided as outlined by the supplier. Devices purchased from other vendors must be supported by the student's family for any warranty claims or technical issues.

- **Maintenance and Repairs:** Students are responsible for the care and maintenance of their Chromebook. Any damage, malfunctions, or required repairs should be addressed promptly to ensure continued access to digital learning resources.
- **Insurance (Recommended):** Families are encouraged to consider insurance coverage for Chromebooks, especially for devices not purchased from the school-approved supplier.

### 3. Guidelines for Daily Use

#### Classroom Expectations

- **Preparedness:** Students are expected to bring their Chromebook to school daily, fully charged and ready for use.
- **Classroom Use:** Chromebooks should only be used for school-related tasks during class time. Personal or non-educational use of the device in class is prohibited.
- **Respectful Use:** Students must follow instructions from teachers regarding when and how to use Chromebooks during lessons.

#### Device Management

- **Charging and Battery Life:** Students are responsible for charging their Chromebook at home. Bringing a fully charged device to school is essential.
- **Protective Cases (Recommended):** Students are encouraged to use protective cases to minimize damage and prolong the life of the Chromebook.
- **Labelling and Identification:** Students should clearly label their device with their name and class. The school will provide a school-issued label to identify Chromebooks approved for use on the school's network.

### 4. Acceptable Use and Online Safety

This Chromebook Usage Policy is governed by the **Acceptable Use Policy (AUP)** for digital resources, which emphasizes responsible and respectful use.

#### Internet Safety

- **Filtered Network Access:** When in school, students' Chromebook Internet access will be filtered and monitored according to the school's Internet safety protocols. This filtering is in place to block inappropriate content and ensure a safe learning environment.
- **Off-Campus Use:** When Chromebooks are used off-campus, it is the responsibility of parents/guardians to monitor Internet use and ensure students follow the AUP and all school guidelines.

#### Appropriate Use

- **Academic Use Only:** Chromebooks are for academic activities and assignments. Students are not permitted to use the Chromebook for unauthorized applications, social media, games (without permission from a teacher), or other non-educational activities during school hours.
- **Privacy and Security:** Students should respect the privacy and security of others. Recording, photographing, or sharing content without consent is strictly prohibited.

## Digital Citizenship

Students are expected to uphold the principles of digital citizenship, which include respectful communication, responsible sharing, and constructive online behavior. Cyberbullying or any inappropriate online behavior will be addressed according to the school's disciplinary policy.

## 5. Care and Maintenance of Devices

### Physical Care

- **General Care:** Chromebooks should be handled with care, avoiding rough handling or exposure to liquids, food, or extreme temperatures.
- **Storage:** Chromebooks should be stored in a safe location when not in use. Students should avoid leaving their devices unattended, particularly in communal areas.

### Technical Care

- **Software and Updates:** Students are expected to install any necessary updates or patches as directed by the school's IT staff. These updates are crucial for the security and performance of the device.
- **Device Settings and Configuration:** Students are not permitted to change Chromebook settings or install unauthorized software. Altering device settings can impact connectivity and device performance on the school's network.

## 6. Disciplinary Action for Policy Violations

Violations of this Chromebook Usage Policy may result in:

- **Warnings:** Initial minor infractions may result in a warning from teachers or staff.
- **Temporary Restriction of Device Use:** Continued misuse or serious policy breaches may lead to temporary restrictions on device use.
- **Loss of Device Privileges:** Repeated or severe violations may result in a loss of Chromebook privileges during school hours, with parents informed promptly.
- **Further Disciplinary Action:** Violations related to cyberbullying, inappropriate content, or unauthorized activities will be addressed according to the school's Code of Conduct.

## 7. Support and Technical Assistance

- **IT Support for Approved Devices:** Chromebooks purchased through the school-approved supplier may be eligible for direct support from the school's IT staff for minor issues. Major repairs must be handled by the supplier.
- **Support for Non-Approved Devices:** For Chromebooks purchased from other vendors, IT support from the school may be limited to basic connectivity or configuration guidance.
- **Parent/Student Responsibility:** It is the responsibility of the student and family to ensure the device is operational and compatible with school requirements.

## 8. Policy Review and Updates

This Chromebook Usage Policy will be reviewed regularly to ensure it reflects current technology needs, student experiences, and feedback from the school community.

**Acknowledgement:** By bringing a Chromebook to school, students, parents, and staff acknowledge and agree to abide by the guidelines set in this policy.

## Digital Learning Platforms (includes Remote Learning Policy)

Patrician Academy Mallow uses Google Workspace as its digital learning platform and this is managed by the school. This platform should enable two-way communication.

- Staff and students must only use their school email to access the school's digital learning platform.
- All school-related media and data should be stored on the school's platform.
- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on the school's digital platform.

## Remote Learning Policy

### Introduction

In the event of remote or hybrid learning due to unforeseen circumstances, Patrician Academy, Mallow will use Google Classroom and Google Meet as its primary platforms to support

students' education. This policy outlines the responsibilities, expectations, and guidelines for students, teachers, and parents to facilitate an effective and secure learning environment.

## **1. Purpose and Scope**

This policy applies to:

- Students: All enrolled students at Patrician Academy Mallow.
- Teachers: All teaching staff engaged in remote instruction.
- Parents/Guardians: All parents and guardians who support students' learning at home.

The policy is designed to maintain continuity of education, uphold the school's ethos, and provide an effective online learning environment.

## **2. Roles and Responsibilities**

### **Students:**

- Attendance and Participation: Attend scheduled online classes on Google Meet, be on time, and engage actively.
- Assignments: Complete and submit all assignments via Google Classroom by the specified deadlines.
- Respectful Behavior: Communicate respectfully with teachers and classmates, both in written messages and during online classes.
- Environment: Find an appropriate space, to join online classes and minimize background noise. Dress in appropriate attire for virtual learning.
- Technology Use: Use only the school-assigned Google accounts for accessing Google Classroom and Google Meet and use these platforms exclusively for school-related activities.

### **Teachers:**

- Class Setup: Ensure all classes are set up in Google Classroom and, where possible, post all relevant learning resources, assignments, and announcements.
- Teaching and Communication: Conduct classes, where possible, on Google Meet, keeping them structured, engaging, and aligned with the curriculum.
- Feedback and Support: Provide feedback on assignments and offer support for students who may struggle with the content.
- Attendance Tracking: Record attendance for each online class and monitor student engagement.

### **Parents/Guardians:**

- Support and Supervision: Help students establish a routine, provide a suitable study space, and monitor online activity.

- Communication: Maintain open communication with teachers via the school's designated communication channels (e.g., email, school portal).
- Encouragement: Encourage students to participate actively in online classes and complete their assignments on time.

### **3. Remote Learning Guidelines**

#### **Google Classroom Usage**

- Class Materials: Teachers will post all relevant materials, including videos, and links, on Google Classroom. Students should check the platform daily.
- Assignments: All homework, projects, and assessments will be assigned and submitted through Google Classroom.
- Feedback: Teachers will provide feedback on assignments, viewable by students.

#### **Google Meet Usage**

- Class Schedule: Teachers will post Google Meet class schedules, as appropriate in Google Classroom. Students should join classes at the specified times.
- Camera and Microphone Use: Students are encouraged to keep their cameras on to enhance engagement, though this may vary depending on individual circumstances. Microphones should be muted unless a student is actively participating or responding to a question.
- Recording Policy: Classes may not be recorded.

### **4. Behavior and Online Etiquette**

- Respectful Communication: Students and teachers must use respectful and appropriate language in all communications.
- Privacy: Do not share screenshots, or any personal information from the class.
- Appropriate Use: Google Classroom and Google Meet are to be used solely for educational purposes. Any misuse (e.g., cyberbullying, sharing inappropriate content) will be subject to disciplinary action.

### **5. Data Protection and Privacy**

- GDPR Compliance: All student and teacher information will be handled in compliance with the General Data Protection Regulation (GDPR).

- Account Security: Students should protect their passwords and only use their school-provided accounts. Any suspicious activity should be reported immediately to the school's IT administrator.

## **6. Attendance and Engagement**

- Daily Attendance: Attendance will be taken at the beginning of each online class. Parents will be informed if their child is consistently absent or disengaged.
- Participation Monitoring: Teachers will monitor student engagement and any concerns about participation will be discussed with the student and parents.

## **7. Support and Resources**

- Technical Support: The school will provide technical support for issues related to Google Classroom and Google Meet.
- Learning Support: Students with additional learning needs will receive accommodations where feasible, and Learning Support teachers will provide resources and support remotely.

## **8. Health and Wellbeing**

The school encourages students to:

- Take Breaks: Follow the school's recommended break schedule between classes to reduce screen fatigue.
- Seek Support: Reach out to the Guidance Counsellor if they are feeling stressed or anxious.
- Balance Online and Offline Activities: Engage in offline activities after online school hours to maintain a healthy balance.

## **9. Consequences of Policy Violations**

Violations of this policy may result in:

- Warnings
- Temporary or permanent removal from online classes
- Notification to parents or guardians
- Further disciplinary action as per the school's Code of Conduct

## **10. Policy Review**

This policy will be reviewed regularly and as needed to accommodate changes in technology, educational practices, or feedback from the school community.

Acknowledgement: By participating in remote learning, students, parents, and staff agree to adhere to the guidelines outlined in this policy.

### **Acceptable Use Policy (AUP) Compliance and Remote Learning**

This Remote Learning Policy is governed by Patrician Academy Mallow's Acceptable Use Policy (AUP) for using the Internet and digital technologies. The AUP outlines the responsible, safe, and respectful use of all school-provided digital resources, including but not limited to Google Classroom and Google Meet.

#### **Under the AUP:**

- Access to Online Platforms: Students must use school-provided Google accounts for educational activities only, and any misuse of online platforms will be subject to disciplinary action as per the AUP guidelines.
- Respectful Communication and Behavior: All students, staff, and parents/guardians are expected to uphold respectful communication standards and use appropriate language when engaging with each other on digital platforms.
- Digital Safety and Privacy: Students should not share personal information or passwords and must respect the privacy of others by not distributing or copying any classroom materials, recordings, or personal data outside of the school community.
- Cyberbullying and Inappropriate Conduct: Cyberbullying, harassment, or the sharing of inappropriate content in any form is strictly prohibited and will result in disciplinary measures outlined in both the Remote Learning Policy and the AUP.

All students, parents, and teachers are required to review and adhere to the general Acceptable Use Policy in conjunction with this Remote Learning Policy to maintain a safe and productive online learning environment.

### **Images and Video**

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute or harm.

- At Patrician Academy Mallow students must not take, use, share, publish or distribute images of others without their permission.



- Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.
- Students must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of students and/or minors will have serious consequences and sanctions for those involved.
- Recording images, voice or phone calls without the express permission of the person being recorded, by any member of the school community, pupil, staff or parent runs contrary to the values of respect that we share at the Patrician Academy. Such actions that are deemed defamatory or that are intended to annoy, harass or intimidate another person may be subject to legal action.

### **Inappropriate Activities**

The following list is not exhaustive.

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business

- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the Internet
- Online gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

### **School Websites**

- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- Patrician Academy Mallow will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on Patrician Academy Mallow web pages.

### **Cyberbullying**

In accordance with the Anti-Bullying Procedures for Schools, Patrician Academy Mallow considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

- In accordance with the Anti-Bullying Procedures for Schools, Patrician Academy Mallow considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.
- When using the Internet students, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Patrician Academy Mallow to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

In accordance with the Department of Education's Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Patrician Academy Mallow considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, schools will deal with it in accordance with their policy.

## Artificial Intelligence

- Patrician Academy Mallow recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- AI tools should not replace or substitute the learning and engagement that occurs within the classroom. Students are expected to actively participate in class discussions, complete assignments, and collaborate with peers, rather than relying solely on AI-generated content.
- Patrician Academy Mallow integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- AI Generated material is allowed as part of assignments/homework if that use is properly documented and credited with an explanation of how the AI tool is used and the extent of its contribution. Plagiarism is considered a serious offence and occurs when work other than the student's own is used without clear acknowledgement of the source of the work. This includes the use of material generated using artificial intelligence software or AI applications. Direct copying of material from any source without proper acknowledgement is not permitted.
- The selection of AI tools and technologies in Patrician Academy Mallow aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI technologies are integrated into the curriculum to enhance learning and support educational goals.
- AI Generated material is allowed for the purpose of research, brainstorming, and revising text.
- Note: If used for research students must factcheck, check other sources and reference sources.
- AI systems used in Patrician Academy Mallow ensure fairness, transparency, and accountability in decision-making processes.
- Entering personal, sensitive, or confidential information into any AI system is strictly prohibited, and students must be aware of privacy concerns when using these technologies.
- Students will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Staff and pupils must not use AI in any way to harass, insult, abuse or defame pupils, their family members, staff, or other members of the Patrician Academy Mallow community

- Staff and pupils must not engage in activities involving AI generated material which might bring Patrician Academy Mallow into disrepute.
- Patrician Academy Mallow provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.
- School staff and students receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.
- Patrician Academy Mallow promotes digital literacy and critical thinking skills to help students understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.
- Students should exercise caution when interacting with AI-generated content and recognise that the information provided may not always be accurate or appropriate.
- A regular assessment of the impact of AI on learning outcomes will be conducted to ensure continuous improvement.
- Patrician Academy Mallow will make necessary adjustments to the AI integration strategy based on assessments and feedback.

## **Legislation**

The school will provide information on the following legislation relating to the use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

## **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.

### **Sanctions**

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána. Inappropriate use may lead to suspension or expulsion and is subject to the school's code of behaviour.