

St. Benedict's National School

Digital Devices Acceptable Usage Policy



1. Introduction

The purpose of this Acceptable Usage Policy (AUP) is to ensure that students, staff and parents understand the appropriate, safe and responsible use of digital technologies within the school. This policy applies to all devices and online services used in the school, including iPads, Chromebooks, school-owned laptops, interactive whiteboards and the school's Google Workspace for Education system.

2. Scope

This policy applies to:

- All students from Junior Infants to 6th Class.
- All staff, including teachers, SNAs and substitute teachers.
- All school-owned devices (iPads, Chromebooks, laptops, etc.).
- Any personal device used for school-related activities (if permitted).
- All online platforms provided by the school, including Google Workspace accounts for students in 3rd–6th Class.

3. Use of School Devices (iPads and Chromebooks)

- Devices are stored on trolleys and transported to classrooms by staff only.
- Students may use devices only under staff supervision.
- Devices must be handled with care. Students must not remove cases, change settings or install software/apps unless directed by staff.

- Food or drink must not be consumed near devices.
- Devices must be returned to the trolley and plugged in to charge after use.

4. Google Workspace for Education (3rd–6th Class)

- Each student is provided with a school-managed Google account for educational use.
- Accounts may be used for classwork, homework, projects and communication with teachers.
- Students must not share passwords with other students or access another person's account.
- Students may not use their school Google account to sign up for non-school-related apps or websites.
- All activity on school accounts is monitored and subject to filtering and security policies.

5. Internet Use

- Internet access is filtered and monitored for student safety.
- Students must use the internet responsibly and only access teacher-approved websites.
- Searching for or accessing inappropriate, violent or unsafe content is strictly prohibited.

- Students must immediately report any accidental access to inappropriate material to a teacher.

6. Online Behaviour and Digital Citizenship

Students are expected to:

- Treat others with respect when communicating online.
- Use appropriate language in all digital communication.
- Report any form of cyberbullying or online unkindness.
- Understand that all online actions have real-life consequences.

Students must not:

- Engage in cyberbullying, harassment or any form of harmful online behaviour.
- Share personal information (full name, address, phone number, photos) online without teacher permission.
- Take photos, videos or audio recordings of others without explicit teacher approval.

7. Data Protection and Privacy

- The school complies with GDPR and the Data Protection Act.
- Student data is stored securely within the school's managed systems.
- Students should not attempt to access or modify data they are not

authorised to view.

8. Email and Communication

(For 3rd–6th Class using Google Accounts)

- School email accounts are for educational use only.
- Students may email teachers or classmates only in relation to schoolwork.
- Students must not send spam, chain messages or inappropriate content.

9. Online Learning Platforms

- Students may use teacher-approved educational apps and platforms such as Google Classroom, Seesaw, Kahoot!, etc.
- Students should follow instructions and use platforms responsibly.

10. Consequences of Misuse

Misuse of digital technologies may result in:

- Temporary or permanent loss of device or account access.
- Communication with parents/guardians.
- Behavioural sanctions in line with the school's Code of Behaviour.
- Further actions if the misuse breaches Irish law.

11. Parental Responsibilities

Parents/guardians are expected to:

- Support the school's Acceptable Usage Policy.
- Encourage responsible use of technology at home.
- Monitor their child's use of digital devices and online activity outside school.

12. Staff Responsibilities

Staff should:

- Model responsible and appropriate use of technology.
- Supervise students using devices or the internet.
- Ensure devices are returned, stored and charged appropriately.
- Report any concerns regarding misuse.

13. Review of Policy

This AUP will be reviewed every two years or sooner if significant changes in technology or regulations occur.

BOM Chairperson

School Principal