



Scoil Lughaidh/ St. Louis Primary School
Williams Park, Rathmines, Dublin 6
ICT and Social Media Acceptable Use Policy

ICT and Social Media Acceptable Use Policy

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General Approach

1. The aim of this Acceptable Use Policy 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.
2. When using the internet in St Louis Primary School, 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.
3. St. Louis Primary 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



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- 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 on a regular basis.
- Internet use by pupils within school will always be supervised by a teacher.

4. This Acceptable Use Policy applies to students who have access to and are users of the internet in St. Louis Primary School. It also applies to members of staff, volunteers, parents, guardians and others who access the internet in St. Louis Primary School. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access, detention and in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities. St. Louis Primary School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Louis Primary School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions. When necessary, parents/carers will be directed to webwise.ie and the wealth of information and support available there.

5. St. Louis Primary School implements the following strategies on promoting safer use of the internet:

- Students 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 St. Louis Primary School through our Digital Learning Framework, SPHE and Anti-Bullying initiatives.
- Teachers will be informed of courses with continuing professional development opportunities in the area of internet safety.

6. St. Louis Primary School participates in Safer Internet Day activities to promote safer more effective use of the internet.

7. This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, teaching staff, and support staff.



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8. 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.
9. Should serious online safety incidents take place, the Principal or Deputy Principal should be informed. The implementation of this Internet Acceptable Use policy will be monitored by the Principal, Deputy Principal and Digital Technology Postholders.

Content Filtering

10. St. Louis Primary School has chosen to implement Level 4 content filtering on the Schools Broadband Network. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
11. 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 – Web browsing and Downloading.

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be encouraged to report accidental accessing of inappropriate materials in the classroom or computer room to their teacher. Students will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher or an available staff member.
- Students will not copy and paste information from the internet without acknowledging the creator and referencing the source of the content.



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- 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 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 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 St. Louis Primary School acceptable use policy.
- Students will never disclose or publicise personal information or passwords.
- Students 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.

12. Use of file sharing and torrent sites is not allowed.

Email and Messaging

- The use of or access of personal email accounts by pupils in St. Louis Primary School is only allowed with the expressed permission from a member of the teaching staff.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students 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.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media and messaging services for Staff and Students



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13. 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 the St. Louis Primary School community are expected to follow when using social media.

14. 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.

15. 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 encyclopaedias 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.

16. The following statements apply to the use of messaging, blogging and video streaming services in St. Louis Primary School:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in St. Louis Primary School.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- All members of the school community must not use social media, messaging services and 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 St. Louis Primary School 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 St. Louis Primary School into disrepute.
- Staff and Students must not represent their own personal views as those of being St. Louis Primary School on any social medium.
- Students will be provided with guidance on etiquette regarding social media.
- Teachers can read further information about the use of Social Media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news->



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[events/latestnews/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electroniccommunication.html](https://www.stlouisprimaryschool.ie/events/latestnews/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electroniccommunication.html)

Personal Devices and Assistive Technology

17. Students using their own technology in school will 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 tablets, phones, gaming devices, and smartwatches in St. Louis Primary School:

- Students are only allowed to use personal internet-enabled devices during lessons with express permission from teaching staff.
- Personal internet-enabled devices are for the pupil's sole use and are not for sharing in the classroom.
- Smartwatches that can take photographs and record media are not permitted in the school.
- Children are encouraged not to bring personal electronic devices (including phones) to school during school hours unless there is a specific reason.
- If a child, for whatever reason, brings a phone into school, it must be switched off and kept in their bag at all times as per the mobile device policy.
- The school is not responsible for the loss of or damage to any personal electronic device on school premises.

Digital Learning Platforms (including video conferencing)

18. Digital learning platforms such as Spellings4Me, Kahoot etc. will be used at an age-appropriate level as decided upon by staff members. All students are expected to adhere to the same rules and guidelines outlined with this AUP when engaging with digital platforms.

- All school-related media and data should be stored on the St. Louis Primary School network.
- The use of digital platforms should be used in line with considerations set out in the school's data protection policy.
- Each staff 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 for pupils on school digital platforms.



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Direct Communication using Internet.

19. Teachers in the school may use any of a range of tools for classroom communication using the internet. Examples may include Padlet, Kahoot, and Class Dojo. Students are required to conduct their interactions and messages in the online space in the same way as they would be expected to in class.

20. Digital facilities may be utilised to provide synchronous video opportunities whereby a staff member directly speaks to the students live, e.g. through a webinar or online meeting. The staff member shares any such invite with a pupil's parent or guardian, who is responsible for logging in to the meeting via their own account using a code. The following are ground rules for synchronous lessons online:

- All meetings will be password protected. As it is the responsibility of parents to receive the password/link, so too is it their responsibility not to share the password in order to protect the integrity of the meeting.
- All people involved in the meeting will conduct themselves in the same manner as would be expected in a regular class.
- The teacher, as the host of the meeting, has the right to eject any person from a synchronous engagement should they behave inappropriately.
- A parent is expected to be in the same room when a pupil is engaging in a meeting. They should ensure that all online interactions are appropriate.
- Staff members will not meet any child alone using an online meeting. If there is a need for a meeting between a child and a staff member, a parent must be present.

Images and Video

Please refer to [Appendix 1](#) for the Safe Use of Photographs and Videos, however the following general principles apply:

- 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.
- At St. Louis Primary School students must not take, use, share, manipulate or publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.



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- Permission from parents or guardians will be obtained before photographs of students are published on the school website.
- Students must not share or manipulate 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 is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction.

Inappropriate Activities

21. 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



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- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

School Website

- Students will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- Students will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- 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 St. Louis Primary School web pages.
- St. Louis Primary School will avoid publishing the first and last names of pupils in video or photograph captions published online.
- St. Louis Primary School will pixelate or obscure images of pupils that do not have permission to be featured on the school website
- 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 online.

Cyberbullying

22. 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, chatrooms 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, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent offensive text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.



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23. Access to technology means that cyberbullying can happen around the clock and the students' homes 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.

24. In accordance with Bí Cineálta for Schools, St. Louis Primary School 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 may, depending on circumstance, be regarded as bullying behaviour.

25. 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.

26. Measures are taken by St. Louis Primary School to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night. In addition, the Department of Education document Bí Cineálta defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

27. The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

Legislation

28. The school will provide information on the following legislation relating to 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



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- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Child Protection Procedures (Revised 2023)
- Children First Act 2015
- Children First National Guidance for the Protection and Welfare of Children 2017
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures

29. 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

30. Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour 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.

Monitoring the implementation of the policy

31. The implementation of the policy shall be monitored by the Principal, staff and the Board of Management. Parents will agree to the policy through permissions stored on Aladdin ([See Appendix 2](#)).

Reviewing and evaluating the policy

32. On-going review and evaluation of this policy will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Responsibility for Review



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- ICT Postholders
- School Principal
- BOM
- ISL team

Ratification

This policy was reviewed and ratified by the Board of Management of St. Louis Primary School at a meeting held on 9/4/25

Signed By Chairperson of the Board of Management

Date: 9/4/25

David Holland

Signed by the Principal

Date: 9/4/25

Dolores Hanrahan

Appendix 1: The Safe Use of Photographs and Videos

Introduction

Schools need and welcome positive publicity. Children's photographs add colour, life and interest to photographs of the school activities and initiatives. Making use of photographs in school publicity materials can increase pupil motivation and staff morale and help parents and the local community



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identify and celebrate the school's achievements. However, photographs must be used in a responsible way. Schools need to respect children's and parents' rights of privacy and be aware of potential child protection issues. This policy applies to the use of photographs in school publicity materials, on the school website and in the press.

This policy reflects the consensus of opinion of the staff & school community of St. Louis Primary School, Dublin 6. It was drawn up in a consultative process involving the Digital Technology Post Holders, the Principal and Deputy Principal and the ISL team.

Rationale

This policy was formulated in accordance with current Data Protection Legislation and Child Protection Guidelines. When publishing images in school publicity materials, on the school website and in the press the school must comply with the requirements of:

- Data Protection (Amendment) Act 2018
- The Data Protection Act 1998
- Video Recordings Act 1989
- GDPR 2018

Child Protection

St. Louis Primary School issues a Child Safeguarding Statement every year and parents, children and other adults who are aware of any abuse/inappropriate contact with children that may be connected with publicity material should report this immediately to the Principal or Designated Liaison Person.

Relationship to the Characteristic

St. Louis Primary School seeks to help the children to grow and develop into healthy, confident, mature adults, capable of realising their full potential. We want our school to provide a safe, friendly, effective and stimulating educational environment where the principles of respect, truth,



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fairness and equality are promoted. It is based on respect for oneself and for others and for the world in which we live.

Aims of this policy

To provide guidance to all school stakeholders and

1. To add colour, life and interest to articles promoting school activities and initiatives.
2. To help parents and the local community to identify and celebrate the schools' achievements
3. To increase pupil motivation and staff moral
4. To promote a sense of community spirit within the school
5. To ensure that the right to privacy of children, staff and parents is respected
6. To ensure that all photographs published are in keeping with the school Child Protection Guidelines
7. To ensure that all photographs published are in keeping with the Catholic ethos and philosophy of the school.

Guidelines for Taking Photographs

- There are a number of iPads in the school for the taking of photographs.
- Staff and pupils are permitted to take digital/video images to support educational aims e.g. for classroom displays or projects.
- Photographs should be stored securely, locally on school devices or on the school network or on school accounts and used only by those authorised to do so.
- Staff should ensure that image files are appropriately named and will not use students' full names in image file names.
- When taking digital/ video images teachers should ensure that the students are appropriately dressed and are not participating in activities that might bring the individual or the school into disrepute.
- Digital images/ video images should not be manipulated or amended, for example, using a "cut & paste" facility. However, it is acceptable to crop an image.
- Students must not take, use, share or publish images of others without consent of others.

Guidelines for Publishing Photographs on the school website/school social media accounts.



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- School Authorities will seek the consent of parents regarding the use of pupil images on the school website.
- Parent consent forms will be retained by the school in individual pupil files and on the Aladdin system
- A class record of parental non consent will be supplied to all class teachers in September of each year
- Parents may at any time withdraw their consent/ non consent for the use of pupil images and digital recordings in school publicity materials, on the school website and in the press. Any such request must be made in writing to the school principal.
- Pictures to be published on the school's website, or elsewhere, which include pupils will be selected carefully and will comply with good practice guidance on image use.
- When publishing digital images/video images on the school website teachers should be mindful of the way pupils and staff may appear. Digital Images/ video images which are likely to cause embarrassment to a pupil or staff member, now or at a future date, should not be published on the school website.
- Pictures to be published on the school's website should try to focus on group activities, rather than photos of individual children.

Guidelines for Taking Photographs at School Events

- It is up to school management to decide if they are to allow videos or photographs to be taken by parents during school events such as School Concerts or Award Ceremonies.
- Parents are not required to comply with the Data Protection Act when taking photographs of their children, for their own private use, at an organised event.
- When hosting a school event where parents are permitted to take photographs or videos the school will:
 1. Make it clear that any images taken must be for private use only and should not be shared on social media.
 2. Inform parents that Data Protection legislation may be contravened if photographs or videos taken at a school event are placed on the internet.
 3. Make an announcement at the start of events to provide guidance for parents.

Guidelines for taking photographs at events hosted by a third party.



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- When an event is hosted by a third party, e.g. an Taisce (Green Schools) or Cumann na mBunscol (sporting events) it is up to the host (An Taisce or Cumann na mBunscol) to decide if they wish to allow parents to take videos or photographs at the event.
- The organisers of the event (e.g. Green Schools or Cumann na mBunscol) should explain to parents and/or staff how images taken by the organisers are to be processed, the purpose for which they will be used, and to get any necessary consent e.g. permission to publish images on their website.

Images taken on behalf of the school

- On occasion, official commercial video films of children may be recorded e.g. videos of school concerts. The school also arranges for a professional photographer to take class photographs and individual pupil photographs.
- Where a commercial photographer is used, the following guidelines apply:
- Commercial photographers will be required to comply with Data Protection Legislation.
- The school will inform parents of the purpose of taking the commercial digital/ video images and how the digital/ video images will be used.
- The school will ensure that pupils are fully supervised by a teacher at all times while the commercial/ professional photographer is present.

The Press

- The use of photographs in newspapers and magazines is already subject to strict guidelines through the Code of Practice of the Press Council of Ireland.
- Press photographers should get the permission of the school Principal before approaching pupils in the school to take photographs.
- The school will ensure that pupils are fully supervised by a teacher while a press photographer is present.
- St. Louis Primary School will seek parental consent before providing names of children to accompany photographs published in newspapers and magazines.

Re-use of Images



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- Photographs or videos published on school publicity material and/or the school website may not be copied and/or re-used by staff, parents or others for any purpose other than that for which they were intended without consent.
- Data Protection legislation may be contravened if photographs or videos published on school publicity material and/or the school website are copied and/or re-published for any purpose other than that for which they were intended without consent.

Concerns

- If parents have any concerns about inappropriate or intrusive photography at a school event, they should report their concerns to the school Principal (or to a staff member if the Principal is not present)
- If a parent or child, wishes to have a photograph removed from the school website, prospectus etc. at any time, they should contact the school Principal.
- When a press image has been captured the data controller for that image is the media concerned and not the school. Therefore, parents will need to make any objections to that organisation and not the school.
- Concerns regarding a breach of Data Protection Legislation should be reported to the Data Protection Commissioner.

Success Criteria:

1. Photographs are published in school publicity materials, on the school website and in the press in accordance with this policy
2. Parent Consent is stored on Aladdin.
3. The aims set out will be fulfilled
4. Positive feedback will be received from pupils, staff members, parents and the wider community.

Implementation & Communication:

- This policy will be implemented immediately following review and ratification by the Board of Management and communication to the Parents Association.



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- A copy of this policy will be available to all school personnel, published on the school website, and will be readily accessible to parents and pupils on request and it will be provided to the Parents' Association.
- A copy of this policy will be made available to the Department and the Patron if requested.
- Copies of the policy will be circulated as part of the enrolment information pack.

Monitoring the implementation of the policy

- The implementation of the policy shall be monitored by the Principal, staff and the Board of Management.

Reviewing and evaluating the policy

- On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Responsibility for Review

- ICT Postholders
- School Principal
- BOM
- ISL team



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Appendix 2 - Aladdin Permissions.

AUP Internet Permission- St Louis Senior Primary School

I as the parent or legal guardian of the above student have read the Digital Technologies/Internet Acceptable Use Policy for St. Louis Primary School and grant permission for my child to access the Internet at the school. I understand that the schools' internet usage is for educational purposes and that every reasonable precaution will be taken by the school to provide for online safety. I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety. I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Please tick box ☐

School Website

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

Please tick box ☐

Photographs

I understand that, if the school considers it appropriate, my child's photograph may be published on the school website. I understand and accept the terms of the Acceptable Use Policy in relation to publishing pupil's photographs with relation to school activities on the website.

Please tick box ☐