



John Scottus Primary School Old Conna

Acceptable Use Policy

Introduction

The purpose of this policy is to promote the safe, responsible and respectful use of digital technologies within the school community.

Technology can enhance teaching, learning, communication and administration when used appropriately. The school is committed to ensuring that all members of the school community use technology in a manner that supports learning, wellbeing, privacy and safety.

This policy should be read in conjunction with the school's Code of Behaviour, Anti-Bullying Policy, Child Safeguarding Statement and other relevant school policies.

Aims

This policy aims to:

- Promote the safe and responsible use of digital technologies.
- Support a positive and focused learning environment.
- Protect the privacy, dignity and wellbeing of all members of the school community.
- Encourage respectful and responsible digital citizenship.
- Outline expectations regarding the use of school and personal technologies.

Use of Digital Technology in the School

Digital technologies available within the school are intended to support teaching, learning and school administration.

All users are expected to:

- Use technology in a responsible and respectful manner.
- Follow staff instructions when using digital technologies.
- Respect the privacy and rights of others.
- Report any concerns regarding online safety, inappropriate content or misuse of technology to a member of staff.

Online Safety

The school is committed to promoting safe and responsible online behaviour.

Pupils will be supported in developing an understanding of:

- Safe internet use.
- Respectful online behaviour.
- Protection of personal information.
- The importance of seeking adult support when concerns arise online.

Any online behaviour that impacts negatively on the safety, wellbeing or dignity of another person will be addressed in accordance with the school's Code of Behaviour and Anti-Bullying Policy.

Personal Smart Devices

As a low-tech primary school, pupils do not require personal digital devices for learning.

For the purposes of this policy, smart devices include mobile phones, smartphones, smartwatches, tablets and any device capable of communication, internet access, photography, audio recording or video recording.

Where a pupil brings a smart device to school:

- The device must be switched off or placed in flight mode before entering the school grounds.
- The device must remain out of sight and unused throughout the school day.
- The device should remain securely stored in the pupil's school bag.
- Smart devices may not be used during class time, break times, lunch times, school trips or other school activities unless specifically authorised by the Principal.

The school's expectation is simple:

Smart devices are not used and not seen during the school day.

Parents/guardians who need to contact their child during the school day should do so through the school office.

Pupils who need to contact a parent or guardian during the school day may do so through the school office.

Misuse of Technology

Examples of misuse include:

- Accessing inappropriate content.
- Taking photographs, audio recordings or videos without permission.
- Sharing images, recordings or personal information without permission.
- Using technology in a way that causes upset, harm or distress to others.
- Any use of technology that interferes with teaching, learning or the safe operation of the school.

Misuse of technology will be addressed in accordance with the school's Code of Behaviour and other relevant school policies.

Responsibility for Personal Devices

Personal devices are brought to school at the owner's risk.

The school accepts no responsibility for the loss, theft or damage of personal devices brought onto school premises.

Review

This policy was ratified by the Board of Management in September 2026. It will be reviewed periodically to ensure that it remains appropriate to the needs of the school community and reflects developments in technology and education.