

ST. PATRICK'S CLASSICAL SCHOOL



ICT ACCEPTABLE USE POLICY

ICT Acceptable Use Policy

The aim of this ICT Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's technology and Internet resources in a safe and effective manner.

This Policy seeks to ensure that students will benefit from learning opportunities offered by the school's Digital Learning resources in a safe and effective manner and become responsible users of digital technology. The implementation of this policy reflects the pastoral nature of our School.

Internet use and access is considered a school resource and privilege. Therefore, if St. Patrick's Classical School's ICT Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the ICT Acceptable Use Policy – will be imposed. It is envisaged that school and parent representatives will revise the ICT Acceptable Use Policy annually. We ask that all staff, students and parents read the ICT Acceptable Use Policy carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

Saint Patrick's Classical School employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- While in School, students are expected to use Chromebook, computers, computer networks, social media and all forms of Internet access solely for the purpose of education and academic research.
- A teacher will always supervise internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Saint Patrick's Classical School will regularly monitor students' Internet usage.
- Uploading and downloading of non-approved software will not be permitted. Students must not tamper with or reconfigure any computer software without the permission of the teacher in charge.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

- Students must not use the computer system for commercial purposes. This means that students may not offer, provide or purchase products or services through the computer system.

Social Media

Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. **In or out of school**, students are expected to adhere to the following protocols when using programmes, applications, websites or social media (such as, but not limited to, Facebook, Twitter, Snapchat, etc.) :

- Read and agree to the terms and conditions of various social media sites as many of them have age restrictions for their use
- Be aware of what they are posting online and that social media sites and applications are public forums.
- Ensure all safety features are set up.
- Will not access social media during the school day.
- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another member of the school community.
- Do not bully, intimidate, abuse, harass or threaten other members of the school community.
- Do not make defamatory comments towards other members of the school community.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the school community.
- Do not harm the reputation of St. Patrick's Classical School or those within its community
- Do not upload video, audio or photographs of any member of the St. Patrick's Classical School community (student, parents or staff) without their permission.
- Do not upload any video or photographs of any student where they can be identified as a student of St. Patrick's Classical School by their uniform or any other means.
- Students are not permitted to join a staff member's areas on social media/networking sites. Students should not request to friend a member of the teaching and non-teaching staff of St Patrick's Classical School.
If a student attempts to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents will be informed of the incident.

Ethical Use of AI:

St. Patrick's Classical School recognise that AI is a fast moving technological development and will aim to harness its capabilities responsibly. AI technologies may only be used in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance student learning and engagement, but we also recognise the importance of protecting student privacy and ensuring that the use of these technologies is consistent with the following ethical considerations.

Limitations of AI

It's important to recognise that AI technologies have limitations and can produce inaccurate or biased results. To mitigate these risks, students and staff should:

- **Use Critical Thinking:** Always critically evaluate the output of AI tools and verify information from multiple sources.
- **Source Attribution:** Cite the use of AI tools in state exam work, classwork, research work, class projects etc. to maintain academic integrity.
- **Ethical Considerations:** Be mindful of the ethical implications of AI, including privacy, accuracy, bias, and potential misuse.

The school strongly upholds the principles of academic integrity. The use of AI technologies should always be transparent and ethical. Students may use AI tools to support their learning, but not to replace their own critical thinking and original work. AI will be considered a supplementary learning tool to enhance the educational experience rather than a substitute for traditional teaching methods.

Please refer to the Appendix 1 at the end of this document for further information on school expectations and our policy around the use of AI.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Students are not permitted to access pornographic material. Websites that display any form of unsavoury imagery or written material as defined by the Principal or Deputy-Principal are strictly prohibited and may be subject to immediate suspension with the matter referred to the Board of Management for further action.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of Saint Patrick's Classical School's acceptable use policy.
- Students 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.

Email

- Students will use approved school email accounts under the supervision of, or by permission from, a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy, harass or intimidate another person.
- 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.

Internet Communications

- Students will only have access to social media, chat rooms, discussion forums, messaging or other electronic communication media that have been approved by the school.
- Social media, Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is strictly forbidden.
- Teachers may use the google app 'Google Meet' to organise an online lesson with their teaching group. All school rules apply to such a meeting and students must follow the schools online classes/lessons protocols.

SchoolWise

- Students will only use their SchoolWise account for the purpose of receiving homework, assignments, and lesson resources or for returning completed work to their teachers.
- Students will not share any material that is illegal, obscene, defamatory or that is intended to annoy, harass or intimidate another person.
- In all cases, Students are not permitted to use any other account for the purposes of Distance Learning within the School.

The list of applications that will be utilised for homework, assignments, distance learning will primarily be:

- Schoolwise
- Google suite
 - I. Google Meet
 - II. Google Docs
 - III. Google Slides
 - IV. Google Forms
- Screencast
- Screencastify

Live Online Classes

Teachers may deliver some of the course "live" using Google Meet. This will use varying combinations of audio, video, virtual whiteboards and screencasts. Students must use their school email account only to access a Google Meet class.

Remote Teaching and Learning: Student Online Classroom Expectations.

IMPORTANT: All school rules apply to an online class or meeting.

Before the online class starts
<ul style="list-style-type: none"><input type="checkbox"/> Students are expected to check technology/links in advance (Audio, Video & WIFI),<input type="checkbox"/> Technical issue are dealt with offline and not during the meeting<input type="checkbox"/> Dress appropriately<input type="checkbox"/> Choose a suitable room/space and background.<input type="checkbox"/> Have your class materials ready
During the class
<ul style="list-style-type: none"><input type="checkbox"/> Start and finish the class on time.<input type="checkbox"/> Classroom expectations are shared by the teacher at the start of the lesson.<input type="checkbox"/> Mics should be muted during the meeting unless you have permission from the teacher to speak to the group.<input type="checkbox"/> Use the chat function to ask your teacher a question<input type="checkbox"/> To request an opportunity to speak hold up a pen/hand & only 1 voice at a time<input type="checkbox"/> Speak, listen and behave respectfully while avoiding external distractions.<input type="checkbox"/> Respect the confidentiality of all participants.<input type="checkbox"/> Teacher/host will end the meeting
Post class
<ul style="list-style-type: none"><input type="checkbox"/> Complete required tasks on time.<input type="checkbox"/> Reflect on the learning that has occurred

St Patricks' Classical School takes your security and privacy seriously. Under no circumstances should a lesson/online class/meeting be recorded. This will be considered a serious breach of our school GDPR, Behaviour and AUP policies.

Please consult the School Distance Learning Policy for further information and guidance.

A STUDENT'S GUIDE TO ONLINE CLASSROOM ETIQUETTE

WORK SPACE

Choose a workspace that is suitable for the online classroom.



Be aware of what others will see in the background.

SHHHH...!

- Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



BE ON TIME

Turn up – the class is to help you and your learning

Be on time for your online classes



NO PHOTOS

Do not take screenshots or photos of others online



SCHOOL RULES

School rules apply in the online classroom

Think before you type. Keep focused on the task assigned.



PRESENTATION

Dress appropriately



SPEAK UP & ASK FOR HELP

Contact teachers during school hours or make an agreement about contact times



RESPECT

Respect everyone's views online



ENJOY IT!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt



We lead highly effective schools consistent with our core values

School Support Directorate - Education and Training Boards Ireland 2020

School Website/Facebook Page

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to Saint Patrick's Classical School's website/Facebook page.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website facilities such as guestbooks, notice boards or web logs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Saint Patrick's Classical School will endeavour to use digital photographs, audio or video clips that focus on group activities. However, Saint Patrick's Classical School's website / Facebook page content serves to promote the school and students. As a result, on occasion, focus on individual students may be published on the school website/Facebook page. Photographs, audio and video clips that highlight individuals in their academic or sporting activity may be uploaded but may be removed at the express objection of the individual or his parent/guardian.
- Personal pupil information including home address and contact details will be omitted from school web pages/Facebook page.
- Saint Patrick's Classical School will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Legislation

The management of Saint Patrick's Classical School strongly suggests that teachers, students and parents should familiarise themselves with the following pieces of legislation:

1. General Data Protection Regulation and the Data Protection Act 2018
2. Data Protection (Amendment) Act 2003
3. Child Trafficking and Pornography Act 1998
4. Interception Act 1993
5. Video Recordings Act 1989
6. The Data Protection Act 1988

Sanctions

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

Date of adoption by the Board of Management: 7th April 2016

Reviewed and updated by the Board of Management: 25th of November 2019

Reviewed and updated by the Board of Management: 28th of May 2020

Reviewed and updated by the Board of Management: April 2021

Reviewed and updated by the Board of Management: November 2021

The Board of Management will review the policy every three years.

The Board of Management approved and ratified the School Policy on the 11-05-2026.

Signed:



Signed:



Fr. Gerry Stuart

Chairperson of Board of Management

Date: 11-05-2026.

Mr. Harry Mc Garry

Principal/Secretary to the Board of Management

Date: 11-05-2026.

Appendix 1 : Use of AI

St. Patrick's Classical School Student AI Expectations

'AI may be used to Support Learning – Not Replace It'

What is AI ?

AI tools can explain ideas, generate examples, summarise information and help you study. They can also be wrong, biased, or incomplete, so they must always be used carefully.

You MAY use AI to:

- Explain a topic in a different way if you are stuck
- Help you revise/study (flashcards, quizzes, study plans)
- Get feedback on spelling, grammar, or clarity
- Brainstorm ideas before doing your own work

(Only when your teacher says it is allowed.)

You MAY NOT use AI to:

- Hand in AI-generated work as your own
- Avoid learning by copying answers
- Use AI during tests or exams unless your teacher clearly allows it
- Put personal information about yourself or others into AI tools. Never upload names, photos, schoolwork with personal details, or private information.

Honesty & Acknowledgement

If you use AI for schoolwork, you must:

- Say what tool you used
- Say how you used it (e.g. ideas, feedback, explanations)
- Edit and check the work yourself
- Use the Harvard Reference Method for exam work

You are always responsible for what you submit.

AI Usage, Referencing & Coursework Authentication Addendum

Aligned with SEC Coursework Rules & Procedures 2025–2026.

1. Purpose of This Appendix

This document supplements the existing ICT Acceptable Use Policy and ensures full alignment with the State Examinations Commission (SEC) Coursework Rules & Procedures 2025–2026.

Its purpose is to:

- Clarify acceptable and unacceptable AI usage.
- Define AI referencing requirements.
- Strengthen authentication procedures.
- Protect students, staff and the Board of Management.
- Ensure compliance with SEC regulations regarding coursework.

2. Ethical and Responsible Use of Artificial Intelligence (AI)

St. Patrick's Classical School recognises that Artificial Intelligence (AI) tools are rapidly developing technologies that may support teaching and learning.

However, AI must be used:

- Ethically
- Transparently
- Responsibly
- In compliance with SEC Coursework Rules

AI is considered a support tool, not a substitute for student thinking, creativity, or independent work.

3. Permitted and Prohibited AI Use

3.1 Permitted AI Use (Support Functions Only)

Students may use AI tools for:

- Brainstorming ideas
- Generating topic questions
- Summarising research material
- Structuring outlines
- Checking grammar and clarity
- Exploring alternative viewpoints

AI must not replace original student work.

3.2 Prohibited AI Use

Students may not:

- Submit AI-generated text as their own work.
- Use AI to write full coursework sections.
- Use AI to complete examination components.
- Copy AI output without referencing.
- Use AI in place of the subject brief requirements.
- Attempt to bypass teacher supervision using AI.

Improper use of AI may constitute a breach of SEC regulations.

4. SEC Guidance on AI Referencing

The SEC Coursework Rules & Procedures 2025–2026 require that:

- All coursework must be the candidate's own individual and authentic work.
- Research sources, including AI tools, must be referenced and acknowledged.
- Failure to properly acknowledge AI use may be treated as plagiarism.
- Improper AI use may trigger a Breach of Regulations investigation.

5. Mandatory AI Referencing Requirements

5.1 When AI Must Be Referenced

Students must reference AI use where it contributes to:

- Research
- Idea development
- Data interpretation
- Drafting or structuring content
- Generating examples or explanations

5.2 How AI Must Be Referenced

AI referencing must include:

- 1. The name of the AI tool used.
- 2. The purpose of use.
- 3. A description of how it contributed.
- 4. Confirmation that the final work reflects the student's own understanding.

5.3 Example AI Acknowledgement Entry

AI Acknowledgement:

ChatGPT (OpenAI) was used to generate an initial summary of background information on this topic. The content was reviewed, verified against other sources, and rewritten in the student's own words.

5.4 Example AI Reference (Reference List Format)

ChatGPT (OpenAI), response generated on 10 January 2026, used to summarise background information on renewable energy trends.

Chat URL: <https://chatgpt.com/c/69a7f269-d8ec...>

6. Authentication of Coursework

In accordance with SEC requirements:

- Coursework must be completed under the supervision of the class teacher.
- Teachers must monitor progress throughout development.
- Students must maintain evidence of process (drafts, version history, research notes).

- Coursework must be authenticated via Form P.2.
- The Principal must verify the authentication process.

7. Report of Suspected Inauthentic Coursework (P.20)

Where a teacher and Principal cannot authenticate coursework:

- A Report of Suspected Inauthentic Coursework (Form P.20) must be submitted to the SEC.
- Students will be notified.
- The SEC may investigate.
- Penalties may apply.

8. Consequences of Breach of Regulations

Under SEC regulations, consequences may include:

- Loss of marks for the coursework component.
- Loss of subject result.
- Withholding of examination results.
- More serious penalties depending on severity.

These sanctions are external to the school and are determined by the Department of Education following SEC procedures.