



Coachford College

Acceptable Use of Technology Policy

1. General

1.1 Scope

This Policy applies to all students of Coachford College, to their parents/guardians, to school staff and to its volunteers and visitors. It pertains to the use of digital devices owned by Coachford College, personal devices, cloud-based platforms, email and/or other online accounts.

1.2 Context

The Policy has been devised in consultation with all members of the school community and in keeping with the school's characteristic spirit. It should be read in conjunction with the school's Safety Statement, Additional Educational Needs Policy, Wellbeing Plan, Code of Behaviour, School Outings Policy, Anti-Bullying Policy, Child Safeguarding Statement/Risk Assessment, Data Protection Policy (CETB), Dignity in the Workplace Charter, Digital Learning Plan, Blended Learning Policy, Social Media Policy (CETB) and GDPR. The Policy serves to support the school's vision for excellence in teaching and learning as set out in Looking at our School: A Quality Framework 2022, in the vision for Junior Cycle, the Digital Strategy for Schools, the NCCA's Guidelines for Wellbeing at Junior Cycle and guided by the vision for Junior Cycle, the school's Mission Statement, the Teaching Council Code of Conduct, C79/25, SEC Coursework and Procedures, Circulars 0044/2025 and 0045/2025, Banning/Restricting use of Mobile Phones, Child Safeguarding Guidelines for Schools 2025, relevant updates to these or associated documents, relevant legislation, as well as DE and CETB guidance. The policy shall be applied in the context of relevant legislation and guidance. Coachford College's Mission Statement sets out the school's vision for the encouragement of the pursuit of excellence and the creation of an environment conducive to the highest standards of achievement in a community in which mutual respect is shared in a positive environment, with student wellbeing at its core. In order to achieve such goals, it is expected that students and staff of the school participate in the safe use of technology to support learning and promote wellbeing.

1.3 Objectives

This Policy sets out to ensure that students benefit from learning opportunities offered by technology in a safe and effective manner. It aims to guide and support our students to become responsible digital citizens, and in so doing, support them in exploiting the invaluable potential which technology can offer while ensuring the school is a safe learning and working environment for all.

1.4. Rationale

The benefit of technology as an invaluable tool to support learning is recognised at Coachford College. While digital technology is a tremendously positive tool, the risks associated with its misuse, abuse and/or overuse are also recognised. This policy has been reviewed in consultation with all school partners and in keeping with the requirements of C0038/2018 and C0048/2025.

2. Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce the risks associated with the use of technology. These strategies, to which all members of the school community are expected to adhere, include:

- The implementation of the school's Digital Learning Plan as a core element of the Wellbeing Programme.
- The use of filtering software and/or equivalent systems in order to minimise the risk of exposure to inappropriate material;
- Monitoring of students' use of technology;
- Facilitation of Internet Safety Training;
- The implementation of the Bí Cineálta Anti-Bullying Policy;
- The use of virus protection software, and
- The implementation of Procedures for the Safe Use of Technology, as set out in 3 below.

All members of the school community are expected to adhere to the strategies put in place by the school to ensure the safe and beneficial use of technology.

3. Procedures for the Safe Use of Technology

3.1. General

The use of mobile phones, and/or other non-approved digital devices by students is prohibited in the school and on school outings. Phones and/or other digital devices are confiscated immediately if seen or heard, as per the expectation set out in the school's Code of Behaviour/School Rules. In circumstances in which pre-approval of digital technology is granted by a teacher for a specific purpose, the procedures set out below must be followed. These also apply, as relevant, to the use of personal devices, both in school, on school outings and activities and elsewhere when impacting upon members of the school community:

1. Appropriate care should be taken of digital devices to avoid breakages or damage.
2. Devices should be clearly marked with the owner's or user's name as relevant, and access should be password protected.
3. Personal devices are solely the responsibility of the owner, and shall be appropriately insured. Coachford College accepts no responsibility for replacing lost, damaged or stolen devices.

4. Digital devices may be used on the instruction of the student's medical consultant and must be pre-approved by school authorities via the Medical Information Form submitted for the relevant academic year.
5. Department of Education devices are the responsibility of the user and their parents/guardians, who must replace or repair devices as necessary.
6. DE devices should be fully charged and in full working order coming to school daily.
7. Devices must not be taken on school outings without the prior consent of the organizing teacher.
8. Prior permission for the use of a device must be granted by the teacher in charge.
9. Apart from exceptional circumstances in which pre-approval is granted, school-owned devices must not be removed from the school.
10. Technology is used at the school and on school activities as a learning tool only, as set out by the relevant teacher. It is a direct infringement of school policy to use it for any other purpose.
11. Students shall not copy material without recognising the source (copyright infringement).
12. Coachford College and Cork ETB approved platforms should be used solely for the purpose of school business. This is the sole method of electronic communication which should be used to share school information.
13. Only pre-approved applications, platforms, sites, etc may be used for matters linked to Coachford College.
14. Generative AI may be used only in keeping with the terms and conditions set out by the Department of Education, State Examinations Commissions Cork ETB.
15. Obscene, illegal, hateful or otherwise objectionable material shall not be accessed. Accidental access to material which is offensive, inappropriate, explicit may serve to hurt or insult shall be reported immediately to school authorities. School authorities will be the final arbiters of what is deemed appropriate.
16. Students shall keep data and passwords private at all times.
17. Students are granted access to Guest Wifi in particular classes at assigned times. Any unauthorized attempt made to access wifi shall be addressed in accordance with the school's Code of Behaviour.
18. It is the responsibility of parents/guardians to protect their child online when the student is not at school and/or participating in school activities. It is the responsibility of all adult members of the school community to conduct themselves responsibly online.
19. No references, in any format, should be made to a person, without prior consent, either inside or outside the school.
20. Material which is illegal, obscene, or may annoy, hurt, defame or damage another person shall not be posted or sent.
21. The use of identifying features regarding Coachford College and/or members of its community is akin to naming the person, and shall not be accepted.
22. Students shall not engage in any activity which may negatively impact the school's reputation.
23. Should a person, or part thereof, enter a picture/recording in error, or any reference be made to a person in error, that material shall be deleted immediately to remove the person in question and the matter shall be reported to the Principal or Deputy Principal/s.
24. Students should never make public on the internet their own personal information.

25. Every effort will be made to avoid sending school-related emails outside of normal office hours. Where this is not possible, responses are not expected outside these hours.
26. Students may have the opportunity to upload images and information in relation to school activities. Material shall be uploaded only with the pre-approval of the relevant teacher, and with the prior permission of school authorities.
27. Digital photographs, audio or video clips may be published online for school promotion purposes, and with the consent of parents/guardians and/or adult students as relevant.
28. Wellbeing, to include the safe and ethical use of the internet, is addressed through the school's Wellbeing programme.
29. Students must not be given access to any teacher username, password, pin code and/or other access details.
30. Students should be aware that any usage, including the distribution or receipt of information, school-related or personal, may be investigated if it is believed to impinge upon the learning or work environment.
31. The unauthorised use of phones or other electronic devices leads to immediate confiscation if seen or heard, as per the expectation set out in the school's Code of Behaviour/School Rules.
32. Students and their parents/guardians, as relevant, should be familiar with and adhere to all school policies.
33. All data is stored and processed in accordance with the requirements of the CETB Data Protection Policy, the Data Protection Act and GDPR.
34. The school reserves the right to report any activity causing concern to the relevant authorities.

3.2. Publication of school work

1. Students may be given the opportunity to publish school work online.
2. The publication of student work must be co-ordinated by the relevant teacher.
3. Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
4. Students will continue to own the copyright on any work published.

3.3. Legislation, etc.

All members of the school community should be familiar with:

- Child Trafficking and Pornography Bill 1997;
- Interception Act 1993;
- Video Recordings Act 1989;
- The Data Protection Act 1988;
- Health, Safety and Welfare at Work Act 2005;
- Child Safeguarding Act 2015;
- General Data Protection Regulation 2018, and

- Employment Equality Acts 1998-2015.

This list is not exhaustive.

4. Sanctions

In the case of infringement of this policy, the privilege to use technological devices may be withdrawn.

Disciplinary action will be taken as necessitated, in keeping with the school's Code of Behaviour. Action may be taken in accordance with the school's Suspension and Expulsion Policy, as deemed necessary.

This Policy was reviewed by the Board of Management of Coachford College on 26.11.2025, having been signed by the Chairperson of the Board of Management and the Principal.

It is available to all members of the school community, and will be reviewed on an annual basis, and/or as deemed necessary.

Signed:



Chairperson of the Board

Date: 26.11.2025



Principal

Date: 26.11.2025