INTERNET/ICT ACCEPTABLE USE AND REMOTE TEACHING POLICY
February 2026

School Name:	Christian Brothers College Kilkenny
School Address:	Dunningstown Road, Kilkenny, R95X6CX
School Details:	CBC Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBC Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBC Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community that promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBC Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

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* The word 'parent' in this document means *parent* or *legal guardian.*

Introduction

This policy applies to students who have access to and are users of the internet and ICT facilities in Christian Brothers College Kilkenny. It also applies to members of staff, volunteers, parents and others who access the same facilities in CBC Kilkenny. It also provides guidelines and information to students, staff and parents on the use of technology when teaching and learning happens remotely i.e. when teaching a student in an environment that is not within the school building and/or the teacher is working remotely and is not physically present with the student(s). It seeks to ensure that remote teaching and learning, under Child Safeguarding Procedures, is safe for teachers and learners. It also seeks to protect data under GDPR legislation and sets down best practice guidelines for all participants.

This policy was developed in accordance with the CBC Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary Schools 2017 (revised 2025).

Designated Liaison Person (DLP) Mr Tom Clarke (Principal)

Deputy Designated Liaison Person (DDLP) Mr Tomás de Buitléir (Deputy Principal)

During the development of this policy due consideration has been given to all aspects of the wellbeing of students at CBC Kilkenny in line with the Bí Cineálta policy.

General Data Protection Regulation came into force in May 2018, and this policy has been developed in light of this legislation.

This policy must be read in conjunction with related school policies, e.g. ICT Policy, Code of Behaviour, Bí Cineálta Policy, Child Safeguarding Statement and others, all of which can be accessed on cbckilkenny.ie. Once a learning exchange takes place between a student and teacher, whether at home or at school, the same rules apply i.e. CBC Kilkenny Code of Behaviour and all CBC Kilkenny policies.

Rationale

The aim of this policy is to ensure that students will benefit in a safe and effective manner from the learning opportunities, both onsite and remote, offered by the ICT facilities of Christian Brothers College Kilkenny. Internet use and access is considered a school resource and privilege. If any aspect of this policy is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.

General Information

When using the internet at Christian Brothers College Kilkenny, users 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
- report misuse of the internet to the appropriate teacher and/or principal

For students, misuse of the internet may result in disciplinary action including: written warnings, withdrawal of access privileges, detention and in extreme cases suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Where misuse of the internet takes place by staff, established disciplinary procedures will be implemented.

Misuse by other persons will be dealt with on an individual basis.

Christian Brothers College Kilkenny will deal with internet related incidents which occur outside the school when they impact on the wellbeing of students or staff under this policy, the Code of Behaviour and Bí Cineálta Policy. In such cases, Christian Brothers College Kilkenny will inform parents of incidents of inappropriate online behaviour that take place out of school and impose appropriate sanctions.

Christian Brothers College Kilkenny implements the following strategies to promote safe use of the internet, to maximise learning opportunities and to reduce risk associated with the internet:

- Internet safety advice and support opportunities are provided to students in Christian Brothers College Kilkenny
- Professional development opportunities for staff in the area of internet safety are promoted in the school
- Filtering systems are applied by the Schools Broadband Program (OIDE).

Staff and other internet users in CBC Kilkenny are also expected to abide by these internet access guidelines.

Web Browsing and Downloading - Acceptable Use

- Students will use the school's internet and ICT facilities for educational and career development activities only.
- Students will report accidental accessing of inappropriate materials in the classroom to the teacher, and the teacher will report it to senior management if appropriate.
- Students must be aware that any misuse (including distributing or receiving information whether school-related or personal) may be monitored for unusual activity, security and/or network management reasons.
- Students must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not engage in online activities such as uploading or downloading large files (e.g. Torrents etc…) that may 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 or defamatory or that is intended to harass, bully or intimidate another person.
- Downloading of materials or images, by students, not relevant to their studies is allowed only with staff permission.

School ICT Hardware – Acceptable Use

Students must show respect for all school ICT hardware including but not limited to: computers, Chromebooks, robotic equipment, data loggers, laptops, keyboards, mice, printers etc… Students will immediately report any observed hardware damage to the teacher in charge. Appropriate sanctions will be imposed on any student who has deliberately damaged school ICT equipment.

Email and Messaging - Acceptable Use

Gmail is an integral part of the communication system within CBC Kilkenny. All students are issued with a school CBC Kilkenny Google account.

- Students must not under any circumstances share their email account login details. Students must not use school email accounts to register for online services such as social networking services, apps and games unless permission is granted by a teacher.
- Students will not send any material that is illegal, obscene or defamatory or that is intended to harass, bully or intimidate another person.
- Student Google accounts are suspended (and eventually deleted) after a grace period following their departure from school.
- Students must immediately report to their teacher or Year Head 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.
- The teacher will deal with the issue or report it to the relevant Year Head and/or senior management.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

Social Media - Acceptable Use

The following statements apply to the use of messaging, blogging and video streaming services in Christian Brothers College Kilkenny:

- Use of instant messaging services and apps, blogs and video streaming sites such as YouTube is allowed with teacher permission in Christian Brothers College Kilkenny.
- Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff or other members of the CBC Kilkenny community.
- 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 CBC Kilkenny into disrepute.
- Staff and students must not represent their personal views as those of CBC Kilkenny on any social medium.
- Students will not attempt at any time to connect with any member of staff on any of that staff member's personal social media accounts. Teachers should not accept any connection requests from students except where an account has been set up for school use.

Personal Devices - Acceptable Use

Students using their own technology in school must follow the rules set out in this policy in the same way as if they were using school equipment.

The following statements apply to the use of all internet-enabled devices such as phones, tablets, and laptops in CBC Kilkenny Secondary School:

- Mobile phones must be switched OFF (powered down fully) when students enter school grounds and must remain OFF during the school day unless specifically permitted by a class teacher for educational purposes.
- Students are not permitted to use mobile phones and/or personal internet-enabled devices during breaks and lunchtimes.
- Students have access to a student WiFi service to use their devices for educational purposes.
- Some students may be permitted to bring personal internet-enabled devices into CBC Kilkenny and must take responsibility for the care of such devices.

Images and Video - Acceptable Use

On occasion, the taking of photos or video on school grounds or on a school activity is permitted by a staff member, under the following conditions:

- all present are appropriately dressed and are not participating in activities which may bring the school into disrepute.
- care is taken that no harm is caused to staff, students or visitors.
- no person is permitted to share content which may cause embarrassment or harm to an individual or to the school.

School Website / App - Acceptable Use

Photographs, audio or videoclips focusing on school activities taken by students can be published on our website and app but only after teacher moderation and showcase in accordance with clear approval processes regarding the content.

All proposed website content is moderated by the website administrative team. It is moderated and checked to ensure that it does not contain any inappropriate or offensive material.

Personal student information including home address and contact details are not published on the CBC Kilkenny website/social media platforms.

Cyber bullying

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, bully or embarrass a student or member of staff is unacceptable and is absolutely prohibited. It carries serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and students are aware that bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons). The prevention and addressing of cyber bullying is an integral part of the Bí Cineálta Policy of Christian Brothers College, Kilkenny.

Remote Teaching and Learning

- School Google Workspace is the main platform used by teachers to communicate, share resources and upload material and assignments.
- Google Meet is the main video conference software application (it is secure inside our school domain) – Zoom is also used (security of links should be monitored)
- Where possible, communications with other members of the school community should take place within normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, responses or actions outside of normal working hours are not expected.
- All aspects of CBC Kilkenny Child Safeguarding Statement apply, and the criteria for mandated Child Safeguarding reporting remain the same as if the student is being taught in school
- All provisions relating to staff and student data must comply with GDPR.

Guidelines for Students engaging in Remote Teaching and Learning

- All school policies apply to remote teaching and learning.
- Students must use their @cbckilkenny.ie email address.
- Where possible, communication with other members of the school community should take place within normal school hours.
- The normal school calendar and school day times apply.
- Where timetables must be changed from normal onsite timetables, this will be communicated in advance.
- Respectful and professional engagement is expected in all staff-student and student-student communications.
- Students should present all assignments on time and to the best of their ability.
- Online engagement may form part of end of term or end of year assessment reports.
- The material created by the teacher and shared online is the property of the teacher.
- Students do not have permission to share with others outside of the classroom unless given permission to do so.
- Students may not record without the prior permission of the teacher conducting a live online class.

Guidelines for Staff engaging in Remote Teaching and Learning

- Staff must use @cbckilkenny.ie email address.
- Respectful and professional engagement is expected in all staff-student communications.
- Teachers of mainstream classes must endeavour to meet the particular needs of AEN students in their class group during times of distance learning.
- The normal school calendar and school day times apply.
- Where timetables must be changed from normal onsite timetables, this will be communicated in advance.
- The AEN department, which includes Special Education Teachers (SETs), SNAs and the SENCO will endeavour to support all students with additional needs to access remote teaching and learning. Contact will be routine, regular and supportive, in line with the learning plan that applies onsite. It should take in place in the presence of another adult.
- Where possible, communication with other members of the school community should take place within normal school hours
- Assessment, attendance and behaviour records must be retained.

Approval

This policy has been approved by CBC Kilkenny Board of Management.

Signed: _____ Date: _____

Chairperson, Board of Management