

# Gaelscoil na Lochanna

## PÚI Polasaí Úsáide Inghlactha (AUP, Acceptable User Policy)

### Réamhrá

Cludaíonn an polasaí seo na pointí sábhailtecahta maidir le húsáid

- an idirlíon
- ríomphostanna
- suíomh idirlíon na scoile
- gléasanna pearsanta

Tá an polasaí seo roinnte ina dhá chuid (ceann don fhoireann agus ceann dona daltaí).  
Beidh an cuid do pháistí curtha ar shuíomh idirlíon na scoile.

Cuireadh an polasaí seo le chéile i Samhain 2007 le athbhreiniú déanta air i DF 2014 agus déanfar athbhreiniú eile air de réir sceideal athbhreinithe an bhoird.

### Introduction

*This AUP covers safety relating to use of:*

- *World wide web*
- *Email*
- *School Website*
- *Personal Devices*

*This AUP is divided into 2 parts (1 for staff and 1 for pupils).*

*The AUP (for pupils) will be posted (as Gaeilge agus as Béarla) on the school website.*

*This policy was put together in Nov 2007 and reviewed in October 2014 and December 2018 and will be reviewed again according to Board of Management's schedule of review.*

For information the school's access to the Internet (organized by the Dept of Ed. and Sc.) is filtered through the PDST and the following safe websites are available:

A wide range of websites **including educational, cultural and general interest categories.**

**The use of YouTube for educational purposes was permitted by Board of Management in 2013.**

**The use of websites categorised as Personal was permitted by Board in December 2018 (for access to blogs)**

This option allows access to a wide range of content, and to all categorised websites (over 28 million websites) except for the following categories:

Abused drugs, Cult or Occult, Hacking, Illegal or Questionable, Racism or Hate, Violence, Abortion, Adult Materials, Advocacy Groups, Alcohol and Tobacco, Gambling, Militant and Extremist, Nudity, Pornography, Tasteless, Weapons, Pay to surf, Malicious Websites, Spyware, Personal and Dating, and all sites that are not yet categorised by the system.

# **GSNL AUP: Pupils**

## **(leagan Béarla)**

**School Name: Gaelscoil na Lochanna**

**Address:** Cill Moloma, Baile Coimín, Co. Chill Mhantáin.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school will revise the AUP according to the board's schedule of review.

Before signing the annual consent form, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created in November 2007 by the Principal, members of Board of Management and parents and updated in 2014 and again in December 2018.

### **School's Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### **General**

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- The use of memory sticks or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Talk on internet safety given to children from rang 3-6 annually (+parents when appropriate)

### **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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 the 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 class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or 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 Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- 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 will be forbidden.

## **School Website**

- 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 the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs 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.
- The school will endeavour to use digital photographs, audio or video clips for focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The 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.

## **Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

Amendment Dec 2018- In the interest of safety the school will move towards reducing the use of personal devices in school- by providing the children and teachers with training on icloud based/app solutions for sharing work between home and school. Mobile phones will be stored by teacher for duration of school day and returned at end of school day, as per Phone use policy.

## **Legislation**

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 (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet and will arrange an annual talk on use of internet for children in Rang 3-6.

## **Sanctions**

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

# GSNL Polasaí Úsáide Inghlactha

## Daltaí

**Ainm na Scoile: Gaelscoil na Lochanna**

**Seoladh:** Cill Moloma, Baile Coimín, Co.Chill Mhantáin.

Is é aidhm an Pholasaí Úsáide Inghlactha a chinntiú go bhfaighidh daltaí buntáistí as na deiseanna foghlama as acmhainní Idirlín na scoile ar bhealach sábháilte agus éifeachtach. Féachtar ar úsáid agus rochtain Idirlín mar acmhainn agus mar phribhléid scoile. Mura gcomhlíontar polasaí AUP na scoile mar sin tarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí - mar atá leagtha amach san AUP.

Tá sé i gceist go ndéanfaidh ionadaithe scoile athbhreiniú ar an AUP seo de réir sceideal athbhréinithe an Bhoird. Sula síneofar an fhoirm ceada bliantúil ba chóir an AUP a léamh go cúramach lena léiriú go dtuigtear agus go nglactar le coinníollach na húsáide.

**AUP**

Cruthaíodh an leagan seo den AUP i mí na Samhna 2007 agus rinneadh athbhreiniú air i DF 2014 agus arís i Nollaig 2018.

Eagraíonn an PDST ar son an Roinn Oideachais agus Scileanna an leibhéal rochtain atá ar shuíomhanna idirlín. Tá raon leathan de shuímhanna ceadaithe ina áirítear cinn i gcatagóir oideachasúla, Cultúrtha agus suim ghinearálta

Ceadaíodh Youtube d'úsáid oideachasúla ó 2013. (leibhéal 4)

Ceadaíodh suíomhanna faoin gcatagóir Pearsanta i mí na Nollag 2018. (chun blagáil a cheadú)

## Straitéis na Scoile

Bainfidh an scoil leas as roinnt straitéisí chun cur chomh mór agus is féidir le deiseanna foghlama agus le rioscaí a bhaineann leis an Idirlíon a laghdú. Is iad na straitéisí na cinn seo a leanas:

### **Go Ginearálta**

- Beidh múinteoir i gcónaí ag maoirsiú seisiúin Idirlín.
- Bainfear leas as bogearraí scagtha agus/nó córais chomhionann chun an riosca a bhaineann do nochtadh d'ábhar míchuí a laghdú. Déanfaidh an scoil monatóireacht rialta ar úsáid idirlín na ndaltaí.
- Cuirfear oiliúint ar fáil do dhaltaí agus do mhúinteoirí maidir le sábháilteacht Idirlín.
- Ní cheadófar íoschóipeáil nó uaslódáil a dhéanamh ar bhogearraí nach mbeidh ceadaithe.
- Bainfear leas as bogearraí cosanta víreas agus tabharfar é cothrom le dáta go rialta.
- Beidh cead ón múinteoir riachtanach chun dioscaí pearsanta nó CD-ROMann a úsáid sa scoil.
- Cleachtóidh na daltaí dea "netiquette" (i.e., etiquette ar an Idirlíon) ag gach tráth agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh drochcháil ar an scoil.
- Tabharfar Caint ar shábháilteacht ar an idirlíon go páistí Rang 3-6 go bliantúil (+go tús nuair is cóir)

## An Gréasán Domhanda

- Ní rachaidh mic léinn chuig láithreáin Idirlín ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile. Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon.

- Beidh eolas ag daltaí ar cheisteanna cóipchirt a bhaineann le foghlaim ar líne.
- Ní dhéanfaidh daltaí nochtadh nó foilsiú ar eolas pearsanta.
- Beidh a fhios ag daltaí go bhféadfadh aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, cibé obair scoile nó nithe pearsanta a bheith faoi mhionathóireacht ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.

## **Ríomhphost**

- Úsáidfidh daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó cead múinteora.
- Ní sheolfaidh agus ní bhfaighidh daltaí aon ábhar a bheidh mídhleathach, graostach ná míchlúiteach nó a bhfuil sé i gceist leis cur as do dhuine eile nó imeaglú a dhéanamh air.
- Ní fhoilseoidh daltaí a sonraí pearsanta féin ná sonraí daoine eile, nithe mar sheoltaí nó uimhreacha fóin nó picitiúir.
- Ní shocróidh daltaí cruinniú casadh go fisiciúil le haon duine.
- Tabharfaidh daltaí ar aird gur faoi réir chead óna múinteoir a fhéadfaidh daltaí aguisíní le ríomhphoist a fháil agus a sheoladh.

## **Comhrá Idirlín**

- Ní bheidh rochtain ag daltaí ar sheomraí comhrá, ar fhóiraim chomhrá agus ar fhóiraim leictreonacha cumarsáide eile ach de réir mar a bheidh ceadaithe ag an scoil.
- Ní bhainfear leas as seomraí comhrá, fóiraim phlé agus fóiraim chumarsáide leictreonacha eile ach amháin do chríocha oideachais agus beidh sin faoi mhaoirseacht ag gach tráth.
- Bainfear úsáid as ainmneacha úsáideoirí chun fíorchéannacht a cheilt.
- Beid cosc iomlán ar chruinniú duine le duine trí chruinniú a bheidh eagraithe via comhrá Idirlín.

## **Gréasán Scoile**

- Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Domhanda.
- Déanfaidh múinteoir comhordú ar fhoilsiú obair daltaí.
- Foilseofar obair dhaltaí i gcomhthéacs oideachais ar leathanaigh Gréasáin le fógra cóipchirt a chosfadh cóipeáil obair den sórt sin gach cead sonrath i scríbhinn.
- Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltaí aonair ar an ngréasán scoile. Díreoidh grianghraif agus clipeanna éisteachta agus físe ar ghníomhaíochtaí grúpaí. D'fhéadfadh clipeanna físe cosaint pasfhocal a bheith ag dul leo.
- Fágfar amach eolas pearsanta faoi dhaltaí mar sheoladh baile agus sonraí teagmhála den leathanach gréasáin scoile.
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a fhoilseofar.

## **Gléasanna Pearsanta**

Beidh páistí ag sárú Polasaí Úsáide inghlactha má bhíonn siad ag míúsáid a gcuid dteicneolaíocht féin ar scoil mar shampla ag fágáil fóin so-ghluaiste ar siúl ar scoil nó á núsáid, nó ag seoladh téacsanna núise, nó ag glacadh íomhánna neamhúdraithe le fón so-ghluaiste (beo nó neamh bheo).

Leasú Nollaig 2018- Ar mhaithe le sábháilteacht rachfar i dtreo aon úsáid de theicneolaíocht féin na bpáistí a laghdú agus eagrófar traenáil icloud/ feidhm chláir mar réiteach ar shaothar a roinnt idir baile agus an scoil.

Déanfar fóin só-ghluaiste a bhailiú agus a stóráil ag tús an lae agus a thabhairt ar ais go dtí na páistí ag deireadh an lae, mar atá leagtha amach sa Pholasáí Fóin Póca.

## **Reachtaíocht**

Soláthróidh an scoil eolas ar an reachtaíocht seo a leanas maidir le húsáid an Idirlín agus ar chóir do dhaltaí, do mhúinteoirí agus do thuismitheoirí dul i dtaithe uirthi:

- An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí 1998
- An tAcht Tascartha 1993
- An tAcht um Fhístaifeadtaí, 1989
- An tAcht um Chosaint Sonraí 1988

## **Struchtúir Thacaíochta**

Cuirfidh an scoil eolas ar fáil do dhaltaí agus do thuismitheoirí faoi phríomhstruchtúir agus eagraíochtaí tacaíochtaí a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhochrach an Idirlín agus eagrófar Caint ar shábháilteacht ar an idirlíon go páistí Rang 3-6 go bliantúil (+go tuistí nuair is cóir).

## **Smachtbhannaí**

D'fhéadfadh gníomh disciplíne teacht as mí-úsáid a bhaint as an Idirlíon, lena n-áirítear tarraingt siar pribhléidí rochtana agus i gcásanna tromchúiseacha fionraí nó díbirt. Tá sé de cheart ag an scoil freisin aon ghníomhaíochtaí mídhleathacha a thuairisciú chuig na húdaráis chúí.