



Polasaí Úsáide Inghlactha

Gaelscoil Naomh Pádraig, Leamhcán

Teideal

Polasaí Úsáide Inghlactha

Ráiteas Tosaigh

Cuireadh tús leis an athbhreithniú ar an bpolasaí seo ar an 20.3.23. Bhí an fhoireann teagaisc ar fad rannpháirteach ann. Cuireadh os comhair na foirne é ar an 23.3.23 chun aiseolas a lorg. Cuireadh faoi bhráid Choiste na dTuistí ar an 30.3.23.

Réasúnaíocht

Is é aidhm an Pholasaí Úsáide Inghlactha a chinntiú go bhfaighfidh 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 an Polasaí Úsáide Inghlactha (PUI) na scoile mar sin, tarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí tríd an chód iompair nó an polasaí frithbhulaíochta más bainteach – mar atá leagtha amach sa pholasaí PUI seo.

Gaolmhaireacht le hÉiteas sainiúil na scoile

Cuireann Gaelscoil Naomh Pádraig fáilte roimh gach páiste mar dhuine aonarach agus sé ár bhfís dóibh ná a dtréithe agus a mbuanna dúchasacha a aithint agus a fhorbairt, a bhfiosracht agus a spéis san fhoghlaim a mhúscailt agus a bhféiniúlacht a cheiliúradh i suíomh spreagadh gaelaigh.

Beifear ag súil nach gcuirfeadh mí-úsáid idirlíon isteach ar dhalta ar bith agus iad ag freastal ar Ghaelscoil Naomh Pádraig.

Tá sé tábhachtach go mbeadh comhoibriú iomlán idir an fhoireann, tuismitheoirí agus daltaí na scoile chun an polasaí seo a chur i bhfeidhm go héifeachtach.

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 laighdiú. Se a leanas na straitéisí:

Go Ginearálta

- Beidh múinteoir i gcónaí ag maoirsiú seisiúin Idirlín.
- Tá ‘Coiste’ a dhéanann bainistíocht ar chúrsaí a bhaineann leis na meáin shóisialta i nGNSP. Déanann múinteoir ranga amháin ó na bunranganna, meánranganna agus ardranganna (3 mhúinteoir) monatóireacht ar na hábhair a chuirtear suas ar Instagram na scoile.
- Bainfear leas as bogearraí scagtha agus/nó córais chomhionann chun an riosca a bhaineann do nochtadh d’ábhar míchuí a laighdiú. Déanfaidh an scoil monatóireacht rialta ar úsáid idirlín na ndaltaí.
- Déanfar monatóireacht rialta ar úsáid na hidirlíne i measc na ndaltaí
- Cuirfear ‘ainm úsáideora’ ar leith ar fáil do dhaltaí atá ag baint úsáid as fearas teicneolaíochta chun tabhairt faoi thascanna oideachaisiúil, bíodh sé ar scoil nó taobh amuigh den scoil
- Cuirfear oiliúint ar fáil go bliantiúil do dhaltaí, tuismitheoirí agus do mhúinteoirí maidir le sábháilteacht Idirlín (Zeeko - ceardlann ar shábháilteacht 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 CD-ROM a úsáid sa scoil.
- Cleachtóidh na daltaí dea “netiquette” (i.e., etiquette ar an Idirlíon) ag gach tráth tríd meas a léiriú do dhaoine eile i gcónaí agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil. Ar bharr seo, ní cheadaítear do dhaltaí a dtuairimí pearsanta féin a nochtadh mar thuairimí GSNP ar aon fhóram de mheán sóisialta
- Ní thacaíonn Bord Bainistíochta nó foireann na scoile le haon fóram cainte le téacsteachtairacht, íomhá nó ráiteas mhaslach nó goilliúnach a bhaineann le h-aon ball de chomhphobal na scoile
- Tá sé rí-thábhachtach go bhfuil tuismitheoirí/caomhnóirí ar an eolas faoin bPolasaí Frithbhulaíochta maidir leis na meán sóisialta:
Ní chuimsíonn an sainmhíniú seo ar bhulaíocht teagmhais aonair ná teagmhais aon uaire d’iompar diúltach d’aon turas, lena n-áirítear téacsteachtairacht mhaslach nó goilliúnach aon uaire nó teachtaireachtaí príobháideacha eile agus ba cheart déileáil leo, mar is cuí, de réir chód iompair na scoile.
Ach, féachfar ar theachtairacht, íomhá nó ráiteas poiblí goilliúnach aon uaire ar shuíomh gréasáin líonra poiblí nó ar fhóram poiblí eile ar féidir an teachtaireacht, an íomhá nó an ráiteas sin a fheiceáil air agus/nó a bheith athráite ag daoine eile mar iompar bulaíochta.

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 foilsíú ar eolas pearsanta.

- Cuirfear daltaí ar an eolas go bhféadfadh aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, cibé obair scoile nó nithe pearsanta a bheith faoi mhonatóireacht ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.
- Suíomhanna ar-líne: Ceadáítear rochtain do shuíomhanna ar líne ar nós ‘YouTube’ ar mhaithe le húsáid oideachaisiúil amháin agus faoi threoir/stiúir agus cead bhaill foirne
- Taifead de: Físeán nó fuaim/gutha an dalta ar líne: Nuair a thagann sé aníos ó am go h-am go mbíonn físeán/taifead de dhaltaí na scoile uilig nó rang áirithe/grúpa áirithe le cur suas ar-líne mar chuid de chomórtas (m.sh: Comórtas Físe, Comórtas Teilifíse nó amhrán SnaG) Cuirfear tuismitheoirí/caomhnóirí na scoile a bheadh bainteach, ar an eolas agus tabharfar deis don tuismitheoir an scoil a chur ar an eolas más rud é go ndiúltaíonn an tuismitheoir leis an bpróiseas ina mbeadh an féidireacht ann ábhar a chur ar líne. Is féidir an scoil a chur ar an eolas tríd litir a scríobh agus a shíniú.

Ríomhphost

- Más bainteach, úsáidfidh daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó cead an mhúinteora.
- Ní sheolfaidh agus ní bhfaighfidh daltaí aon ábhar a bheidh mí-dhleathach, graostach ná míchlúiteach nó a bhfuil sé i gceist leis cur as do dhuine eile nó imeaglú a dhéanamh air.
- Ní nochtóidh daltaí a sonraí pearsanta féin ná sonraí daoine eile, nithe mar sheoltaí nó uimhreacha fóin nó pictiúir.
- Ní shocróidh daltaí cruinniú a réitiú chun casadh go fisiciúil le haon duine a bhfuil aithne acu díreach ó foinse idirlíon nó e-phost.
- Mínofar do dhaltaí gur faoi chead an mhúinteora atá sé e-phost le cheangailtáin a fháil nó 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.
- Beidh cosc iomlán ar chruinniú duine le duine trí chruinniú a bheidh eagraithe via comhrá Idirlín.

Gréasán Scoile & Instagram Scoile i nGSP

- 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 na scoile, Instagram le fógra cóipchirt a chosfaidh 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/Instagram. Díreofar ar grianghraif dhigiteacha, clipeanna éisteachta nó físe **ar ghníomhaíochtaí grúpaí amháin.**

- Fágfar amach eolas pearsanta faoi dhaltaí ar nós seoladh baile agus sonraí theagmhála den leathanach gréasáin scoile/Instagram.
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a fhoilseofar.

Guirléidí Pearsanta

Ní cheadaítear do dhaltaí guirléidí leictreonacha pearsanta a thógáil nó a úsáid ar scoil ag aon am. I gcásanna eisceachtúla, má thugtar cead do dhaltaí guthán póca a bheith acu ar a bpearsa, caithfear a chinntiú go bhfágfar an guthán póca sa mhála scoile agus go bhfuil an guthán múchta i gcónaí (Féach ar pholasaí um Úsáid Ghuthán Póca GSNP @ www.gsnp.ie). Má úsáidtear aon ghléas pearsanta teicneolaíochta ar aon bhealach ar scoil, tá na rialacha atá leagtha amach sa Pholasáí Úsáide Inghlactha agus an Polasaí um Úsáid Ghuthán Póca á mbriseadh. I gcásanna ar leith, féadfar go bhfillfear ar an gCód Iompair nó Polasaí Frithbhulaíochta más bainteach.

Cianfhoghlaim

1. Aithníonn Gaelscoil Naomh Pádraig go bhfuil comhoibriú ar líne riachtanach chun cianfhoghlaim agus d'fhéadfadh sé rochtain a sholáthar ar éagsúlacht uirlisí ar líne a cheadaíonn cumarsáid, comhroinnt agus teachtaireachtaí i measc mac léinn foirne agus daltaí.
2. Bítear ag súil go seasfaidh mic léinn leis an iompar cuí, sábháilte agus cúirtéiseach céanna ar líne agus a bhfuiltear ag súil leis as líne.
3. Ní bheidh rochtain ag leanaí ach ar sheomraí comhrá, fóraim phlé, teachtaireachtaí nó cumarsáid leictreonach eile atá ceadaithe ag Gaelscoil Naomh Pádraig agus ceadaithe ag an múinteoir ranga, mar shampla Zoom/Microsoft Teams agus SeeSaw
4. Tá na seirbhísí seo, cé nach le Gaelscoil Naomh Pádraig iad, mar chuid dár seirbhísí gréasáin agus tagann an t-ábhar go léir a chuirtear ar na seirbhísí seo faoin bpolasaí seo.
5. Is chun tionóil scoile agus chun críocha oideachais amháin a úsáidfead aon chineálacha cumarsáide leictreonacha
6. Agus na fóraim chumarsáide seo á n-úsáid agat, tá cead tuismitheoirí don leanbh intuigthe toisc go bhfuil na naisc do cheachtanna á gcur in iúl trí thuismitheoirí. Go bunúsach, de bharr na leanaí ag logáil isteach, glactar leis gur thug tuismitheoirí a gcead.
7. Tá sé de fhreagracht agus de dhualgas ar na tuismitheoirí a cuid leanaí a mhaoirsiú sa bhaile le linn glaoch Zoom/Microsoft Teams.
8. Beidh ainmneacha úsáideoirí agus pasfhocail a úsáid chun nochtadh céannachta a sheachaint nuair is féidir.
9. Ní féidir le Gaelscoil Naomh Pádraig glacadh le freagracht as slándáil fheidhmchlár gréasáin den sórt sin i gcás go ndéantar iad a haiceáil (déanfar gach iarracht é seo a laghdú trí nasc a chur in iúl do chruinniú ar leith trí théacs príobháideach chuig an tuismitheoir agus an nasc a sheoladh chomh gar agus is féidir le am tosaithe an chruinnithe)

10. Eiseofar seoladh ríomhphoist faoi leith do gach ball foirne, is féidir leo é seo a úsáid chun teagmháil a dhéanamh le tuismitheoirí.

11. Caithfidh gach cumarsáid fhoirmiúil le baill foirne a bheith ó thuismitheoirí, ní ó leanaí (eisceacht a bhaineann le seo ná nuair atá na leanaí ag déanamh cumarsáid le múinteoir ranga agus iad ag cur obaiur/gníomhaíochtaí suas ar SeeSaw Class. Is féidir é seo a dhéanamh trí ríomhphost (R6) nó ar SeeSaw.

12. Maidir le cumarsáid duine le duine (físchomhdháil) déanfar an chéad teagmháil ag úsáid r-phost an ball foirne agus r-phost an tuismitheora.

13. Moltar gan cumarsáid a dhéanamh ag baint úsáid as fón póca, ach sa chás ina bhfuil sé dosheachanta, ba cheart do bhaill foirne a gcuid sonraí a athrú go “No caller ID”.

Nuair atá físchomhdháil d’aipeanna ar nós Zoom/Microsoft Teams á n-úsáid sa seomra ranga le éisitheoir (óstach) ón taobh amuigh, is comhair na rialacha seo leanas a leanúint:

- Cinnteofar go bhfuil táithí faighte ag an múinteoir ar an ‘aip’ sula n-úsáidtear é, go háirithe na feidhmeanna - fíis ar siúl/ múchta, fuaim múchta/ar siúl agus an rogha ‘lámha suas’ a bheith ar an eolas agat.
- Déanfar gach iarracht a dheimhniú go mbeidh an múinteoir agus na daltaí soiléir faoi na rialacha maidir le páirt a ghlacadh i gcrúinnithe zoom ón tús - lámha suas, fuaim múchta srl,.Féach thíos le haghaidh sampla de dea-chleachtas maidir le seo (Féach ar: Rialacha conas Zoom a úsáid)
- Tá cead tuismitheoirí intuigthe nuair atá zoom/microsoft teams á n-úsáid mar achmhainn ar scoil (Féach thuas ar a 6).

Nuair atá físchomhdháil d’aipeanna ar nós Zoom/Microsoft Teams ar bhun agat nuair atá na daltaí ag foghlaim ón mbaile, is comhair na rialacha seo leanas a leanúint:

- Úsáid do ríomhphost ranga nuair atá cuntas Zoom/Microsoft Teams á dhéanamh agat le haghaidh físchomhdháil.
- Bí cinnte go bhfuil táithí faighte agat ar an ‘aip’ sula n-úsáideann tú é, go háirithe na feidhmeanna - fíis ar siúl/ múchta, fuaim múchta/ar siúl agus an rogha ‘lámha suas’ a bheith ar an eolas agat.
- Ná scaoil isteach éinne le ríomhphost nach n-aithníonn tú; bheadh sé cabhrach liosta de ríomhphoist na dtuismitheoirí a bheith agat fad is atá sé ar siúl agat.
- Bí soiléir faoi na rialacha maidir le páirt a ghlacadh sna cruinnithe zoom ón tús - lámha suas, fuaim múchta srl,.Féach thíos le haghaidh sampla de dea-chleachtas maidir le seo (Féach ar: Rialacha conas Zoom a úsáid)
- Tá cead tuismitheoirí intuigthe nuair atá na páistí ag úsáid Zoom. (Féach thuas ar a 6)
- Má mhothaíonn tú míchompordach ag aon pointe, tá an rogha agat an té atá ag cur isteach ar an gcrúinniú a dícheangailt ón gcrúinniú, nó an glaoch a chríochnú láithreach agus an eachtra a thuairisciú don phríomhoide.
- De bharr cúiseanna slándála is comhair cruinniú ID nua a chumadh do ghach cruinniú a bhíonn agat.

- Moltar do mhúinteoirí múinteoir breise a bheith ar fáil chun bainistiú a dhéanamh ar na grúpaí nó chun taifead a dhéanamh ar an nglaoch. Nuair a logáiltear tuismitheoir isteach tá siad ag tabhairt cead don taifead.
- Rialacha do pháistí agus iad i mbun Zoom do thionól scoile ar scoil:
- Beidh bainistiú na gceamairí don lucht freastal á dhéanamh ag an óstach
- Beidh an t-óstach I gceannais ar bhainistíocht na micreafóin don lucht freastal (iad a mhúchadh/ a chur ar siúl)
- Scaoilfidh an t-óstach an rang nó an duine cuí isteach nuair is gá le linn am tionól
- Tabharfar cead do na páistí an forám comhrá a úsáid ar bhealach iomchuí. Beidh an t-óstach in ann é seo a bhainistiú

Rialacha do pháistí agus iad i mbun Zoom do thionól scoile ón mbaile:

- Moltar áit ciúin a fháil chun do ghléas a réitiú ionas nach mbeidh aon fothram le cloisteáil sa timpeallacht.
- Is comhair tuismitheoir an p(h)áiste logáil isteach leis an gCruinniú ID agus an Pasfhocal (atá tógtha díreach roimh an gcrúinniú)
- Múchfaidh an óstach na ceamairí don lucht freastal
- Múchfaidh an óstach na micreafóin don lucht freastal
- Tabharfar cead do na páistí an forám comhrá a úsáid ar bhealach iomchuí

Rialacha le haghaidh páistí a úsáideann Zoom sa bhaile

Muna n-úsáidtear na ceamaraí:

- Cuir an gléas ar siúl i spás ciúin gan ábhair seachráin sa chúlra
- Múchfaidh an óstach (an múinteoir) gach ceamara den lucht freastail (na daltaí)
- Féadfaidh an óstach (an múinteoir) beartú nó iarraidh ar an lucht freastail (na daltaí) a micreafón a chasadh as nó a bhalbhú

Má úsáidtear na ceamaraí:

- Ceangail le do rang le do micreafón balbhaithe
- Ardaigh do lámh roimh labhairt, díreach mar a ndéanfa sa rang
- Focail cineálta labhartha an t-am ar fad

- Labhair i do ghnáth-ghuth. Cosc ar bhéicíl.
- Éist le daoine eile nuair atá said ag caint.

Aladdin agus Clárú

Déantar an phróiseas clárúcháin do dhaltaí na Naíonán Bheag ar Aladdin anois. Bailítear sonraí agus eolas príomháideach mar chuid den phróiseas (m.sh teastas breithe, billaí tigh srl).

1. Má éiríonn leis an bpáiste áit a fháil sa scoil coiméadtar na sonraí/doiciméad seo faoina gcuntas ar Aladdin. Tá Aladdin cosanta mar aip scoile.
2. Sa chás go bhfuil an pháiste ar liosta feitheamh coiméadtar na sonraí go dtí an 1 lá de Mheán Fómhair ansin scríosfar na sonraí/doiciméid muna éiríonn leis an bpáiste áit a fháil.
3. Sa chás go ndiúltaítear le háit a ghlacadh i nGSNP scríosfar na sonraí/doiciméid nuair a chuirtear an scoil ar an eolas.

Cubbie

Bailítear sonraí pearsanta ó thuismitheoirí maidir le páistí le riachtanais bhreise chun an Cubbie a úsáid. Úsáidtear an eolas seo chun próifíl chuí a chumadh dóibh. Bailítear an t-eolas seo le cead an tuismitheora. Coimeádtar an t-eolas i gcód an pháiste ar feadh tréimhse 7 mbliana tar éis dóibh an scoil a fhágáil (Féach ar an bpolasaí um chosaint sonraí agus coimeád taifead).

Reachtaíocht

Tá eolas ar an reachtaíocht seo a leanas maidir le húsáid an Idirlín ar fáil ar líne. Ba 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 Fhístaiifeadtaí, 1989
- An tAcht um Chosaint Sonraí 1988
- An tAcht um Chosaint Sonraí 2018
- Gnásanna Frithbhulaíochta do Bhunscoileanna (2013)

Comhairle faoi Shábháilteacht Ar Líne

Seo a leanas roinnt suíomhanna idirlíonta úsáideacha chun tuilleadh eolais a fháil ar theicneolaíocht cumarsáide:

- Get With it (Treoir do thuismitheoirí ar an gcibearbhulaíocht ar www.scoilthomais.ie)
- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (seimineáir shábháilteacht ar líne do scoileanna/tuismitheoirí)
- www.webwise.ie (eolas faoi réimse leathan de bhealaí inar féidir an t-idirlíon a úsáid) • www.ncte.ie (eolas faoi TFC san oideachas)

Smachtbhannaí

I gcásanna ar leith a bhaineann le mhí-úsáid a bhaint as an Idirlíon, deileálfar le seo tríd an gCód Iompar agus an Polasaí Frithbhulaíochta nuair is gá. Chomh maith le sin, tá sé de cheart ag an scoil aon gníomhaíochtaí mídhleathacha a thuirisciú chuig na húdaráis chúí.

Nascanna le Polasaithe Scoile eile:

Tá an polasaí seo nasctha leis na polasaithe scoile seo a leanas:

- Polasaí um Chosaint Leanaí
- Polasaí Cód Iompair
- Polasaí Frithbhulaíochta
- Polasaí um Chosaint Sonraithe
- Polasaí um Úsáid Ghuthán Fóca (Guirléidí Leictreonacha san áireamh)

Dáta le haghaidh Chur i nGníomh

Tiocfaidh an beartas athbhreithnithe seo i bhfeidhm i **Mí Aibreán 2023**.

Clár-ama Athbhreithnithe

Cuireadh an polasaí seo os comhair foireann teagaisc na scoile i **Márta 2023** agus choiste na dtuismitheoirí i **Mí Márta 2023**. Cuireadh an polasaí seo os comhair an bhoird i **Mí Márta 2023**. Déanfar athbhreithniú ar an bpolasaí seo arís i rith na scoil bliana 2023 - 2024.

Daingniú agus Cumarsáid

Dhaingnigh an Bord Bainistíochta an beartas seo go hoifigiúil i **Mí Márta 2023**.

Tá an polasaí seo ar fáil ar shuíomh na scoile (www.gsnp.ie).



Acceptable Use Policy

Gaelscoil Naomh Pádraig, Leamhcán

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 through the implementation of the Code of Behaviour and/or Anti-Bullying Policy when applicable.

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

- When applicable, Internet sessions will always be supervised by a teacher.
- The school have a 'social media committee', consisting of one teacher from: the junior, middle and senior classes (3 in total) who regularly monitor the posts on the school Instagram page.
- 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.
- A separate 'username' will be provided to pupils who require the use of assistive technology to access school related educational activities
- Students and teachers will be provided with training in the area of Internet safety on an annual basis (ZEEKO Internet Safety).
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, 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. In addition, students must not represent their own views as being those of GSNP on any social medium
- The Board of Management or the entire staff of GSNP do not in any way approve of the placing of a once-off offensive or hurtful public message, image or statement relating to any member of the school community, on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media:

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only while in attendance in GSNP.
- 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.
- Accessing material on-line: Access to video streaming sites such as 'YouTube' is permitted for educational purposes only under the guidance of teaching staff in GSNP
- School related Video Recordings or Audio Recordings online: When it arises that the school, or a class group/cohort from a specific class have entered a competition where the material is put on-line as part of the process (e.g; T.V Competition, Fís Filming Competition, Seachtain na Gaeilge video), parents /guardians will be notified and consent will be sought through an 'opt-out' process.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher when applicable.
- 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/photographs.
- 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.

Communication on Internet (Chat rooms/group forums)

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora 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/Instagram GSNP

- 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
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without expressed written permission.
- The school website/Instagram page will post photographs at various times, but will avoid publishing the first name and last name of individuals in a photograph. The digital photos, audio clips or Video clips will only contain the children in a group setting, where two or more pupils are visible. Digital photos, audio clips or Video clips of an individual child will not be posted.
- 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.

Personal Devices

Pupils personal devices are prohibited from being used at any time in Gaelscoil Naomh Pádraig. In exceptional cases where a pupil has received permission to retain a mobile phone in their school bag during the school day, the mobile phone must be powered off at all times (Please see: Use of Mobile Phones Policy). Using their own technology in school in any way, is in direct breach of the school's Acceptable Use Policy and our Use of Mobile Phones Policy and may be dealt with through the Code of Behaviour our Anti-bullying Policy when relevant.

Distance Learning

1. Gaelscoil Naomh Pádraig recognises that online collaboration is essential to distance learning and may provide access to a variety of online tools that allow communication, sharing, and messaging among staff, students and parents.
2. Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.
3. Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by Gaelscoil Naomh Pádraig and sanctioned by the class teacher, for example (SeeSaw & Zoom).
4. These services, although not owned by Gaelscoil Naomh Pádraig, form part of our web services and all content that is placed on these services falls under this policy.
5. Any electronic forms of communication will only be used for school assembly and educational purposes only.
6. When using these communication forums, parental permission for the child is implied, as the links for lessons are being communicated through parents. Essentially, by virtue of the children logging in to the resource, permission is assumed.
7. It is the responsibility and duty of the parent to supervise their children in the home during a zoom call.
8. Usernames and passwords will be used to avoid disclosure of identity where possible.
9. Gaelscoil Naomh Pádraig cannot accept responsibility for the security of such online platforms in the event that they are hacked (every effort will be made to minimise this occurring through the communication of a link to a specific meeting via-private text to the parent and the sending of the relevant link at the latest possible time prior to commencement of meeting)
10. Each staff member will be issued with a dedicated email address which they can use to make contact with parents.
11. All formal communication with staff members must be from parents, not children (exceptions to this relate to children when submitting and communicating with class teacher on SeeSaw Class). This can be done using email (R6) or SeeSaw.
12. For face to face communication (video conferencing) the initial contact will be set up using the staff member's email and the parent's email.
13. Communication using a mobile phone is discouraged, but in the rare exception where it is necessary, staff members should change their settings on their phones so the recipient of the call sees "No caller ID".

When using video conferencing apps such as Zoom/Microsoft Teams in a classroom setting for the purpose of attending a webinar, please follow these guidelines:

- Every effort will be made to ensure familiarity with the application before use, especially the functions - video on/off setting, muting, chat option, sharing and 'hands up' options
- Every effort will be made from the outset to clarify with all attendees on what the ground rules are regarding the children's participation in the meeting/webinar e.g. use of hands up, muting, chat function etc. Below is an example of good practice in this regard (Please see below: Rules for Using Zoom)
- Consent for children using Zoom/Microsoft Teams as a learning resource in the classroom is assumed (see point 6 above)

When using the video conferencing app, Zoom/Microsoft Teams, please follow these guidelines:

- Use your class email address when setting up the Zoom account for class video conferencing
- Familiarise yourself with the application before use, especially the functions - video on/off setting, muting, sharing and 'hands up' options
- Only admit participants from the waiting room whose email address you are familiar with - it may be helpful if you have a list of the email addresses of the parents to hand, as they wait to be admitted
- From the outset be clear with the ground rules regarding the children's participation in the meeting e.g. use of hands up, muting etc. Below is an example of good practice in this regard (Please see below: Rules for Using Zoom)
- Consent for children using Zoom is assumed (see point 6 above)
- If at any point you feel uncomfortable, you can either remove an attendee who is behaving inappropriately from the meeting, or you can end the call immediately and report your concerns to management.
- For security reasons generate a new meeting ID and password for each zoom meeting you hold.
- Teachers are encourage to either have an extra teacher on the call (if necessary for the purpose of managing groups) or to record the call. Parents consent to the recording of the call if the child logs into the Zoom Meeting room.

Rules for children attending a Zoom Meeting for School Assembly in School:

- The host will have control to manage the turning on/off of cameras of attendees/participants if/when necessary
- The host will have control to manage the turning on/muting of microphones of attendees/participants if/when necessary
- From time to time children may be permitted to use the 'chat' forum in an appropriate manner. This will be under the class teacher's supervision

Rules for children attending a Zoom Meeting for School Assembly in a remote setting (at home):

- If possible, set up the device in a quiet space to minimise distractions in the background
- Parent will oversee their child joining the meeting using Meeting ID and Password (provided immediately before the meeting)
- The host will turn off cameras of attendees
- The host will turn off/mute microphones of attendees
- Children will be permitted to use the 'chat' forum in an appropriate manner

Rules for children using Zoom in a remote setting (the home)

Should camera's not be in use:

- Set up the device in a quiet space with no distractions in the background
- The host (Teacher) will turn all attendees' (students) cameras off

- The host (Teacher) may request or decide to turn off/mute microphones of attendees (students)

Should cameras be in use:

- Join the class with your microphone muted
- Raise your hand before speaking, just like you would do in class
- Kind words to be spoken at all times
- Speak in your normal speaking voice. No shouting.
- Listen to others when they are speaking.

Aladdin & Registration

Aladdin is now used as the process for registering Junior Infants in GSNP. Some details and private documents are gathered as part of this process (e.g. Birth certificate, household bills).

1. If the child is successful in securing a place in GSNP their details/documents will be kept on their profile on Aladdin. Aladdin is protected as a school app.
2. In the case that the child is on a waiting list, their information will be retained until 1 September the following year and then destroyed if they are unsuccessful.
3. In the case that the child refuses a place in GSNP, their information will be destroyed once they notify the school.

Cubbie

Personal details are collected from parents of children with additional needs in order to implement the most suitable programme on our Cubbie machine. This information is collected with the permission of the parents. This information will be kept in the child's file until 7 years after the child has left the school (see data protection and retention of records policy).

Legislation

Information on the following legislation relating to use of the Internet is available online. Teachers, students and parents should familiarise themselves with the following:

- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- *The Data Protection Act 2018*
- Anti Bullying Procedures for Primary Schools 2013

Internet Safety Advice

Useful websites for further information on online and communications technology.

- Get With it (Parents' Guide to Cyberbullying – on www.scoilthomais.ie)
- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage)

- www.ncte.ie (Information on ICT in Education)

Sanctions

Misuse of the Internet may result in disciplinary action, in accordance with sanctions outlined in the school's Code of Behaviour policy or The Anti-Bullying Policy when relevant. The school also reserves the right to report any illegal activities to the appropriate authorities.

Links with other School Policies

This policy is linked to the following school policies:

- Child Protection Policy
- Code of Behaviour
- Anti Bullying Policy
- Data Protection Policy
- The Use of Mobile Phones Policy (Electronic Devices included)

Implementation Date

This revised policy will be implemented from **April 2023** onwards.

Schedule for Review

This policy was discussed and reviewed by the Parents Association and Teaching Staff in March 2023. This policy is due for review during the 2023 - 2024 school year.

Ratification & Communication

The Board of Management of Gaelscoil Naomh Pádraig reviewed and ratified this policy during the month of **March 2023**.

This policy is available to view and download on our school website at (www.gsnp.ie).