



# **Polasaí Úsáide Inghlactha**

Gaelscoil Naomh Pádraig, Leamhcán

## Teideal

Polasaí Úsáide Inghlactha

## Ráiteas Tosaigh

Cuireadh tús leis an athbhreithniú ar an bpolasaí seo ar an 6.1.2020. Bhí an fhoireann teagaisc ar fad rannpháirteach ann. Cuireadh os comhair na foirne é ar an 13.2.20 chun aiseolas a lorg. Cuireadh faoi bhráid Choiste na dTuistí ar an 21.1.20.

## 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 nGSNP. 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 bliaintiúil do dhaltaí, tuismitheoirí agus do mhúinteoirí maidir le sábháilteacht Idirlín (Zeeko - ceardlann ar shábháilteacht idirlíon).
- 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 téacsteachtaireacht, 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 téacsteachtaireacht 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 theachtaireacht, 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: Cheadaítear 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 féidiracht 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 nGSNP***

- Tabharfar deis do dhaltáí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Domhanda.
- Déanfaidh múinteoir comhordú ar fhoilsiú obair daltaí.
- Foilseofar obair dhaltáí i gcomhthéacs oideachais ar leathanaigh Gréasáin na scoile, Instagram le fógra cóipchirt a choscfaidh cóipeáil obair den sórt sin gach cead sonrach i scríbhinn.
- Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe **de dhaltáí aonair** ar an ngréasán scoile/Instagram. Díreofar ar grianghraif dhigiteacha, clipeanna éisteachta nó físe **ar ghníomhaíochtaí grúpaí amháin**.
- Fágfar amach eolas pearsanta faoi dhaltáí 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 dhaltáí guirléidí leictreonacha pearsanta a thógáil nó a úsáid ar scoil ag aon am. I gcásanna eisceachtúla, má thugtar cead do dhaltáí 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](http://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.

### ***Reachtaíocht***

Tá eolas ar an reachtaíocht seo a leanas maidir le húsáid an Idirlín ar fáil ar líne. Ba chóir do dhaltáí, do mhúinteoirí agus do thuismitheoirí dul i dtaithe uirthi:

- An tAcht um Gháinneáil ar Leanáí agus Pornagrafaíocht Leanáí 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](http://www.scoilthomais.ie))
- [www.iab.ie](http://www.iab.ie) (Internet Advisory Board)
- [www.esafety.ie](http://www.esafety.ie) (seimineáir shábháilteacht ar líne do scoileanna/tuismitheoirí)
- [www.webwise.ie](http://www.webwise.ie) (eolas faoi réimse leathan de bhealaí inar féidir an t-idirlíon a úsáid)
- [www.ncte.ie](http://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 thuairisciú chuig na húdaráis chuí.

### ***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 Phóca (Guirléidí Leictreonacha san áireamh)

### **Dáta le haghaidh Chur i nGníomh**

Tiocfaidh an beartas athbhreithnithe seo i bhfeidhm ag tús Mí an Mhárta 2020.

### **Clár-ama Athbhreithnithe**

Cuireadh an polasaí seo os comhair foireann teagaisc na scoile i Feabhra 2020 agus choiste na dtuismitheoirí i Mí Eanáir 2020. Cuireadh an polasaí seo os comhair an bhoird i Mí Feabhra 2020. Déanfar athbhreithniú ar an bpolasaí seo arís i rith na scoil bliana 2022 - 2023.

### **Daingniú agus Cumarsáid**

Dhaingnigh an Bord Bainistíochta an beartas seo go hoifigiúil i Mí Feabhra 2020. Tá an polasaí seo ar fáil ar shuíomh na scoile ([www.gsnp.ie](http://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.

### ***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](http://www.scoilthomais.ie))
- [www.iab.ie](http://www.iab.ie) (Internet Advisory Board)
- [www.esafety.ie](http://www.esafety.ie) (Internet Safety Seminars for Schools/Parents)
- [www.webwise.ie](http://www.webwise.ie) (Information on Various Forms of Internet Usage)
- [www.ncte.ie](http://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 March 2020 onwards.

### **Schedule for Review**

This policy was discussed and reviewed by the Parents Association and Teaching Staff in January & February 2020. This policy is due for review during the 2022 - 2023 school year.

### **Ratification & Communication**

The Board of Management of Gaelscoil Naomh Pádraig reviewed and ratified this policy during the month of February 2020.

This policy is available to view and download on our school website at ([www.gsnp.ie](http://www.gsnp.ie)).