



Gaelscoil Mhainistir na Corann (GSMNC)

Bán Sheáin, Mainistir na Corann, Co. Chorcaí

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Polasaí Úsáide Inghlactha / Acceptable Use Policy

Réamhrá / Introduction

Sé aidhm an Polasaí Úsáide Inghlactha ná chun a chinntiú go bhfaigheann na daltaí gach deis na buntáistí foghlama a bhaineann le hacmhainní digiteach na scoile i slí sábháilte agus éifeachtach. Is iad páirt lárnach don mhúineadh agus foghlaim úsáid fhreagrach as an idirlíon agus acmhainní digiteach na scoile.

This Acceptable Use Policy aims to ensure that students will benefit from learning opportunities offered by the school's digital resources safely and effectively. The responsible use of the internet and digital technologies, both online and offline, is considered an integral part of teaching and learning.

Baineann an polasaí seo le gléas na scoile. Is iad ríomhairí, iPads, ríomhairí glúine, fón cliste agus acmhainní teicneolaíocht na scoile ar lean atá i gceist. Baineann an polasaí seo le foireann agus daltaí Gaelscoil Mhainistir na Corann ("An Scoil"). Tá sé de cheart ag an scoile an polasaí seo a leasú ó am go ham de réir mar is gá.

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smartphones and other IT resources that connect to the school's network. This Policy applies to staff and students of Gaelscoil Mhainistir na Corann ("the School"). The School reserves the right to amend this policy from time to time entirely at its discretion.

Straitéisí / Strategies

Úsáidfidh Gaelscoil Mhainistir na Corann straitéisí i dteannta le polasaithe éagsúil chun a chinntiú go nglactar gach deis fhoghlama agus riosca bainteach leis an idirlíon a sheachaint. Tá liosta na straitéisí agus polasaithe seo thíos.

- Polasaí Úsáide Inghlactha
- Polasaí Gutháin Póca, Uaireadóirí Cliste & Fitbits.
- Polasaí Iompar
- Polasaí Frithbhulaíochta
- Plean Foghlama Digití
- Seicliosta GDPR

Gaelscoil Mhainistir na Corann will employ a number of strategies along with policies to maximise learning opportunities and reduce risks associated with the Internet. These strategies and policies are listed below.

- *Acceptable Use Policy*

- *Mobile phone, smartwatch and Fitbit Policy*
- *Behavior Policy*
- *Anti-bullying Policy*
- *Digital learning Strategy*
- *GDPR Checklist*

Acmhainní Teicneolaíochta / Technological resources

Tá na hacmhainní seo in úsáid i nGaelscoil Mhainistir na Corann.

- 70 iPads – Daltaí
- 42 Ríomhaire Glúine TTRS
- 50 Ríomhaire Glúine Ranga – Ranganna 3 go 6
- 27 iPads – Múinteoirí
- 29 Ríomhaire Glúine – Múinteoirí, Leas príomhoide, príomhoide
- 1 Ríomhaire – Oifig
- 22 Clár bán idirghníomhach
- 2 Printéir

Gaelscoil Mhainistir na Corann has the following technology in use..

- *70 Pupil iPads*
- *42 Laptops for TTRS*
- *50 Class laptops – 6th to 3rd Class*
- *27 Teacher iPads*
- *29 Teacher Laptops – Teachers, Vice Principal, Principal*
- *Desktop Computer – Office*
- *22 Interactive Whiteboards*
- *2 printers*

Ardáin ar líne / Online Platforms

Tá na hardáin seo in úsáid i nGaelscoil Mhainistir na Corann.

- SeeSaw – Measúnú & Cumarsáid idir an múinteoir agus tuismitheoir
- Gsuite @Gsmnc.ie – Ríomhphoist & Scamall Scoile
- Aladain Connect – Airgead, Rolla, teachtaireachtaí uile-scoile, cumarsáid idir múinteoirí, cead a lorg.
- TTRS – Litriú
- GSMNC.ie – Eolas, féilire srl.
- Twitter @GaelscoilMnaC – Eolas & Pictiúr

The following platforms are used in Gaelscoil Mhainistir na Corann.

- *Seesaw – Assessment & Parent/Teacher Communication*
- *GSuite @gsmnc.ie – School emails and School Drive*
- *Aladdin Connect – Payments, Roll, whole school messages, teacher to teacher communication, permissions.*
- *TTRS – Spelling*
- *GSMNC.IE – Information, calendar, etc.*
- *Twitter @GaelscoilMnaC – Information and Pictures.*

Úsáide Inghlactha – Múinteoirí / Acceptable Use – Teachers

Idirlíon

- Déanfaidh an múinteoir monatóireacht ar aon seisiún ina mbíonn an t-idirlíon in úsáid ag daltaí.
- Déanfaidh an múinteoir cinnte go bhfuil grinnfhiosrúcháin déanta ar aon fhís, acmhainn nó suíomh in úsáid sa rang roimh ré.
- Tabharfar ceachtanna ar Sábháilteacht ar líne mar chuid do Sheachtain sábháilteacht ar líne, An clár Bí Sábháilte agus Web Wise.
- Ní rachaidh foireann na scoile isteach in aon nasc amhrasach nó ó fhoinse nach bhfuil aithne acu orthu agus iad ag úsáid ardáin, ríomhphost nó gléas scoile.
- Déanfaidh an múinteoir cinnte go bhfuil clár frithviris suas chun dáta ar na gléas sa seomra ranga agus cuirfidh siad in iúil don duine i gceannas mura bhfuil.
- Ní úsáidfidh foireann na scoile ríomhphoist pearsanta chun rochtain a fháil ar scamall na scoile.
- Úsáidfear an t-idirlíon do chúrsaí oideachasúil, pleanáil agus cumarsáid scoile.
- Líonfaidh agus leanfaidh foireann na scoile seicliosta GDPR na scoile.

Internet

- *All sessions where the internet is being used by pupils will be monitored by the teacher.*
- *The teacher will ensure all videos, website and resources used in class are vetted by them beforehand.*
- *Lessons will be given on internet safety and safe searching online as part of Internet Safety Week, the Stay Safe programme, Web Wise Programme and regularly throughout the year.*
- *School Staff will not click on suspicious links or links from unknown sources on school devices or while using school-related platforms such as email etc.*
- *Teachers will ensure that antivirus software on devices in their classroom is up to date and inform the post holder if action needs to be taken.*
- *School Staff will not attempt to access the school drive using their personal emails.*
- *The internet will be used for educational, planning or school communication only.*
- *School staff will sign and follow the school's GDPR checklist.*

Ríomhairí Glúine & iPads (Daltaí)

- Déanfaidh an múinteoir monatóireacht ar aon seisiún ina bhfuil iPads nó ríomhairí glúine in úsáid ag na daltaí.
- Déanfaidh an múinteoir cinnte go n-úsáidfear na iPads agus ríomhairí glúine go cúramach.
- Leanfar an Plean Digiteach Foghlama chun aidhmeanna do gach rang a bhaint amach.
- Cuirfear in iúil don duine i gceannas má tá aon damáiste nó fadhb le gléas.
- Déanfar cinnte nach bhfuil aon ghléas fágtha ag luchtú thar oíche.
- Déanfaidh an múinteoir cinnte go bhfuil na iPads ar fad ar ais sa chairt lochtáin roimh dheireadh a sheisiún.

Class laptops & iPads (Students)

- *All sessions by pupils will be monitored by the teacher.*
- *The teacher will ensure the class use the iPads and class laptops with care and safely*
- *The school's digital plan will be followed by goals for each class level to achieve.*

- *Any damage or problems with devices will be brought to the post holder.*
- *The teacher will ensure that devices are not left charging overnight.*
- *The teacher will ensure that all iPads are returned securely to the charging cart before the end of their sessions.*

Ríomhairí Glúine & iPads (Foireann na Scoile)

- Cuirfear in iúil don duine i gceannas má tá aon damáiste nó fadhb le gléas.
- Déanfar cinnte nach bhfuil aon ghléas fágtha ag luchtú thar oíche.
- Déanfar cinnte go bhfuil clár frithviris suas chun dáta ar na gléas agus cuirfidh siad in iúil don duine i gceannas mura bhfuil.
- Athrófar pasfhocail gach 6 mhí.
- Chuirfear gach ghléas faoi ghlas nuair nach bhfuil sé in úsáid.
- Rithfear an clár 'CC Cleaner' ar gach ghléas dhá uair in aghaidh na bliana.
- Úsáidfear na ghléas do cúrsaí scoile amháin

Laptops & iPads (Staff)

- *Any damage or problems with devices will be brought to the post holder.*
- *The teacher will ensure that devices are not left charging overnight.*
- *Teachers will ensure that antivirus software on their devices is up to date and inform the post holder if action needs to be taken.*
- *Teachers will change their device's password every 6 months.*
- *Teachers will lock their devices when not in use.*
- *Teachers will run the programme 'CCleaner' on their laptops twice a year.*
- *School devices will be used for school purposes.*

Cumarsáid

- Úsáidfear Seesaw agus ríomhphost scoile amháin chun cumarsáid a dhéanamh le tuismitheoirí.
- Úsáidfidh an oifig na scoile Alladin Connect chun teachtaireachtaí uile-scoile a dhéanamh.
- Ní thabharfar amach uimhir pearsanta an múinteoir.
- Úsáidfear uimhir phríobháideach nó guthán na scoile chun glaoch a dhéanamh.
- Ní dhéanfar cumarsáid roimh 08:00 agus tar éis 16.30 Luan go hAoine.
- Úsáidfear 'BCC' nuair atá ríomhphost á sheoladh go níos mó ná duine amháin.

Communication

- *Seesaw and the school emails are only to be used for communication with parents.*
- *The office will use Alladin Connect to send whole school messages.*
- *Teachers' personal numbers will not be shared.*
- *Private number or the school phone will be used to make phone calls.*
- *Communication will not be made before 8:00 and after 16.30, Monday to Friday.*
- *The 'BCC' function will be used when an email has more than one recipient.*

Pictiúr

- Déanfaidh an múinteoir cinnte go bhfuil fhios acu cé hiad na daltaí gan cead pictiúr a roinnt ar SeeSaw, Suíomh na Scoile nó ar Twitter. Ní seolfaidh siad pictiúr chuig na daoine i bhfeighil ar Twitter nó suíomh na scoile do na daltaí seo agus ní roinnfeadh siad pictiúr ar Seesaw gan cead.

- Ní úsáidfidh foireann na scoile a ghléas pearsanta chun pictiúr a thógaint gan géar gá agus scríosfaidh siad an pictiúr láithreach.

Pictures

- *The class teacher will ensure they are aware of the students in their class whose pictures are not allowed on Seesaw or the school website. They will ensure they do not send photos of these students to the teachers who are in charge of the website or twitter and also not upload pictures to Seesaw.*
- *The school staff will not use personal devices without reason, and then the picture must be immediately deleted.*

Úsáide Inghlactha – Daltaí / Acceptable Use – Students

Leanfar Polasaí iompar na scoile chun déileáil le aon briseadh don P.U.I.

The schools Behaviour policy will be used to deal with any breaches of the A.U.P

Idirlíon

- Ní rachaidh daltaí isteach in aon nasc amhrasach nó ó fhoinsé nach bhfuil aithne acu orthu.
- Úsáidfean an t-idirlíon do chúrsaí oideachasúil amháin.
- Ní rachaidh aon dalta ar an idirlíon gan cead ón múinteoir.
- Ní úsáidfean aon suíomh gan cead ón múinteoir.
- Níl cead aon rud a íoslódáil nó uaslódáil gan cead.
- Taispeánfar 'Netiquette' maith agus iad ar líne.
- Níl cead ábhair mí-oiriúnach a lorg nó a roinnt.

Internet

- *Students will not click on suspicious links or links from unknown sources.*
- *The internet will be used for educational purposes only.*
- *Students will not access the internet without permission from the teacher*
- *Students will not access any website without permission from the teacher.*
- *Students are not allowed to upload or download any material without permission.*
- *Students will show good 'Netiquette' while online.*
- *Inappropriate conduct will not be searched for or shared.*

Ghléas Teicneolaíochta

- Déanfaidh na daltaí cinnte go n-úsáidfean na iPads agus ríomhairí glúine go cúramach.
- Cuirfean in iúil don mhúinteoir l gceannas má tá aon damáiste nó fadhb le gléas.
- Ní thógfá pictiúr nó físeán gan cead.
- Níl cead uaireadóir cliste ar scoil.
- Tá cead ag daltaí Rang 5 & 6 fón póca a thabhairt ar scoil le cead ó tuismitheoirí. Caitheann iad a mhúchadh roimh theacht isteach geataí na scoile agus é a thabhairt don mhúinteoir.

Class laptops & iPads (Students)

- *The students will ensure that the class use the iPads and class laptops with care and safety*
- *Any damage or problems with devices will be brought to the attention of the teacher.*

- *Pictures or videos are not allowed to be taken without permission.*
- *Smart watches are not allowed in school.*
- *Students in 5th and 6th are allowed to bring mobile phones to school once parental permission has been given. These phones must be turned off at the school gates and given to the teacher.*

Úsáide Inghlactha – An Scoil / Ceannaireacht na scoile.

- Déanfaidh an scoil / múinteoir i bhfeighil cinnte go bhfuil acmhainní teicneolaíochta na scoile suas chun dáta , eagraithe agus in oiriúint don suíomh scoile.
- Déanfar gach iarracht aon fhadhb nó damáiste a réiteach chomh-luath is gur féidir.
- Déanfar uasdátú ar clár frithviris go bliantúil.
- Déanfar cinnte go bhfuil an P.U.I agus an Seicliosta GDPR líonta amach ag foireann na scoile.
- Cuirfear traenáil ar cúrsaí teicneolaíochta , GDPR agus Sábháilteacht ar líne curtha ar fáil.
- Eagrófar ghníomhachtaí do Lá Sábháilteacht ar líne.
- Déanfar uasdátú ar Straitéis Digiteach Foghlama go rialta.
- Chuirfear clár le chéile le spriocanna teicneolaíochta do gach rang ghrúpa.
- Baileofar ríomhairí glúine agus iPads na daltaí agus múinteoirí ag deireadh an bliana.

Acceptable Use – The School / School Leadership Team

- *The school/post holder will ensure that the technological resources of the school are organised, up to date and appropriate for the school setting.*
- *Every effort will be made to address problems or damage to devices in a timely manner.*
- *Anti-virus software will be updated yearly.*
- *It will ensure that all staff are aware of and have filled out the school's AUP and GDPR checklist.*
- *Activities for Internet Safety Day will be organised.*
- *The school's Digital Learning plan will be updated regularly.*
- *A school-wide program will be put together with aims for each class level.*
- *Teachers' and students' iPads and laptops will be collected at the end of the school year.*

Comhaontú / Agreement

Chuirfear ceist ar daltaí agus tuismitheoirí an scoile aontú leis an polasaí seo. Tá samplaí do na litreacha seo ceangailte thíos.

Parents and children will be asked to confirm their agreement in writing to the terms of this Policy. Sample forms are appended to this Policy as follows:

Appendix 1 – Litir samplach chuig tuismitheoirí / *Sample letter to Parents*

Appendix 2 – Ceadúnas Idirlíon / *Internet Permission Form*

Appendix 3 – Conradh an dalta / *Pupil Undertaking*

Ghlac an Bord Bainistíochta leis an mbeartas seo ar an 12-02-26 agus déanfar athbhreithniú ar an bpolasaí nuair is gá.

Sínithe: *Rachel Walker*

Cathaoirleach an Bhoird Bainistíochta

Síniú: *Aine Ní Shuilleabháin*

Príomhoide na Scoile

Dáta: 12.02.2026

Dáta: 12-02-2026

Appendix 2 - Internet Permission Form

Name of Pupil(s): _____

THIS PERMISSION FORM RELATES TO THE DURATION OF MY CHILD(REN)'S TIME AT Gaelscoil Mhainistir na Corann

As the parent or legal guardian of the above child(ren), I have read the Internet Acceptable Use Policy and grant permission for my child(ren) to access the Internet. I understand that school Internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

Appendix 3 - Responsible Internet Use - Pupil Undertaking

Appendix 2 - Internet Permission Form

Name of Pupil(s): _____

THIS PERMISSION FORM RELATES TO THE DURATION OF MY CHILD(REN)'S TIME AT Gaelscoil Mhainistir na Corann

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I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____
Parents/Legal Guardians

Date: _____

School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____
Parents/Legal Guardians

Date: _____

Appendix 3 - Responsible Internet Use - Pupil Undertaking

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers, and my parents will be informed.

Signed: _____
Pupil

Signed: _____
Pupil

Signed: _____
Pupil

Signed: _____
Pupil

Signed: _____ Parent/Guardian