

# Polasaí Úsáide Inghlactha don idirlín – Gaelscoil Bhrian Bóroimhe

## Réamhrá

Is cuid lárnach é an t-idirlín den oideachas, cúrsaí ghnó agus caidreamh sóisialta. Is cuid den churaclam é úsáid an idirlín agus is áis thábhachtach é san oideachas. An cuspóir a bhaineann le húsáid an idirlín i nGaelscoil Bhrian Bóroimhe ná chun cur le caighdeán oideachais, le gnóthachtáil na bpáistí, mar thácaíocht d'obair phroifisiúnta na foirne scoile agus mar thácaíocht do bhainistíocht na scoile ó thaobh eolas a bhailiú agus cúrsaí riaracháin de.

Déanfaidh an Polasaí Úsáide Inghlactha (PUI) tagairt do chearta, pribhléidí, dualgaisí agus smachtbhannaí a bhaineann le húsáid an idirlín i nGaelscoil Bhrian Bóroimhe. Déanfar athbhreithniú rialta ar an bpolasaí seo.

## Aidhmeanna

Príomhaidhm an polasaí seo ná cinntiú go bhfaigheann páistí, tuismitheoirí agus foireann na scoile leis leas a bhaint as áiseanna idirlín na scoile ar bhealach slán freagrach agus éifeachtach.

Is áis agus pribhléid é úsáid an idirlín sa scoil. Mar sin, sa chás nach gcoítear leis an bPUI bainfear an pribhléid sin agus gearrfar smachtbhannaí mar atá leagtha amach sa pholasaí.

Aon fhostaí de chuid an Bhoird Bhainistíochta/mic léinn ó na coláistí oiliúna/oibrí deonach srl a sháraíonn an PUI, déileáilfear leo le cur chuige smachtbhannaí an Bhoird Bhainistíochta agus/nó cur chuige chosaint leanaí.

## Stráitéisí

Cuirfidh an scoil stráitéisí i bhfeidhm chun deiseanna foghlama a uasmhéadú agus aon bhaoil a bhaineann leis an idirlín a íoslaghdú.

Seo a leanas na stráitéisí sin:

## Bulaíocht ar-líne

Samplaí de bhulaíocht ar líne is iad, ciapadh, bladhmadh, aithrísíú, imirt cleasanna, ag déanamh eisiaimh ar dhuine, cibear-stalcaireacht nó eolas pearsanta faoi dhuine a scaipeadh. Ní ghlacfar lena leithéad d'iompar i nGaelscoil Bhrian Bóroimhe. Moltar an méid seo a leanas:

- Ní sheolfaidh daltaí teachtaireachtaí nó ní dhéanfaidh siad ráiteas ná pictiúr a phostáil ar-líne atá sé mar aidhm aige duine a scanrú, a ghortú nó a imeaglú. Sa chas go nglacfaidh dalta páirt in iompar ar-líne atá mar aidhm aige duine a dhíobháil, gearrfar pionós smachta trom air/uirthí agus bainfear pribhléidí idirlín.
- I gcásanna áirithe is coireacht í cibear-bhulaíocht.
- Bí aireach go bhfuil monatóireacht a dhéanamh ar do ghníomhaíochtaí.
- Cé nach ionann eachtra amháin agus bulaíocht de ghnáth, aon eachtra aonair, mar shampla, téacs nimhneach do ghrúpa nó postáil ar-líne de ghrianghraf a d'fhéadfadh duine a ghortú, is ionann a leithéad agus bulaíocht. Is faoi gach dalta atá sé é seo a thuiscint.

- Tabharfaidh an scoil tacaíocht do dhaltaí, tuismitheoirí agus múinteoirí déileáil le heachtraí cibear-bhulaíochta.
- Ba cheart go moltar do pháistí aon eachtra a d'fhéadfadh a bheith mar shampla de chibear-bhulaíocht a phlé lena tuismitheoirí nó le múinteoir.

### **Ar Scoil**

Níl cead ag páistí fón póca a bheith ar siúl acu sa scoil. Má's gá do pháiste fón póca a bheith acu, caithfear é a choimead sa mhála scoile agus múchta le linn an lá scoile. Ní ceadaítear fón póca ar thurasanna scoile nó ag imeachtaí scoile eile, ar nós ceolchoirmeacha.

Déanfar maoirseacht ar pháistí agus iad ag úsáid an idirlín ar scoil.

Bainfear úsáid as scagathóirí chun íoslaghú a dhéanamh ar an mbaol go bhfeicfeadh páistí rudaí mí-oiriúnacha ar an idirlíon. Sa chás go bhfeiceann páiste rud mí-oiriúnach ar an idirlíon ar scoil, aineoinn an scagadh, déanfar an tuismitheoir a chur ar an eolas agus déanfar teagmháil leis an PDST chun iad a chur ar an eolas faoi.

Tabharfar ainm úsáideora agus pasfhocal do gach páiste ó Rang 3 suas ionas gur féidir leo obair a shábháil i bhfillteán príobháideach. Is féidir le múinteoirí na fillteáin seo a fheiceáil.

Tabharfar ainm úsáideora agus pasfhocal Google do gach páiste ó Rang 3 suas ionas gur féidir leo loggáil isteach ar leabhair Chrome agus ar Google sa bhaile agus ar scoil. Tá an duine le post freagrachta sa teicneolaíocht in ann cead a thabhairt nó a bhaint dul ar shuíomhanna faoi leith mar a oireann sé don aois ghrúpa.

Ní bheidh cead ag páistí úsáid a bhaint as ríomhaire an mhúinteora mar gheall ar chosaint sonraí.

Déanfaidh an scoil monatóireacht ar úsáid an idirlín go rialta.

Cuirtear traenáil ar shábháilteacht idirlín ar fáil do mhúinteoirí agus do pháistí.

Úsáidtear bogearra frithvíreas (ESET) ar na ríomhairí.

Caithfear cead a fháil chun úsáid a bhaint as Dlúthdhioscaí, DVDanna nó eochar USB. Caithfear aon cheann dóibh siúd a **scannáil le bogearra frithvíreas roimh iad a úsáid.**

Léireoidh páistí béasaíocht ar líne i gcónaí agus ní ghlacfaidh said páirt in aon ghníomhaíocht a tharraingíonn droch-cháil ar an scoil.

Níl cead bogábhar a uaslódáil nó íoslódáil gan cead a fháil ó mhúinteoir

### **Ar bhus scoile**

Moltar go láidir nach mbeadh cead ag páistí fón póca a úsáid ar bhus scoile.

Níl aon chead ag páistí pictiúr ná físeán d'aon pháiste eile a ghlacadh.

## **An t-Idirlíon**

Déanfaidh múinteoirí réimhleiriú ar aon suíomh idirlín roimh a úsáideann páistí é.

Úsáidfidh páistí an t-idirlíon do chúrsaí oideachais agus ar chúiseanna a bheartaíonn an mhúinteoir atá oiriúnach, mar shampla, i rith am órga.

Cuirfear traenáil faoi shábháilteacht idirlín ar fáil do pháistí Rang 3 suas agus dá dtuismitheoirí trí chomhlacht seachtrach gach dara bhliain ar a laghad.

Beidh múinteoirí agus páistí eolach ar chúrsaí chóipcheartúcháin.

Ní chuirfidh páistí aon eolas pearsanta ar an idirlíon *riamh*.

Ba cheart go mbeadh úsáideoirí don idirlín i nGaelscoil Bhrian Bóroimhe ar an eolas gur féidir monatóireacht a dhéanamh ar aon úsáid idirlín sa scoil.

Ní úsáidfidh páistí nó daoine fásta (idir baill foirne agus aon duine eile a thagann isteach sa scoil) suíomhanna gréasáin atá graosta, neamhdhleathach, a spreagann fuath nó atá mí-oiriúnach ar aon chúis.

Sa chás go bhfeicfeadh páiste rud ar an idirlíon faoina mthaíonn sé/sí mí-chompórdach ba cheart don pháiste é a rá leis an múinteoir. Sa chás sin, déanfar gach iarracht an páiste a chuir ar a shuaimhneas agus cuirfear tuismitheoirí ar an eolas. Má's gá, cuirfear cosc ar an URL sin.

Moltar imagebank.ie photosforclass.com kiddle, duckduckgo agus instagrok mar shuíomhanna ar a féidir cuartú a dhéanamh go sabhálte in áit google.

## **Ríomhphost**

I ranganna 3-6 beidh próifíl Google ag gach páiste le seoladh ríomhphost @gsbb.ie. Beidh sé in úsáid d'obair scoile, obair bhaile agus obair thionscnaimh amháin.

Ní sheolfaidh nó ní ghlacfaidh páistí le haon ábhar atá graosta, neamhdhleathach, clúmhillteach nó atá mar aidhm aige duine a ghortú.

Ní chuirfidh páistí eolas pearsanta ar nós seoladh nó uimhir fón ar an idirlíon, bíodh an t-eolas bainteach leo féin nó le duine eile.

Ní eagróidh páistí buaileadh le duine lena chas siad ar an idirlíon *riamh*.

Is le cead an mhúinteora amháin go seolfaidh agus go nglacfaidh páistí le ceangaltáin i ríomhphostanna.

## **Comhrá ar líne**

I gcásanna faoi leith iarrfar ar dhaltai comhoibriú lena chéile ar obair thionscnaimh. Mar sin, d'fhéadfadh go mbeidh gá le roinnt comhrá ar líne, mar shampla ag fágáil nótaí ar dhoiciméid roinnte.

Trí aip Seesaw nó trí phróifíl Google scoile, uaireanta déanfaidh an múinteoir teagmháil le páistí ar mhaithe le hobair scoile a roinnt, aischothú a thabhairt nó míniú a thabhairt.

Ní bheidh cead ag páistí úsáid a bhaint as fóraim chomhrá seachas sa chás gur fóram dúnta é atá ceadaithe ag an múinteoir. Úsáidfear cómhrá leictreonach do chúrsaí oideachais amháin agus déanfar maoirseacht air i gcónaí.

Úsáidfear ainm úsáideora le próbháideachas a chosaint.

Níl cead ag páistí úsáid a bhaint as fóraim idirlín nó as cluichí idirlín ina bhfuil fóram.

### **Úsáid an idirlín sa bhaile**

Iarraimid go spreagadh tuismitheoirí úsáid sábháilte den idirlíon lasmuigh den scoil agus monatóireacht a dhéanamh ar úsáid idirlín a bpáistí

Moltar dea-chleachtais ar nós úsáid scagathóirí agus am-chríoch d'úsáid an idirlín.

Ba chóir go n-úsáidfí páistí an t-idirlíon in áiteanna sa teach gur féidir maoirseacht a dhéanamh orthu go héasca. Ba chóir do thuisfí cosc a chur ar a bpáistí uirlisí le féidireacht ceangail leis an idirlíon a thabhairt isteach sa seomra codlata.

Moltar go láidir go bhfuil gach cead úsáid idirlín tugtha do pháistí ar an gcoinníoll go roinntear gach pasfhocal le tuismitheoirí.

Níl cead ag páistí GSBB grúpaí ranga/scoile a chruthú ná páirt a ghlacadh iontu ar na meáin shóisialta.

### **Cead**

Níl aon chead ag tuismitheoirí ná ag páistí aon íomhá ná fis d'ócáidí scoile ar nós ceolchoirmeacha, drámaí nó ócáidí spóirt a roinnt ar na meáin shóisialta.

Tá cead ag an scoil griangraif de ghrúpaí de thriúr pháiste scoile nó níos mó a fhoilsiú ar shuíomh na scoile nó ar chuntais Twitter na scoil ([@GSBB\\_Sord](#)), seachas sa chás go mbaíneann tuismitheoir nó páiste an chead seo.

### **Suíomh na scoile**

Le cead an tuismitheora is féidir deis a thabhairt do pháistí samplaí d'obair a chur ar-líne.

Tabharfaidh an múinteoir ranga faoi aon sampla d'obair na bpáistí a chur ar-líne. Is i gomhthéacs oideachasúil a chuirfear aon obair a dhéanann páistí ar-líne agus ní bheidh cead an obair a chóipeáil.

Ní chuirfear pictiúir, fis nó taifead **d'aon pháiste aonar** ar an suíomh scoile. Ní chuirfear ainm pháiste l'aon phictiúr, nó pictiúr ina bhfuil ainm an pháiste le feiceáil ar lipéad ar líne. Cuirfear béim ar ghníomhaíochtaí ghrúpa le cead an tuismitheora mar atá leagtha amach i bhfoirm cheada na scoile.

Is leis na daltaí an chóipcheart d'aon obair a fhoilsítear.

## Reachtaíocht

Ba cheart go mbeadh úsáideoraí idirlín ar an eolas faoi reachtaíocht atá bainteach leis an idirlíon. Tá seoltaí suíomhanna thíos.

\*nóta – gach leasú ar na dlíthe thíos ar fáil ar suíomh ‘consolidated law acts website’

- Data Protection (Amendment) Act 2003 (as amended) (as amended) <http://justice.ie>
- Child Trafficking and Pornography Act 1998 - <http://www.irishstatutebook.ie>
- Interception Act 1993 (as amended) - <http://www.acts.ie>
- Video Recordings Act 1989(as amended) - <http://www.irishstatutebook.ie>
- The Data Protection Act 1988(as amended) - <http://www.irishstatutebook.ie>

## Struchtúir tacaíochta

Tá liosta suíomhanna a thugann comhairle maidir le sábháilteacht ar-líne thíos

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

Mar aon le sin, tá na treoirleabhair seo a leanas sa scoil.

Be Wise on the Net ...Information and Advice for Schools NCTE

Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

## Smachtbhannaí

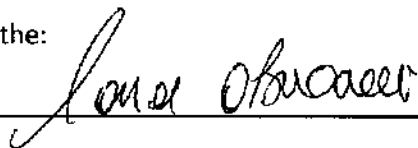
D'fhéadfadh mí-úsáid an idirlín smachtbhannaí a chúisiú faoi chód iompair na scoile agus/nó polasaí frith-bhulaíocht na scoile agus/nó polasaí chosaint leanaí na scoile. San áireamh sa chód iompar tá rabhadh scríofa, tuismitheoirí a chuir ar an eolas, pribhléidí a bhaint agus i gcásanna an-dáiríre, fionraí nó díbirt. Freisin i gcásanna dáiríre d'fhéadfaí go mbeadh an Garda Síochána agus/nó TUSLA crtha ar an eolas.

\*Féach ar chód iompar/ polasaí frith-bhulaíochta/ treoirlínte náisiúnta do chosaint leanaí .

Tá sé de cheart ag an scoil aon ghníomh mí-dhleathúil a fhógairt do na gardaí.

Déanfar athbhreithniú ar an bpolasaí seo sa scoilbhliain 24/25.

Sínithe:



Cathaoirleach

Dáta: 13<sup>ú</sup> / 9 / 22

# **Internet Acceptable Use Policy – Gaelscoil Bhrian Bóroimhe**

## **Introduction**

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Gaelscoil Bhrian Bóroimhe is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy (AUP) will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in Gaelscoil Bhrian Bóroimhe. The AUP will be revised regularly.

## **Aims**

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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.

Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

## **Strategies**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

## **Cyber-Bullying**

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in Gaelscoil Bhrian Bóroimhe. We advise the following:

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that your activities are monitored and retained
- Although one incident of aggravation is not usually understood as bullying, an act such as a hurtful group text or the posting of a photograph online that could cause offence can be

defined as bullying and will be treated as such. It is the responsibility of every student to understand this.

- The school will support students, teachers and parents in dealing with cyberbullying.
- Children should be encouraged to talk to a parent or teacher if concerned about any incident that might constitute cyber-bullying.

### **In school**

Children are not allowed to have mobile phones switched on in school. If a child requires a mobile phone it must remain switched off and stored in the school bag during the school day. Phones are not permitted on school tours or during other school events such as concerts.

Internet sessions will always be supervised.

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material. In the event that a child see something inappropriate on the internet in school, despite the filtering, their parent(s) will be informed and the PDST will be contacted to inform them.

Students from third class upwards are provided with personal logins and personal e-folders in which their work can be saved. Teachers can access and monitor these folders.

Children in 3<sup>rd</sup> class and above will be provided with Google logins so they can use Chromebooks as well as using Google at home and in school. The person with responsibility for technology in the school can enable or disable access to specific websites as appropriate for the age of the class.

Students will not have access to passwords for teaching computers as these have different filtering software.

The school will monitor Internet usage.

Students and teachers are provided with training in the area of Internet safety.

Virus protection (ESET) software is used and updated on a regular basis.

The use of personal, pen drives, CD-ROMs or DVDs in school requires permission and all external software **must be scanned with anti-virus software** before use.

Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

Uploading and downloading of non-approved software will not be permitted.

### **On the School Bus**

It is strongly recommended that children not be permitted to use phones on school buses.

Children have no permission to photograph or video other students.

## **Internet**

Students n Rang 3 and above will be provided with Google accounts with the handle @gsbb.ie. It should only be used for school work, homework and project work.

Sites that the children use in school will be previewed by their teacher before use.

Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher -e.g as a reward or for golden time etc.

Teachers and students will be familiar with copyright issues relating to online learning.

Students will *never* disclose or publicise personal information.

All Internet users in Gaelscoil Bhrian Bóroimhe should be aware that any school usage, including distributing or receiving information, school-related or personal, may be monitored.

Students and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, if necessary, the offending URL will be blocked.

Websites such as; imagebank.ie photosforclass.com kiddle, duckduckgo and instagrok are advised as safe search engines that offer an alternative to google.

## **Email**

In senior classes(Rang 5&6) e-mail may be used to send homework or for collaboration on project work. It will operated under the following conditions: Email account is created by parent, password is known by parent & parent and child have signed a contract to state that the use of this account is for schoolwork only.

Students will not send or receive by any means any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.

Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures

Students will never arrange a 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.

## **Online communication/ discussion**

Students may be asked to cooperate on project work from time to time. Therefore there may be some requirement to communicate online, for example when leaving notes on a shared document.

Teachers may occasionally contact children online through the Seesaw app or school Google profile in order to share schoolwork, give feedback or clarify work.



Students will only have access to closed discussion forums or other electronic communication forums that have been approved by the school.

Username will be used to avoid disclosure of identity.

Students are not permitted to use open chat forums or chat functions within online games under any circumstances.

### **Internet usage at home**

We ask that parents encourage safe internet usage outside of the school grounds and monitor their children's online activity.

Good practice such as cut-off times for internet usage and appropriate filtering are **strongly advised**.

Internet usage should be confined to places in the home that are easily supervised. Devices that have internet connectivity should be kept from bedrooms at all times.

Parents are advised that granting your child permission to use the internet or apps should be on condition that all access passwords are shared with parents.

Children are not permitted to create or take part in any social media groups that are in any way class or school related.

### **Consent**

Neither parents or children are consented to share images or videos of any school events such as concerts, dramas or sporting occasion on any social media platforms.

The school may post images of children in groups of 3 or more on the school website and on the school's Twitter account ([@GSBB\\_Sord](#)), unless a parent or child withdraws this consent.

### **School Website**

Pupils may be given the opportunity to publish projects, artwork and school work on the World Wide Web with parental permission.

The publication of student work will be co-ordinated by a teacher.

Digital photographs, audio or video clips of *individual* students will not be published on the school website. Pictures that are published on the website will not include any child's name or any child wearing a name tag. Instead, photographs, audio and video clips will focus on group activities and these will be published with permission using the school's standard permission form.

Personal pupil information including name, home address and contact details will be omitted from school web pages.

Pupils will continue to own the copyright on any work published.

## Legislation

Internet users should be made aware of legislation relating to use of the Internet. Links have been provided below:

\*note – latest amendments to legislation listed below are available at consolidated law acts website

- Data Protection Act 2003 (as amended) (as amended) <http://justice.ie>
- Child Trafficking and Pornography Act 1998 - <http://www.irishstatutebook.ie>
- Interception Act 1993 (as amended) - <http://www.acts.ie>
- Video Recordings Act 1989(as amended) - <http://www.irishstatutebook.ie>
- The Data Protection Act 1988(as amended) - <http://www.irishstatutebook.ie>

## Support Structures

Websites offering support and advice in the area of Internet Safety are listed below.

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in school:

Be Wise on the Net ...Information and Advice for Schools NCTE

Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

## Sanctions

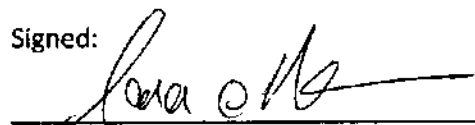
Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Further, in extreme cases there may be a requirement to contact an Garda Síochána and/or TUSLA.

\*Please Refer to School's Code of Conduct/Anti Bullying Policy/ and national child protection guidelines

The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy will be reviewed in the school year 24/25.

Signed:



Chairperson

Date:

13<sup>th</sup> / 9 / 2012