



Polasaí Úsáide Inghlactha

Maidir le: Foirm Cheada Idirlín

Mar chuid de chlár oideachais na scoile tairgimid rochtain faoi mhaoirsiú do dhaltai ar an Idirlín. Tabharfaidh sé seo rochtain ar go leor acmhainní oideachais ar-líne do dhaltai agus creidimid go gcuirfidh sé seo go mór le taithí fhoghlama na ndaltai.

Mar sin féin, caithfidh an t-úsáideoir agus an scoil a bheith freagrach i rochtain agus in úsáid an Idirlín. Cuirtear síos ar na freagrachtaí seo i mBeartas Úsáide Inghlactha na scoile (faoi iamh). Tá sé tábhachtach go léitear an cháipéis seo go cúramach, go síneoidh tuismitheoir nó caomhnóir í agus go seoltar ar ais chuig an scoil í.

Cé go ndéanann an scoil na bearta cearta chun úsáid shábháilte an Idirlín a chur chun cinn, tá a fhios aici gur féidir le daltaí rochtain trí thimpiste nó d'aon turas a fháil ar ábhar míchuí nó ábhar conspóideach.

Tá meas ag an scoil ar cheart an teaghlaigh a chinneadh cead a thabhairt dá leanaí rochtain a fháil ar an Idirlín mar a shonraítear i mBeartas Úsáide Inghlactha na scoile nó gan cead a thabhairt.

I ndiaidh na téarmaí i mBeartas Úsáide Inghlactha na scoile a léamh, b'fhéidir go mbeifeá ag iarraidh smaoineamh ar úsáid an idirlín sa bhaile, agus féachaint chuige má tá aon bhealach gur féidir leat é a dhéanamh níos sábháilte do theaghlach féin. Beimid sásta tacú leat le heolas breise má tá sé ag teastáil uait.

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows pupils access to a large array of online educational resources that we believe can greatly enhance pupils' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (below). It is important that this enclosed document is read carefully, the form signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that pupils may accidentally or deliberately access inappropriate or objectionable material.



The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family. We would be happy to support you with additional information if you so wish.

Le deá-mhéin

Athbhreithniú agus faomhadh déanta ar an bPolasaí seo (Dáta)

Policy reviewed and approved on (date)

Réamhrá

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

Tá sé i gceist go ndéanfar athbhreithniú rialta ar an bPUI ach tuigtear go bhfuil glactha ag tuismitheoirí leis an PUI seo do shaol bunscoile an pháiste, mura dtagann athrú ar an bpolasaí. i.e. Ní shíneofar gach bliain é. Sula síneofar é ba chóir an PUI a léamh go cúramach lena léiriú go dtuigtear agus go nglactar le coinníollacha na húsáide.

Straitéis na Scoile

Sa lá atá inniu ann tá sábháilteacht na hidirlín lán chomh tábhachtach le sábháilteacht bhóthair. 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 mhíniú agus a laghdú. Is iad na straitéisí na cinn seo a leanas:

Go Ginearálta

- Beidh múinteoir i gcónaí ag maoirsiú seisiúin Idirlín.
- Bainfear leas as bogearraí scagtha agus/nó as córais chomhionann (riaraithe ag an NCTE) chun an riosca a bhaineann le nochtadh d'ábhar míchuí a laghdú. Déanfaidh an scoil monatóireacht rialta ar úsáid idirlín na ndaltaí.
- Cuirfear oiliúint ar fáil do dhaltaí agus do mhúinteoirí maidir le sábháilteacht Idirlín.



Gaelscoil Fathleann

Uimhir Rolla 19941 I

An Pháirc, Cill Airne, Co Chiarraí. V93 WP62

Guthán: 064 6634930 Ríomhphost: oifig@gsfathleann.ie



- Eagrófar ócáidí eolais ar shábháiltecaht idirlín do thuismitheoirí
- Bíonn nascanna ar shuíomh na scoile do leathnaigh mhaithe a bhaineann le sabháiltecaht idirlín
- Glacann an scoil páirt i *Lá na Sábháilteachta 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 cipín eolais pearsanta a úsáid sa scoil.
- Cleachtóidh na daltaí dea-bhéasaíocht idirlín ag gach tráth agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil.
- Seachas cásanna eisceachtúla, tá cosc iomlán ar ghutháin póca i seilbh na bpáistí ar láthair na scoile ná ag aon imeachtaí scoile lasmuigh de láthair na scoile. **FÉACH POLASAÍ NA nGUTHÁN**

An Gréasán Domhanda

- Ní rachaidh mic léinn ar an idirlíon gan chead ón múinteoir.
- Ní rachaidh mic léinn chuig láithreáin idirlín ar a mbeidh ábhair ghraostacha, mhídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile.
- Is chuig críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon.
- Beidh eolas ag daltaí ar cheistanna cóipchearta a bhaineann le foghlaim ar líne.
- Ní dhéanfaidh daltaí nochtadh nó foilsíú ar a gcuid eolais phearsanta ar líne.
- Beidh a fhios ag daltaí go bhféadfadh aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, cíbe obair scoile nó nithe pearsanta a bheith faoi mhonatóireacht ó thaobh ghníomhaíocht, neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.

Ríomhphost

- Ní hiondúil go mbíonn ríomhphost in úsáid ach má tá, úsáidfí daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó le cead an mhúinteora.
- Ní sheolfadh agus ní bhfaighidh daltaí aon ábhar a bheidh mídhleathach, graostach ná míchuíteach nó a bhfuil sé i gceist leis cur as do dhuine eile nó imeaglú a dhéanamh air.
- Ní fhoilseoidh daltaí a sonraí pearsanta féin ná sonraí daoine eile, nithe mar sheoltaí nó uimhreacha fóin nó pictiúir.
- Ní shocróidh daltaí cruinniú casadh go fisiciúil le haon duine.
- Tabharfaidh daltaí ar aird gur faoi réir chead óna múinteoir a fhéadfaidh daltaí aguisíní le ríomhphost a fháil agus a sheoladh.



Microsoft Teams

Is seirbhís ghréasáin é Microsoft Teams agus is é an aidhm atá aige ná cruthú, scaipeadh agus grádú na hoibre ar bhealach gan pháipéar. An phríomhaidhm atá ag *Microsoft Teams* ná an próiseas chun cóid a roinnt idir múinteoirí agus daltaí a éascú. Ligeann *Microsoft Teams* don mhúinteoir obair a leagan amach don rang ar scoil agus sa bhaile le linn na foghlama sa bhaile.

Caithfidh pasfhocal agus sonraí logála isteach a chuirtear chuig seoladh ríomhphoist a dtuismitheora ag tús gach scoilbhliain a bheith ag na páistí. Tá *Microsoft Teams* á riaradh ar fhearann idirlín ar le Gaelscoil Faithleann é agus is d'úsáid oideachasúil amháin é agus níl sé oscailte don phobal. Is córas néal-bhunaithe sábháilte "féinchiomsitheach" agus baineann sé lenár bhfearann amháin.

Ní bhailítear eolas pearsanta na bpáistí do chúiseanna tráchtála. Rialaíonn Polasaí Úsáidte Inghlactha Gaelscoil Faithleann úsáid Microsoft Teams. Tá daltaí freagrach as a n-iompar féin an t-am ar fad agus iad ar *Microsoft Teams*, díreach mar atá siad agus iad ag úsáid aon acmhainní teicneolaíochta sa scoil. Forchoimeádann na daltaí cearta maoine intleachtúla ar aon obair a chruthaíonn siad agus a stóráilann siad ar Microsoft Teams. Ní dhíolfaidh Microsoft aon sonraí le tríú páirtí agus ní roinnfidh siad eolas le tríú páirtí ar bith ach amháin má tá ceanglas dlí orthu é a dhéanamh. Is faoi bhainistíocht na scoile é an úsáid a tharraingt siar láithreach má shíltear gur baineadh úsáid mhí-oiriúnach as nó má sháraítear polasaí scoile ar bith eile.

Chun tuilleadh eolais a fháil faoi Microsoft Teams, téigh chuig

<https://www.microsoft.com/en-gb/education/products/teams>

Ríthábhachtach go dtuigtear gur leis an scoil iad aon ghrianghraf nó aon fhíseán atá déanta ag páiste nó ag Múinteoir, gur do chuspóirí oideachais amháin iad agus nach bhfuil ceadaithe aon rud a roinnt lasmuigh den chóras *Microsoft Teams*

Comhrá Idirlín

- Ní bheidh rochtain ag daltaí ar sheomraí comhrá, ar fhoraim chomhrá ná ar fhoraim leitreonacha cumarsáide eile ach de réir mar a bheidh ceadaithe ag an scoil.
- Ní bheidh rochtain ag daltaí ar sheomraí comhrá, ar fhórais chomhrá ná ar fhoraim leitreonacha cumarsáide eile ach amháin do chríocha oideachais agus beidh sé sin faoi mhaoirseacht ag gach tráth.
- Bainfear úsáid as ainmneacha úsáideoirí chun fíorcheannacht a cheilt.
- Beidh cosc iomlán ar chruinniú duine le duine trí chruinniú a bheidh eagraithe via comhrá Idirlín.



iPadanna

I gcaitheamh na bliana, **seans go mbeidh** do pháiste ag obair ar aipeanna ar nós ach ní teoranta go;

- Microsoft Teams
- Duolingo
- Kahoot
- Scratch Coding
- BeeBot

Mar chuid den obair seo seans go mbeidh taifeadadh ar siúl ar na guthanna agus d'fhéadfaí go mbeidh físeáin á dtógáil de na páistí i mbun na hoibre. D'fhéadfaí go mbeadh grianghraif, bileoga oibre agus pictiúir na bpáistí á roinnt. Ar ndóigh, cloífidh gach cuid den obair seo leis na RGCS.

Gréasán Scoile/Instagram

- Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Domhanda.
- Déanfaidh múinteoir comhordú ar fhoilsiú obair na ndaltaí.
- Foilseofar obair dhaltaí i gcomhthéacs oideachais ar leathanaigh Ghreasáin le fógra cóipchirt a choscfaidh cóipeáil obair den sort sin gach cead sonrach i scríbhinn.
- Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltaí aonair ar an ngréasán scoile ach amháin más sraith de phictiúir aonarach atá i gceist gan ainm. Díreoidh grianghraif agus clipeanna éisteachta agus físe ar gníomhaíochtaí grúpaí.
- D'fhéadfadh clipeanna físe cosaint pasfhocal a bheith ag dul leo.
- Ní fhoilseofar ainm, seoladh baile, sonraí teagmhála nó aon eolas pearsanta eile a bhaineann leis an dalta.
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair fhoilseofar.

Cibearthromaíocht

Tagraíonn cibearthromaíocht do thromaíocht a dhéantar trí úsáid a bhaint as an idirlíon, as guthán póca, nó as gléasanna teicneolaíochta eile. Is mó cineál cibearthromaíochta atá ann:

- Téacsanna
- Ríomhphoist, grianghrafanna nó míreanna físe gránna, suaracha, bagracha a sheoladh chuig duine • Glaonna gutháin tostacha
- Tuairimí nó pictiúir ghránna a chlárú ar líne, ar chlár theachtaireachta, ar shuímh idirlín nó ar sheomraí comhrá



- Duine ag ligean air gur duine éigin eile é agus a deireann nithe gránna nimhneacha i seomra comhrá nó ar chlár teachtaireachta nó i dtéacs
- Teachta a fháil ar chuntais dhuine eile d'fhonn é a chrá agus a chiapadh
- Mí-úsáid a bhaint as aon mheán/ ghléas teicneolaíochta eile.

Tuairisciú

Sa chás go dtagann aon pháiste ar ábhar mí-oirúnach nó aon sampla de sharú na rialacha seo thuas, ba cheart dóibh na céimeanna seo thíos a leanúint:

1. Múchfaidh an páiste an scáileán *láithreach*
2. Inseoidh siad don mhúinteoir *láithreach*
3. Inseoidh an Múinteoir don phríomhoide nó don mhúinteoir le freagracht as na ríomhairí *láithreach*
4. Rachaidh an Príomhoide nó an Múinteoir le freagracht as na ríomhairí i dteagmháil le tuismitheoirí an pháiste *láithreach*

Dá bhrí go bhfuil an P.U.I sínithe ag na tuismitheoirí agus ag na daltaí uile, tuigtear dóibh, mar aon le haon chás tromaíochta, go dtógann an Scoil na bagairtí cibearthromaíochta seo an-dáiríre ar fad agus déanfar pé ní is cuí agus is gá chun iad a chosc.

Is gcás cibearthromaíochta, leanfaidh an scoil an polasaí friththromaíochta. Tugtar faoi deara go bhféachtar ar aon eachtra amháin ar-líne mar bhulaíocht agus **ní gá** go mbeadh *iompar diúltach neamhiarrtha, bíodh sé i bhfoirm iompar briathartha, síceolaíoch nó fisiciúil, a dhéanann duine aonair nó grúpa in aghaidh duine nó daoine eile, agus a dhéantar arís agus arís eile*¹. Bainfidh an scoil úsáid as an bPolasaí Friththromaíochta chun déileáil le daltaí a dhéanann cibearthromaíocht (nó aon saghas tromaíochta eile) ar dhaltaí eile roimh nó i gcaitheamh nó tar éis am scoile (má chuireann sé sin isteach ar shaol na scoile - féach *An Cód Iompair*).

Reachtaíocht

Ar shuíomh gréasáin na scoile, soláthróidh an scoil eolas ar an reachtaíocht seo a leanas maidir le húsáid an idirlín agus ar chóir do dhaltaí, do mhúinteoirí agus do thuismitheoirí dul i dtaithí uirthi. Beidh sé seo le fáil ar shuíomh na scoile;

- An Bille um Gháinneáil ar leanaí agus Pornagrafaíocht Leanaí 1998
- An tAcht Tascartha 1993
- An tAcht um Fhístaifeadtaí, 1989
- An tAcht um Chosaint Sonraí 1988 agus 2003 **Struchtúir Thacaíochta**

Trí shuíomh na scoile agus tríd an nuachtlitir, cuirfidh an scoil eolas ar fáil do dhaltaí agus do thuismitheoirí faoi phríomhstruchtúir agus eagraíochtaí tacaíochtaí a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhochrach an idirlín.

¹ Polasaí Frithbhulaíochta na Scoile



Smachtbhannaí

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

Comhairle do thuismitheoirí maidir le Sábháilteacht Idirlín

- Bí ar an eolas mar gheall ar an úsáid a bhaineann do pháiste as an idirlíon chun gur taithí dhearfach a bheidh ann duit féin agus do pháiste.
- Is ionann do leanbh ag úsáid an idirlín agus iad ag dul ar thuras go Sráid Uí Chonaill ina n-aonar. Bí ar an eolas maidir le cé leis atá siad agus cad atá á dhéanamh acu agus bí ar an eolas mar gheall ar dhainséir a d'fheadfadh a bheith ann. Ar líne, níl garda lasmuigh den GPO, níl daoine ar fáil le cabhair a chur ar fáil agus murab ionann is teagmháil le strainséir ar Shráid Uí Chonaill, níl bealach lena sheiceáil cé leis a bhfuil tú ag cumarsáid ar líne.
- Cuir aithne ar an idirlíon le chéile – tugann treoir tuismitheora buntáiste do pháiste ar-líne agus cothaíonn sé dearcadh dearfach i dtreo úsáid idirlín agus déanann sé níos fusa é taithí dhearfach agus dhiúltach a roinnt amach anseo.
- Aontaigh rialacha maidir le húsáid idirlín sa bhaile le do leanbh.
- Aontaigh straitéisí maidir le conas déileáil le heolas pearsanta – mol do do leanbh gan ainm, seoladh, ainm úsáideora, pasfhocal ná a ionad fisiciúil a thabhairt d'éinne. Seiceáil na socruithe atá déanta ag do pháiste maidir le príobháideacht agus maidir le heolas faoin áit ina bhfuil sé.
- Má tá do pháistí ag imirt cluichí ar-líne, mol dó ainm chleite a úsáid mar phasfhocal. Seiceáil cén cineál cluichí atá á imirt acu. Ní cóir go mbeadh páistí bunscoile ag imirt cluichí atá dírithe ar daoine ocht mbliana déag. Seiceáil na cluichí tú féin – suigh agus imir iad ina dteannta. Níl *Call of Duty Black Ops* agus *Grand Theft Auto* ná aon chluiche eile dírithe ar aois 15 ná 18 oiriúnach do pháistí bunscoile.
- Tá teachtaireachtaí ar-líne ina ngné de mhórán cluichí – bí ar an eolas maidir leis seo agus bíodh a fhios agat cé leis atá do pháiste ag cumarsáid.
- Pléigh le do pháiste conas é féin a iompar nuair atá se ag imirt cluichí, ag comhrá ar-líne agus ag seoladh teachtaireachtaí. Spreag do pháiste le bheith freagrach as an méid a scríobhann sé ar-líne. Spreag é le hadmháil nuair a rinne sé rud éigin mícheart. Táimid ar fad ag foghlaim faoi úsáid fhreagrach idirlín.
- Múin do pháiste gur féidir gach rud a scríobhtar ar-líne a leanúint go dtí seoladh IP a ghléas idirlín – is féidir gach teachtaireacht a leanúint. Má tá tú ag íoc an bille agus ag cur an ceangal idirlín ar fáil, is tusa atá freagrach go dleathach as aon rud a tharlaíonn ar líne nó ar an gcuntas sin. Tá sé seo rithábhachtach má tá páistí eile ag baint úsáide as do cheangal idirlín.
- Is é aois 13 atá molta le suíomhanna meán sóisialta ar nós *Viber*, *Whatsapp*, *Snapchat*, *Facebook*, *Instagram*, *Tik Tok*, *Twitter*, *Kik*, *Oovoo* etc. Níor cheart do pháistí bunscoile a bheith á n-úsáid.
- Bí aireach go mbíonn grúpaí gan ainm le haidhmeanna éagsúla laistiar de shuímh na meán sóisialta go minic – d'fheadfadh go mbeadh do pháiste i mbaol.
- Múin do pháiste nár cheart Skype, Facetime agus suíomhanna eile a bhfuil ceamara idirlín i gceist a úsáid ach le baill chlainne agus le cairde ar leith.
- Múin do pháiste go bhfuil tionchar fadtéarmach ag baint le postáil íomhá ar-líne – beidh an íomhá ann go deo – is féidir í a sheoladh ar aghaidh agus mí-úsáid a bhaint aisti. A luaithe is atá an íomhá dhigiteach ar líne, tá sé imithe ó do smacht. Ní scriostar grianghraf i ndiaidh cúpla soicind.



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- Bí aireach maidir le teacht gan teorainn a bheith ag do pháiste ar Youtube. D'fhéadfadh go mbeadh teacht aige ar mhórán ábhar mí-oiriúnach. Nuair a chuirtear 'dúshláin' dhainséaracha ar Youtube, spreagtar páistí le haithris a dhéanamh orthu.
- Bí ar an eolas maidir le híomhánna nó físeanna a chuireann do pháiste ar Youtube nó in áiteanna eile ar-líne – tá lucht féachana ollmhór ar-líne. D'fhéadfadh sé a bheith dáinséarach físe a dhéanamh díot féin agus í a chur ar líne.
- Aontaigh le do pháiste cad iad na cineálacha suíomh agus gníomhaíochtaí a bhfuil sibh sásta leo in bhuir theaghlach. Bí ar an eolas maidir leis na suíomh a úsáideann do pháiste, bíodh tuiscint agat ar conas a oibríonn siad. Níl aon dul as ach a bheith ar an eolas.
- Labhair mar gheall ar na dainséir a bhaineann le bualadh go fisiciúil le 'cairde' ar-líne, Múin do pháiste gan bualadh le héinne – strainséir ná éinne eile – gan do chead.
- Múin do pháiste conas eolas a scagadh agus conas a bheith criticiúil maidir le haon eolas a fhaightear ar-líne.
- Má fheiceann tú aon ábhar a shíleann tú a bheith mídhleathach ar líne – cuir na húdaráis chuí ar an eolas.
- Spreag do pháiste le meas a bheith aige ar dhaoine eile agus deireadh a chur le cibear-bhulaíocht. Spreag do pháiste le tuairisciú, blocáil agus insint má tá éinne ag déanamh bulaíochta orthu ar líne. Muin dóibh gan freagra ar ais a thabhairt. Coinnigh taifead de gach rud – coinnigh teachtaireachtaí téacs, coinnigh taifead de ghlaonna, d'íomhánna den scáileán agus de theachtairachtaí.
- Múin do leanbh a ghuthán a chosaint le pasfhocal agus spreag é leis an bpassfhocal a roinnt leatsa. Má chuirtear tús leis an nós seo ón uair atá an páiste óg, bíonn teacht agat ar shaol do linbh ar-líne. Déan íoslódáil ar inneall cuardaigh atá dírithe ar riachtanais leanaí chun scagadh a dhéanamh ar ábhar atá oiriúnach d'aois do pháiste.
- Lig do pháiste a thaispeáint duit cad a dhéanann sé ar-líne agus bí ar an eolas maidir le conas a úsáideann sé an t-idirlíon.
- Ná tabhair cead do pháiste gléas a bhfuil ceangal idirlín aige a bheith aige ina sheomra leapa. Ná lig dó an gléas a úsáid déanach san oíche ná ina aonar. Ba chóir go mbeadh cibé teacht a bheadh ag do pháiste ar an idirlíon ag tarlú i spás oscailte chun oscailteacht a chothú agus maoirsiú a éascú. Bíodh teorainn maidir leis an méid ama a chaitear ar-líne.
- Bain úsáid as bogearraí a dhéanann scagadh agus atá dírithe ar theorannú a dhéanamh ar an teacht atá ag páistí ar shuíomh ghréasáin.

N.B Má tá tú iomlán cailte maidir leis an idirlíon, le cluichí, leis na meáin shóisialta agus leis an teicneolaíocht i gcoitinne, bí oscailte agus faigh cabhair ón scoil nó ó chairde – táimid ar fad ag foghlaim! Suíomhanna ar a bhfuil eolas faoi shábháilteacht idirlín agus naisc úsáideacha:

www.webwise.ie www.internet.safetoday.ie www.digizen.org www.esafety.ie www.thinkuknow.co.uk

Introduction

The aim of this Acceptable Use Policy (AUP) 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 may be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that AUP will be reviewed regularly but it is understood that this AUP has been agreed by the parent for the school-life of their child unless the policy is altered. It will not be re-signed each year. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

At the present time, internet safety is as important as road safety. 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:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used (administered by the NCTE) in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Parents, pupils and teachers will be provided with training in the area of 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 USB sticks in school requires a teacher's permission.
- Pupils 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.

World Wide Web

Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will use the Internet for educational purposes only.

Pupils will be familiar with copyright issues relating to online learning.

Pupils will never disclose or publicise personal information.

Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- It is not usual for pupils to use an email account but if it is used, pupils will use approved class email accounts under supervision by or permission from a teacher.



- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Although email addresses are issued to children, this is purely to access the Google Classroom and each child's own individual address cannot be used for emailing to or from this address.

Microsoft Teams

Microsoft Teams for education is a communication app for schools that enhances collaboration and learning. It integrates everyone and everything in one place, and each student and teacher are provided with a valid email address. It has been developed for schools and it aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose of Microsoft Teams is to streamline the process of sharing files among teachers and between teachers and students. Microsoft Teams allows the teacher to set activities for the class to work on in school and at home during home learning.

Each student must have a password and login details which are sent to parent's email address at the beginning of each school year. Microsoft Teams runs on an Internet domain owned by Gaelcoil Faithleann and is intended for educational use only. It is NOT open to the public. It is a safe and secure "self-contained" cloud-based system that is unique to our domain.

No personal student information is collected for commercial purposes. Student use of Microsoft Teams is governed by Gaelcoil Faithleann's Acceptable Use Policy. Students are responsible for their own conduct at all times when using Microsoft Teams, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on Microsoft Teams. Microsoft Teams will not sell data to third parties nor will they share information in Teams with third parties except if required to do so by law.

Gaelcoil Faithleann maintains the right to immediately withdraw access and use of Microsoft Teams when there is reason to believe inappropriate use or breach of school policies have occurred.



For additional information about Microsoft Teams, please go to
<https://www.microsoft.com/en-gb/education/products/teams>

It is essential that it is understood that any photographs or videos done by children or teachers are the property of the school, are for educational purposes only and that it is not permitted to share anything outside of the Microsoft Teams system

Internet Chat

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used in such a way to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

iPads

During the year, your child **may** be working on iPads with apps like (but not limited to)

- Microsoft Teams
- Duolingo
- Kahoot
- Scratch Coding
- BeeBot

As part of this work, voices may be recorded and videos may be taken of your child at work. Photographs, worksheets and children's drawings may also be shared. Of course, all this work will adhere to GDPR.

School Website/Instagram

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website in a safe manner, as directed by their teacher
- The publication of pupil work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual pupils will not be published on the school website except in the case of a series of individual photos. Photographs, audio and video clips will focus on group activities.
- Video clips may be password protected.



- Names, home address, contact details or any other personal information to do with the pupil will never be published.
- Pupils will continue to own the copyright on any work published.

Cyberbullying

This refers to bullying carried out using the internet, mobile phone or other technological devices. Cyberbullying can take many forms;

- Texts
- Sending nasty, mean or threatening messages, emails, photos or video clips
- Silent phone calls
- Putting up nasty posts or pictures online on message boards, websites or chat rooms
- Pretending to be someone else in a chatroom, message board or text message and saying hurtful things
- Accessing someone's account to torment or harass them.
- Misuse of any other medium/technological device.

As the School A.U.P has been signed by all pupils and parents alike, let them understand that, as with any case of bullying, Gaelcoil Faithleann takes these cyberbullying threats very seriously and will take appropriate measures to prevent them. In a case of cyberbullying, the school will follow the Anti-Bullying Policy. Note that any one incident online may be treated as bullying and that it **is not necessary** that there be *unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time*.² The School will implement the Anti-Bullying Policy when dealing with pupils who have taken part in cyberbullying (or any type of bullying) on other pupils before, during or after school hours (If it impacts on school life).

Legislation

On the school website, the school will provide information on the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with. This will be provided from the school website.

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act

1988 and 2003 GDPR

Support Structures

Through the school website and the newsletter, the school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

² School Anti-Bullying Policy 2016-2017



Misuse of the internet could result in sanctions being imposed. Including withdrawal of access privileges and in serious cases, suspension or expulsion. The school reserves the right, and may have a duty at times, to report any illegal activity to the relevant authorities.

Advice for Parents on Internet Safety

- *Be informed about your child's internet use so that going online is a positive experience for you and your child.*
- *Treat your child going on the internet as you would them going on a trip to O'Connell Street on their own. Find out who they are spending time with, what they're doing and imagine what the potential hazards are. Online, there is no guard outside the GPO, there are no helpful bystanders and unlike being approached by a stranger in O'Connell Street, there is no way of telling exactly who you're communicating with online.*
- *Discover the internet together, **parental guidance** on internet use places your child at an advantage and develops a positive attitude to internet exploration and makes it easier to share positive and negative experiences in the future*
- *Agree with your child rules for internet use in your home*
- *Agree on how to treat personal information - encourage your child never to give out personal name, address, username, password or location. Check your child's privacy settings and location settings.*
- *When gaming online, encourage your child to use a nickname for their password. Check out the content of their games. Children in primary school should not be playing games that have an age rating of 18 years. Check out the games your children are playing, sit down and play with them. Call of Duty Black Ops and Grand Theft Auto or other 15, 18 age-rated games are deemed unsuitable for primary school children.*
- *Many games have an online messaging element, It is important to be aware of this and to know who your child is interacting with.*
- *Discuss how to behave towards others when gaming, chatting, e-mailing and messaging. Encourage your child to be responsible for what they post online. Encourage them to own up if they are wrong. We are all learning about responsible internet use.*
- *Teach your child that all comments posted online can be traced to the IP address of their internet device- nothing is anonymous. If you pay the bill or provide the Wi-Fi, you're legally responsible for anything that happens online on that account. This is crucially important if other children are using your Wi-Fi*
- *Social media sites like Viber, Whatsapp, Snapchat, Instagram, Tik Tok, Facebook, Twitter, Kik, Oovoo etc. have an age rating of 13. Primary school children should not to be using them.*
- *Be aware that some social media sites are set up by unknown groups with different agendas. Your child may be at risk.*
- *Teach your child that Skype, Facetime and other webcam sites are for family and close, selected friends.*
- *Teach your child that posting a photograph online has ramifications, the image is there forever, can be passed on and can be exploited. Once the digital image is online, it is out of your hands. A photograph doesn't disappear forever after a number of seconds.*
- *Be careful about allowing your child free access to Youtube. They can gain access to a lot of inappropriate material. Dangerous challenges that are put up on Youtube encourage children to copy them.*
- *Be aware that if your child has posted images or videos of themselves on Youtube or elsewhere online. The Internet has a vast audience. Making a video and posting it on Youtube may be dangerous.*
- *Agree on what types of sites and activities are acceptable in your family. Be involved with the sites your child is engaged with, know how they work. Not engaging is not an option.*
- *Talk about the risks associated with meeting online 'friends' in person. Teach your child not to meet anyone, stranger or otherwise, without your permission.*
- *Teach your child about **evaluating information** and being critically aware of information found online.*
- *Report online material you may consider **illegal** to the appropriate authorities.*



- Encourage **respect for others** and help stamp out cyber-bullying. Encourage your children to **REPORT, BLOCK and TELL** if they are being cyberbullied. **Do not retaliate**. Record everything- keep all text messages, keep a note of calls, screen shot images and messages.
- Teach your child to protect their phone with a password and encourage them to share the password with you. Starting this practice at a young age can help you gain access to your child's virtual world. Download a child-friendly search engine, e.g. ? to filter age appropriate material for your child.
- Let your children show you what they like to do online, be aware of **how** they are using the internet.
- Do not let your child have their internet device in their bedroom. Do not let them use it late at night or unsupervised. Internet use should be in a **common space** to encourage openness and to enable monitoring. There should be restrictions on time usage.
- Use **filtering software** designed to help parents limit the web-sites children can access.

N.B If you are completely unsure when it comes to the Internet, gaming, social media and general technology, be open, seek help from the school or friends - We are all learning!

Internet safety sites and links:

www.webwise.ie www.internet.safetysite.ie www.digizen.org www.esafety.ie www.thinkuknow.co.uk

Conradh sábháilteachta idirlín – rialacha i gcomhair úsáid fhreagrach idirlín.

Cabhróidh na rialacha seo linn tú a choimeád sábháilte agus cabhróidh siad linn a bheith cothrom le daoine eile. Léigh na rialacha seo go cúramach le do leanbh.

- **Na rudaí a dhéanfaidh mé**
- Úsáidfídh mé an ríomhaire ar scoil i gcomhair aidhmeanna scoile amháin. Beidh mé freagrach as mo chuid iompair agus mé ag úsáid an ríomhaire mar tuigim go bhfuil na rialacha seo ann chun mé a choimeád sábháilte.
- Beidh mé chomh measúil, freagrach ar líne is a bheinn nuair nach bhfuilim ar líne.
- Cuirfidh mé múinteoir ar an eolas má fheicim ábhar bagartha, mí-oiriúnach, nó díobhálach (pictiúir, teachtaireachtaí nó postálacha) ar-líne.
- Beidh mé aireach maidir le mo shábháilteacht féin agus sábháilteacht daoine eile a chosaint.
- Cabhróidh mé le cosaint shlándáil acmhainní na scoile.
- Ní osclóidh mé agus ní scriosfaidh mé ach mo chomhaid féin. Ní osclóidh mé comhaid daoine eile.
- Iarrfaidh mé cead an mhúinteora sula n-úsáidfídh mé an t-idirlíon.
- Ní sheolfaidh mé ach ríomhphoist a bhaineann le seoladh ríomhphoist na scoile agus le cead mo mhúinteora. Nuair a sheolfaidh mé ríomhphoist beidh siad béasach agus measúil.
- Ní osclóidh mé iataín ríomhphoist ach ó dhaoine a bhfuil aithne agam orthu nó a bhfuil cead agam ón múinteoir iad a oscailt.
- Beidh an polasaí céanna agam i gcás m'ainm úsáideora agus mo phasfhocal is a bheadh i gcás mo scuab fiacla – ní roinnfidh mé é ná ní úsáidfídh mé ceann duine eile.



- Tuairisceoidh mé aon damáiste a d'fhéadfadh a tharlú do threalamh nó do bhogearra a luaithé is a tharlaíonn sé, beag beann ar conas a tharla sé.
- **Na rudaí nach ndéanfaidh mé**
- Ní ghlacfaidh mé aon pháirt i gcaint dhiúltach faoi dhaoine eile, ní chuirfidh mé teachtaireachtaí diúltacha ar aghaidh, ní thabharfaidh mé aitheantas ('like') do chaint dhiúltach ná do ghrianghraif dhiúltacha de dhaoine sa phobal scoile.
- Ní ghlacfaidh mé páirt i mbulaíocht ar-líne, i gciapadh ná in iompar dímheasúil i dtreo éinne ar scoil ná lasmuigh den scoil.
- Ní shocróidh mé bualadh le héinne ar bhuaile mé leis/léi ar-líne.
- Ní bhainfidh mé úsáid as teanga ar-líne nach mbeadh inghlactha sa seomra ranga.
- Ní rachaidh mé ag cuardach, ag sábháil ná ag seoladh ar aghaidh d'aonghnó aon ábhar a d'fhéadfadh a bheith mí-oiriúnach ná maslach. Má fheicim aon rud mar seo trí thimpiste, múchfaidh mé an scáileán agus inseoidh mé do mhúinteoir/do thuismitheoir **láithreach** chun mé féin agus páistí eile a chosaint.
- Ní thabharfaidh mé m'ainm iomlán, mo sheoladh baile ná m'uimhir ghutháin d'éinne ar-líne ná ní thabharfaidh mé amach eolas daoine eile.
- Ní bheidh guthán, ceamara, gléas leictreonach, bogearra ná dlúthdhiosca i mo sheilbh ar scoil ná ní thabharfaidh mé liom ar thurais scoile iad.
- **Tuigim**
- Tuigim gur féidir leis an scoil mo chomhaid ríomhaireachta a sheiceáil, mar aon leis na suímh ghréasáin a dtugaim cuairt orthu agus gur féidir go ndéanfaí teagmháil le mo thuismitheoirí/mo chaomhnóirí má tá buairt maidir le mo shábháilteacht.
- Tuigim go bhfuil sé de cheart ag an scoil smachtbhannaí a chur i bhfeidhm, ag teacht le polasaithe eile na scoile, má tá baint agam le heachtraí ina bhfuil iompar mí-oiriúnach i gceist nuair nach bhfuilim ar scoil agus nuair atá mo bhallraíocht den phobal scoile i gceist (cuir i gcás, bulaíocht ar-líne, úsáid íomhánna nó eolais phearsanta).
- Tuigim, muna gcloím leis na rialacha a bhaineann le húsáid fhreagrach idirlín, go mbeidh pionós i gceist.
- Tuigim má leanaim treoracha an mhúinteora agus má tharlaíonn sé fós go bhfeicim ábhar mí-oiriúnach gur cheart dom an múinteoir a chur ar an eolas láithreach agus nach mbeidh pionós i gceist.

Internet Safety Contract- Rules for Responsible Internet Use

These rules will help to keep us safe and help us be fair to others. Please read through these rules carefully with your child.



- **I will**
- I will only use ICT in school for school purposes. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- I will alert a teacher if I see threatening/bullying, inappropriate or harmful content (including images, messages or posts) online.
- I will be cautious to protect the safety of myself of others.
- I will help to protect the security of the school's resources.
- I will only open/delete my own files. I will not access other people's files.
- I will ask the permission of the teacher before using the internet.
- I will only send e-mail messages using a class or school e-mail address with my teacher's approval. The messages I send will be polite and responsible.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will treat my username and password like my toothbrush – I will not share it nor will I use any other person's username or password.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- **I will not**
- I will not engage in making negative comments about others, forwarding comments or 'liking' negative comments or images of others in the school community.
- I will not engage in cyber-bullying, harassment, or disrespectful conduct towards others in school or out of school.
- I will not agree to meet in real life someone I meet online.
- I will not use language online that would be unacceptable in the classroom.
- I will not deliberately look for, save or send anything that could be inappropriate or offensive. If I accidentally find anything like this, I will close the screen and tell a teacher/parent **immediately** as this will protect other children and myself.
- I will not give my full name, my home address or telephone number nor those of any others online.
- I will not be in possession of a phone, camera, any other electronic device, software in school or take them on school trips.
- **I understand**
- I understand the school can check my computer files and the Internet sites I visit, and that my parent/guardian will be contacted if a member of staff is concerned about my safety.



Gaelcoil Faithleann

Uimhir Rolla 19941 I

An Pháirc, Cill Airne, Co Chiarraí. V93 WP62

Guthán: 064 6634930 Ríomhphost: oifig@gsfaithleann.ie



- I understand that the school also has the right to take action against me, in line with other school policies if I am involved in incidents of inappropriate behaviour when I am out of school and where they involve my membership of the school community (for example Cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with the Rules for Responsible Internet Use Agreement I will be subject to disciplinary action.
- I understand that if I follow all the teacher's instructions and still accidentally come across inappropriate material, I should alert the teacher as soon as possible and will not be punished.

Read with you child and complete Permission Slip on Aladdin to acknowledge full understanding and acceptance of the AUP

Please review the school Internet Acceptable Use Policy attached, also available on www.gaelcoilfaithleann.ie, (Polasaithe – Ríomhairí | Computers),

Name of Pupil: _____

Class: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____



Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites. I understand that if my child does come across inappropriate material by accident, (s)he has a duty to report this to the teacher. I understand also that I will be informed in the event of this happening. I understand my child will not be sanctioned if this happens accidentally but I understand also that this is unlikely to occur if the teacher's instructions are followed. In the event that the above does occur due to a failure to follow the teacher's instructions, I understand that my child may be subject to sanctions.

I accept the above paragraph ☐ I do not accept the
above paragraph ☐ (Please tick as appropriate)

In relation to the school website, after every reasonable precaution has been taken by the school or teacher, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand that, within the Acceptable User Policy, an image of my child may be a part of this. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website. I understand that it is my responsibility to inform the school if I change my mind about any of the above.

I accept the above paragraph ☐ I do not accept the
above paragraph ☐ (Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone: _____



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Léigh le do pháiste agus líon an Fhoirm Cheada ar *Aladdin* le thabhairt le fios go dtuigeann tú, agus go nglacann tu leis, an PUI seo

Féach le do thoil ar an bPolasaí Úsáide Inghlactha seo, le fáil freisin ar www.gaelscoilfaithleann.ie – (Polasaithe – Ríomhairí | *Computers*) sínigh agus cuir ar ais an fhoirm cheada seo chuig an Scoil.

Ainm an Dalta: _____

Rang: _____

Dalta

Comhaontaím Polasaí Úsáide Inghlactha na scoile a leanúint maidir le húsáid an Idirlín. Bainfidh mé úsáid as an Idirlíon ar bhealach freagrach agus comhlíonfaidh mé na rialacha ar fad a mhíneoidh an scoil dom.

Siniú: _____ Dáta: _____

Tuismitheoir/Caomhnóir

Mar thuismitheoir/caomhnóir dlíthiúil an dalta thuas tá an Polasaí Úsáide Inghlactha léite agam agus tugaim cead do mo mhac nó m'iníon rochtain a dhéanamh ar an Idirlíon. Tuigim go bhfuil rochtain Idirlín leagtha amach chun críocha oideachais. Tuigim freisin go bhfuil gach réamhchúram réasúnach glactha ag an scoil chun soláthar a dhéanamh do shábháilteacht ar líne ach ní féidir freagracht a bheith ar an scoil má dhéanann daltaí rochtain ar ghréasáin mhóiriúnacha. Tuigim go bhfuil sé de dhualgas ar mo pháiste an múinteoir a chur ar an eolas má thagann mo pháiste ar aon rud mí-oiriúnach trí thimpiste. Tuigim freisin go gcuirfear ar an eolas mé má tharlaíonn a leithéid de rud. Tuigim nach ngearrfar smachtbhannaí ar mo pháiste má tharlaíonn sé seo trí thimpiste ach tuigim freisin gur beag an seans go dtarlóidh sé seo má leantar treoracha an mhúinteora. Seo chás go dtarlaíonn a leithéid thuas toisc nár leanadh treoracha an mhúinteora, tuigim go bhféadfaí go ngearrfar smachtbhannaí ar mo pháiste.

Glacaim leis an alt thuas ☐ Ní
ghlacaim leis an alt thuas ☐ (*Cuir tic sa bhosca cuí*)



Gaelscoil Faothleann

Uimhir Rolla 19941 I

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Maidir le gréasán na scoile, tar éis don scoil nó don mhúinteoir gach réamhchúram réasúnta a thógáil le nach gcuirfear pictiúir míshásúla suas, tuigim, sa chás gur cuí leis an scoil, gur féidir obair scoile mo linbh a roghnú le cur ar ghréasán na scoile. Tuigim, gan an Polasaí Úsáide Inghlactha a shárú, go mb'fhéidir go mbeidh íomha de mo leanbh ann mar chuid de seo. Tuigim téarmaí an Pholasaí Úsáide Inghlactha agus glacaim leo maidir le hobair leanaí a fhoilsiú ar ghréasán na scoile. Tuigm gur fúmsa atá sé an scoil a chur ar an eolas má thagaim ar athrú intinne maidir le haon chuid den méid thuas.

Glacaim leis an alt thuas ☐ Ní
ghlacaim leis an alt thuas ☐ (*Cuir tic sa bhosca cuí*)

Síniú: _____

Dáta: _____

Seoladh: _____

Teil: _____