1. **Réamhráiteas** – *Introduction*

Is iad aidhmeanna an Pholasaí Úsáid Inghlactha seo ná:
The aims of this Acceptable Use Policy are :

- a chinntiú go bhfaighidh daltaí Gaelscoil Inse Chór buntáistí as na deiseanna foghlama, as acmhainní idirlíon na scoile ar bhealach sábháilte agus éifeachtach.

  To ensure that pupils in Gaelscoil Inse Chór will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.

- comhairle agus treoracha a thabhairt maidir le húsáid inghlactha don fhoghlaim, don mhúinteoireacht agus don chumarsáid atá in oiriúint do chomhphobal na scoile ina iomlán (daltaí, foireann, tuismitheoirí, cuairteoirí/cainteoirí)

  To give guidance and direction for the acceptable use of ICT for teaching, learning and communication as appropriate for amembers of the school community (pupils, staff, parents and visitors/speakers)

- Go bhféachtar arna háiseanna TFC agus rochtain ar an idirlíon mar acmhainní a thacaíonn leis an bhfoghlaim agus leis an múineadh agus go dtuigtear go bhfuil cearta agus freagrachtaí ag an gcomhphobal scoile an acmhainn seo a úsáid i gceart.

  That provision of ICT resources and access to the Internet supports teaching and learning with rights and responsibilities for all users.

Chuir an coiste TFC an polasaí athbhreithnithe seo le chéile i mí Feabhra 2023 tar éis dul i gcomhairle le foireann na scoile, Cairde na Scoile agus an Bord Bainistíochta. Tá sé i gceist go ndéanfar athbhreithniú rialta ar an bpolasaí seo ag freagairt do theicneolaíocht nua agus riachtanais nua a eascraíonn as an teicneolaíocht nua.

The ICT committee reviewed this policy in February 2023 following consultation with staff, Cairde na Scoile and the Board Of Management. It is envisaged that this policy will be reviewed on a regular basis in a responce emerging technologies and issues arising.

2. **Réasúnaíocht.** *Rationale.*

Aithnítear i nGaelscoil Inse Chór go dtugann teicneolaíocht faisnéise agus cumarsáide (TFC) deiseanna foghlama, deiseanna cumarsáide agus réimse leathan scileanna a chabhróidh lenár ndaltaí don todhchaí. Cuirfidh TFC le h- eispéireas foghlama na ndaltaí agus na foirne.
Leagtar amach sa Pholasaí Úsáid Inghlactha seo treoracha agus freagrachtaí do chomhphobal na scoile (daltaí, múinteoirí, tuismitheoirí agus cuairteoirí) agus TFC in úsáid d'aon ghníomh a bhaineann leis an gcuraclam nó aon ghníomhaíochtaí scoile.

Gaelscoil Inse Chór recognises that access to Information and Communication Technology (ICT) gives our pupils enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff.. This Acceptable Use Policy outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/speakers etc are expected to follow when using ICT technologies for curricular and any other school related activities

Úsáidtear réimse leathan TFC s ar scoil chun Curaclam na Bunscoile a chur i bhfeidhm
A wide range of ICT reources are used in the school to support the implementaion of the Primary School Curriculum

.

- Tá fáil ag daltaí agus oidí na scoile ar an idirlíon. (rochtain ar an idirlíon)
  Internet Access for staff and pupils

- Úsáidtear tacar iPad sna seomraí ranga.
  A set of iPads for classroom use

- Úsáidtear ríomhairí glúine mar uirlis theagaisc agus uirlis fhoghlama. *Laptops are used as teaching and learning aids.*

- Baintear leas as ceamaraí agus gléasanna taifeadta.
  Cameras and recording equipment.

- Cipín Cuimhne in úsáid ag oidí amháin

  Memory Sticks used by teachers only

Agus TFC á úsáid i nGaelscoil Inse Chór, tá sé mar fhreagracht ag gach ball de chomhphobal na scoile :

When using ICT I nGaelsoil Inse Chór, all members of the school community are expected :

- Aire a thabhairt do gach uirlis TFC agus cloí le treoracha an pholasaí seo.

  To take good care of all school ICT equipment and use it responsibly in accordance with school policy.

- Meas a léiriú ar a chéile i gcónaí.

  To treat others users with respect at all times.

- Meas a léiriú ar chearta príobháideachais gach ball den chomhphobal scoile.

  To respect the right to privacy of all members of the school community.

- Meas a léiriú ar chóipcheart agus aitheantas a thabhairt do chruthaitheoirí agus áiseanna ar líne á n-úsáid.

  To respect copyright and acknowledge creators when using online content and resources.

- Gan aon drochiompar nó mí-úsáid a bhaint as an bhfearas TFC a tharraingeodh droch-chlú ar an scoil/ a thabharfadh drochainm don scoil nó d'aon phearsan sa chomhphobal scoile

  Not to engage in behaviours or misuse ICT resources in a manner that would bring the school or any individual in the school community into disrepute.

Cuirtear na straitéisí seo a leanas i bhfeidhm i nGaelscoil Inse Chór chun úsáid shábháilte an idirlín a chur chun cinn.
Gaelscoil Inse Chór implements the following strategies to promote the safe use of the internet:

- Cuirfear oiliúint ar fáil maidir le sábháilteacht ar líne mar chuid den churaclam OSPS. Úsáidfear réimse ceachtanna óna na cláir Bí Sábháilte, Mo Féinín, /Webwise sna ranganna sinsearacha.

  Pupils will be provided with education in the area of internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe Lessons and My Selfie/Webwise resource in Senior Classes.

- Ceardlanna ar shábháilteacht ar líne agus ar cibearbhulaíocht a eagrú go rialta mar atá molta i bpolasaí frithbhulaíochta na scoile.

  Workshops for pupils on Online Safety and Cyber Bullying are organized for pupils and parents regularly as recommended in the school's Anti-Bullying Policy.

- Aitheantas a thabhairt do Lá le haghaidh idirlíon níos Sábháilte i mí Feabhra gach bliain.

  Safer Internet Day will be acknowledged in Senior Classes in February each year.

- Cuirfear forbairt ghairmiúil leanúnach ar fáil don fhoireann maidir le sábháilteacht ar líne, cumarsáid ar líne agus teicneolaíocht TFC

  School staff will be provided with continuing professional development in the area of internet safety and online communication and ICT technologies

TFC agus Reachtaíocht – Tá an reachtaíocht seo a leanas ábharthach do Shábhailteacht ar Líne. *ICT and Legislation - the following legislation is relevant to Internet Safety.*

- An tAcht um Chosaint Sonraí 1998 -*Data Protection Act 2018*
- An tAcht Um Chosaint Sonraí (Leasaithe) 2017 *Data Protection (Amendment) Act 2003 -*
- An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí 1998– *Child Trafficking and Pornography Act 1998*

- An tAcht um Post-Phaicéid agus Teachtaireachtaí Teileachumarsáide a Thascradh– *Interception Act 1993*

- An tAcht um Fhístaifeadtaí, 1989 *Video Recordings Act 1989*

- An tOrdú Cóipchirt agus Ceart Gaolmhar- *Copyright and Related Rights Act 2000*

- EU Digital Education Plan (2021-2027)

<u>Comhphobal na Scoile - Daltaí :</u>

Polasaí Úsáid Inghlactha do dhaltaí *Acceptable Usage Policy for Pupils*

Féachtar ar úsáid agus rochtain idirlín mar acmhainn agus mar phribhléid scoile. Muna gcomhlíontar polasaí úsáid inghlactha na scoile (PÚI)tarraingeofar siar an phribhléid seo.

Internet use and Access is considered a school resource and privilege. If the school's Acceptable Use Policy (AUP) is not adhered to this privilege will be withdrawn

Ní cheadaítear tiomántán seachtrach nó cipín cuimhne (USB) a úsáid ar scoil.

External drives/ USB storage devices are not permitted to be used in school.

Tá an t-idirlíon ar fáil go forleathan sa scoil Tá 28 iPad a fheidhmíonn ar an gcóras Wi-Fi scoile.

The Internet is widely accessible in the school there are 28 iPads connected to school Wi-Fi.

- Is chun críocha oideachais amháin a bhainfidh daltaí na scoile úsáid as an idirlíon le cead agus faoi mhaoirsiú mhúinteora.

  Students will use the Internet for educational purposes only with permission and under the supervision of the teacher.

- Úsáidfidh na daltaí innill chuardaigh atá oiriúnach do pháistí (Kidrex, Kiddle, Safe Search Kids srl)

  Pupils will use search engines suitable for children (Kidrex, Kiddle, Safe Search Kids etc)

- Ní rachaidh na daltaí chuig suíomh idirlín ar a mbeidh ábhair ghraosta, mídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile. Má théann dalta ar bith ar shuíomh mar sin de thimpiste ní mór é a chur in iúl don mhúinteoir láithreach bonn.

  Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials – pupils must report accidental accessing of any inappropriate sites etc to teacher immediately.

- Ní cheadaítear comhaid a íoslódáil gan cead an mhúinteora.

  Files may not be downloaded without the permission of the teacher

Brabhsáil ar line *Internet browsing*

Tá scagaire ábhair Leibhéal 2 de Scagaire Ábhair Líonra Leathanbhanda Scoileanna an Lárionad Náisiúnta do Theicneolaíocht san Oideachas (NCTE) á úsáid ag Gaelscoil Inse Chór. Cuireann an scagadh seo cosc ar leas mhí-oiriúnach a bhaint as an bhfearas. Ní

cheadaítear do pháistí iarracht a dhéanamh, an scagadh seo a sheachaint, / dul thart ar an scagadh seo,obair timpeall ar an scagadh seo

Gaelscoil Inse Chór has content filtering at level 2 of the Schools Broadband Network Filter (NCTE)This filter prevents misuse of technology. Children are not permitted to attempt to bypass School Content Filtering.

R-phost *Email.*
Níl cead ag daltaí seoladh r-phoist pearsanta a úsáid ar scoil. Cruthaítear seoltaí nó seoladh ranga i ranganna faoi stiúir agus maoirsiú an mhúinteora.

Children are not permitted to use personal email addresses in school. Class emails may be created and monitored by the teacher

Na Meáin Shóisialta *Social Media.*

Ní cheadaítear do dhaltaí na meáin shóisialta nó an t-idirlíon a úsáid chun cur isteach (ciapadh, masla, mí-úsáid , clúmhilleadh) ar aon bhall de chomhphobal scoile (daltaí, a dteaghlaigh, foireann scoile) Tá cumarsáid in scoile agus taobh amuigh den scoil san áireamh anseo. Ní cheadaítear eolas a roinnt ar na meáin faoi bhall ar bith den chomhphobal scoile.

Social media: Pupils must not use social media in any way to harass, insult, abuse or defame any member of the school community (pupils, their families and staff). This applies to both in school and out of school online communication. Pupils must not post or share information about any members of the school community on social media.

Níl cead ag daltaí cairdeas a lorg le haon bhall den fhoireann scoile ar na meáin shóisialta.

Pupils must not seek to "friend" any member of school staff using any social media facility

Tá cosc iomlán ar úsáid seirbhísí nó aipeanna theachtairachtaí mheandracha ar nós What's App/Snapchat srl. ar scoil nó ar aon ghléas scoile.

The use of all instant messaging services or apps including What's App or Snapchat etc. Is strictly forbidden in school or on any school device.

Fóin phóca agus Gléasanna Leictreonacha *Mobile Phones and electronic devices.*

Ní cheadaítear do dhaltaí fóin phóca, uaireadóir cliste (an cumas acu dul ar-líne/taifead a dhéanamh),nó gléasanna leictreonacha a úsáid ar shuíomh na scoile,

ag aon ghníomhaíocht scoile taobh amuigh den suíomh scoile nó ag gníomhaíochtaí seach-churaclam.

Pupils are not permitted to use mobile phones, smart watches Capable of going online/recording images or electronic devices on the school premises, on out of school or extracurricular activities.

An Cód Deonach

Iarrann an cód ar thuismitheoirí stop a chur le fón cliste a fháil go dtí go mbeidh an Bhunscoil críochnaithe ag na páistí agus go mbíonn treoir faighte acu maidir le húsáid chuí a bhaint astu.

The code asks parents to hold off on getting Smart phones until the children have completed Primary School and have received guidance on how to appropriately use the

Taifead Íomhánna agus Físeán *Recording of Images and Video*
Ní cheadaítear do duine ar bith íomha/taifead a ghlacadh nó a a roinnt ar-líne d'aon bhall den chomhphobal scoile laistigh agus lasmuigh den scoil Tá cead íomhanna a ghlacadh/taifead a dhéanamh faoi chúram an mhúinteora agus ar fhearas scoile amháin. Níl cead ag aon bhall den chomhphobal scoile taifead a dhéanamh den chomhphobal scoile ar ghléas pearsanta nó ar ceamara

Pupils are not permitted to take or share images/ recordings online of any member of the school community either in school or out of school. Recording of images and videos may be taken using school equipment under the direction of the teacher. Members of the school community are not permitted to record images or videos on personal devices or cameras

Faightear cead ó thuismitheoirí/caomhnóirí ag am chlárúcháin grianghraif dá bpáistí a fhoilsiú ar shuíomh gréasáin na scoile. Seans go n-iarrfaidh múinteoir ar pháiste nach bhfuil an cead sin tugtha, seasamh amach as an ngrianghraf/físeán a bheidh le dul ar shuíomh gréasáin na scoile. Ní chuirfear ainm an pháiste le grianghraf riamh Is féidir grianghraif a ghlacadh d'aon pháiste agus dá chuid oibre más ar bhonn taispeántas scoile atá sé. Cuirtear foireann na scoile ar eolas faoi pháistí gan cead íomhánna srl a uaslódáil ar shuíomh gréasáin na scoile tríd Aladdin.

Permission is obtained from Parents/guardians at enrolment to allow photographs or their child(ren) to be published on the school website. Pupils without this permission may be asked to step out of photos/videos etc that are intended for the school website. Children's names will never be displayed with photos. *Photographs may be taken of all children and/or their work for internal school display only. Staff will be notified of children who do not have permission for their image/work to be uploaded on school website via Aladdin.*

Smachtbhannaí ***Sanctions***

Leanfar Cód Iompair/Polasaí Frithbhulaíochta na scoile i gcásanna go mbristear rialacha leagtha amach sa pholasaí seo. I gcásanna tromchúiseacha d'fhéadfaí comhairle a lorg ó na húdaráis cuí- Tusla, Gardaí srl.

The school's Code of Behaviour/ Anti-Bullying Policy will be followed in cases where rules of this policy are broken. In serious incidences advice may be sought from the relevent agencies – Tusla, Gardaí, etc

Polasaí Úsáid Inghlactha doThuismitheoirí/Caomhnóirí agus Cairde na Scoile Gaelscoil Inse Chór

Acceptable Ues Policy for Parents/Guardians and Cairde na Scoile Gaelscoil Inse Chór

Iarrtar ar thuismitheoirí Gaelscoil Inse Chór
Parents of Gaelscoil Inse Chór are requested

- Gan na meáin shóisialta (seirbhísí teachtaireachta do ghrúpaí ar nós What's App, Messenger srl nó an t-idirlíon a úsáid in aon bhealach chun cur isteach (ciapadh, masla, mí-úsáid , clúmhilleadh) ar aon bhall de chomhphobal scoile (daltaí, a dteaghlaigh, foireann scoile)

  Not to use social media (including group messenging services e.g What's App, Messenger etc or the Internet in any way to to harass, insult, abuse or defame any member of the school community (pupils, their families and staff).

- Gan íomhánna/ físeáin de dhaltaí nó baill foirne Gaelscoil Inse Chór a uaslódáil ar na meáin shóisialta. Tá ceolchoirmeacha, searmanais reiligiúnda, imeachtaí spóirt san áireamh.

  Not to upload images /videos featuring pupils or staff members of Gaelscoil Inse Chór to any social media platform. This includes school concerts, religious ceremonies and sporting events etc.

- Gan íomhánna de bhall ar bith den chomhphobal scoile a ghlacadh, a roinnt nó a dháileadh gan cead ón mball den chomhphobal.

Not to take, share, or distribute images of any member of the school community without their expressed permission.

- Gan a bheith páirteach leis na meáin shóisialta nó aon fhoirm den teicneolaíocht cumarsáide a d'fhéadfadh droch-cháil a tharraingt ar Ghaelscoil Inse Chór
-

Not to engage in scoial media or any form of communication technology which could bring Gaelscoil Inse Chór into disrepute,

- Táthar ag súil go mbeidh tuismitheoirí/caomhnóirí freagrach as a bpáistí agus iad ag baint úsáide as TFC agus gléasanna leictreonacha (Fóin phóca san áireamh) agus go ndéanfaidh siad monatóireacht ar an líon ama a chaitheann a bpáistí ar líne, na suíomhanna a bhíonn in úsáid, agus iompar a bpáistí ar líne taobh amuigh den scoil.

Parents/ Guardians are expected to take responsibility for their children's use of ICT and electronic devices (including mobile phones) and should monitor the amount of time spent online, sites visited and their children's online behaviour outside of school.

Ní féidir le h-udaráis na scoile a bheith freagrach as iompar dhaltaí ar líne agus iad taobh amuigh de thimpeallacht na scoile. Déanfaidh an scoil gach iarracht áfach comhoibriú le tuismitheoirí/caomhnóirí agus iad ag plé le tuairiscí ar eachtraí míoiriúnacha ar líne a chuireann isteach ar shláinte agus folláine an dalta/bhaill foirne. D'fhéadfaí Cód Iompair agus/nó an Polasaí Frithbhulaíochta na scoile a úsáid chun déileáil le cásanna mar sin.

School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However, the school will co-operate in so far as possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. The school Code of Behaviour and/or Anti Bullying Policy may be used in dealing with such cases.

- Cinntiú go bhfuil páistí ar shuíomhanna shóisialta atá in oiriúint don aoisghrúpa. Molann foireann na scoile nach mbeadh daltaí páirteach i Facebook agus nach mbeidís ar Snapchat nó Instagram. Molann foireann na scoile nach mbeadh fáil ag páistí na scoile ar Youtube leo féin agus nach mbeadh cuntas Youtube acu.

To ensure that children are only on age-appropriate social media sites. The Staff recommend that pupils are not on Facebook, Snapchat or Instagram. They also recommend that they are not on YouTube alone and that they don't have their own YouTube account.

- Tá leathanach Facebook ag Cairde na Scoile Gaelscoil Inse Chór atá faoi údarás Bhord Bainistíochta na scoile. Úsáidtear é chun ócáidí scoile a fhógairt agus dó sin amháin.
  Cairde na Scoile have a Facebook page under the authority of the Board Of Management. This is used solely to promote school events,

- Is léir go bhfuil grúpaí Whats App i measc tuismitheoirí ranga. Moltar iad seo chun eolas ranga bunúsach a roinnt. Ní ghlacfar le plé mailíseach ar na grúpaí seo dírithe ar aon bhall den chomhphobal scoile. Moltar a leithéid a thuairisciú chuig príomhoide na scoile ionas gur féidir comhairle cuí a lorg ar conas déileáil leis.

  It is clear that there are a number of class What's App groups among the parents. These are an effective way of sharing basic information. Malicious comments directed at any member of the school community will not be tolerated in these groups. It is recommended that the Principal be informed of any such activity to deal with it.

- Moltar gan fadhbanna an lae a ardú sna grúpaí seo. Má tá fadhb/buairt ag tuismitheoir ar bith is gá Cód Iompair na scoile a leanúint tríd teagmháil a dhéanamh le hoifig na scoile agus coinne a shocrú ionas go réiteofar an fhadhb mar is ceart.

  It is recommended that problems encountered during the school day are not addressed on these groups. If any parent has any concerns, he/she should contact the office to arrange an appointment in order to discuss the matter with a view to resolving any issue.

<u>Polasaí Úsáid Inghlactha d'Fhoireann na scoile</u>

Iarrtar ar fhoireann na scoile aird a dhíriú ar na pointí seo a leanas:-
School staff are requested to take note of the following points

- Úsáid a bhaint as seoladh r-phoist scoile pearsanta d'aon ghnó scoile.
  School email address to be used for any school business.

- Cinntigh pasfhocail scoile a choinneáil go rúnda i mbealach sábháilte (Aladdin/rphoist srl)
  Ensure all school passwords are kept secure and safe (Aladdin, email srl.

- Cinntigh aon cur i láthair ranga a fheiceáil roimh ré le cinntiú go bhfuil sé oiriúnach.
  Ensure all presentations are viewed prior to use in the class to ensure suitability.

- Is ar bhonn oideachasúil amháin a mbeidh fearas na scoile in úsáid laistigh d'am scoile. Tugtar cead dul ar an idirlín lasmuigh d'am scoile ar chúiseanna pearsanta.

  School equipment is used for eduactional purposes only. Staff may use Internet for personal use outside of class time.

- Cinntigh gach íomhá/taifead de chomhphobal na scoile a dhéanamh ar fhearas scoile amháin.

  All images and recordings of the school community must be taken on school devices only.

- Níl cead íomhá a chur ar na meáin shóisialta ina bhfuil aon bhall den chomhphobal scoile ann.

  No images of any members of the school community may be posted on social media.

- Beifear ag súil go dtógfaidh gach ball d'fhoireann na scoile na céimeanna cuí chun iad féin a chosaint ar na meáin shóisialta maidir lena dá saol pearsanta. Tá comhairle ag an CME agus ag Webwise chuige seo.
-

  Is is expected that all staff take the necessary steps to protect themselves with regard to their private lives on social media platforms. Advice is available from the INTO and Webwise.

Comhairle faoi Shábháilteacht ar líne Internet safety Advice

Suíomhanna ag tacú leis an bpolasaí seo.

www.esafety.ie

www.webwise.ie

www.ncte.ie

www.saferinternetday.ie

Polasaithe ag tacú leis an bPolasai seo

Ráiteas um Chumhdach Leanaí

Cód Iompair

Polasaí Bí Cineálta

Dínit san Ionad Oibre

Polasaí Um Chosaint Sonraí

10. Cumarsáid *Communication*

Tá an polasaí seo ar fáil d'fhoireann na scoile, foilseofar é ar shuíomh gréasáin na scoile agus tabharfar cóip do Choiste na gCairde. Cuirtear gach tuismitheoir ar an eolas faoin bpolasaí seo le linn an phróiséas chlárúcháin agus meabhraítear go rialta ag cruinnithe tuismitheoirí/caomhnóirí go bhfuil sé ar fáil leis na polasaithe eile. Cuirfear cóip den pholasaí seo ar fáil don Roinn agus do phátrún na scoile má iarrtar é.

This policy has been made available to school staff, published on the school website and provided to the Parents' Association. Every parent is advised of this policy during the registration process and reminded that it is available at school with the other policies. A copy of this policy will be made available to the Department and the patron if requested.

11. Clár Ama Athbhreithnithe *Review*

Déanfar athbhreithniú rialta ar an bpolasaí seo ag freagairt do theicneolaíocht nua agus riachtanais nua a eascraíonn as an teicneolaíocht nua.

This policy will be reviewed on a regular basis in a responce emerging technologies and issues arising.

12. Daingniú *Ratification*

Ghlac an Bord Bainistíochta an leis bpolasaí seo ar an 6/03/2023

Sínithe:

Cathaoirleach

Dáta: 6/03/2023

Sínithe:

Príomhoide

Dáta: 6/03/2023