



## **Polasaí Úsáid Inghlactha Idirlín** *Policy on Acceptable Use of the Internet*

### **Réamhrá** *Introduction*

Is é aidhm an Pholasaí Úsáide Inghlactha a chinntiú go bhfaighidh daltaí buntáistí as na deiseanna foghlama as acmhainní idirlíon na scoile ar bhealach sábháilte agus éifeachtach. Féachtar ar úsáid agus rochtain idirlíon mar acmhainn agus mar phribhléid scoile. Mura gcomhlíontar polasaí úsáide inghlactha (PÚI) na scoile tarraingeofar siar an phribhléid seo.

Tá sé i gceist go ndéanfar athbhreithniú rialta ar an bpolasaí seo go háirithe má thagann aon athraithe nó fadhbanna nua chun cinn.

*The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school's Acceptable Use Policy (AUP) is not adhered to this privilege will be withdrawn.*

*It is envisaged that school and parent representatives will revise the AUP on a regular basis especially as the internet changes and develops and new implementation issues arise.*

### **Straitéisí na Scoile** *Schools' Strategies*

Bainfidh an scoil leas as roinnt straitéisí chun cur chomh mór agus is féidir leis na deiseanna foghlama a chuireann an Idirlíon ar fáil agus chun na baol a bhaineann len' é a úsáid a laghdú. 'Siad seo a leanas na straitéisí go mbainfear úsáid astu:

- ✓ Beidh múinteoir i gcónaí ag maoirsiú seisiúin Idirlín.
- ✓ Bainfear leas as bogearraí scagtha agus/nó córais chomhionann chun an baol a bhaineann do nochtadh d'ábhar míchuí a laghdú.
- ✓ Déanfaidh na múinteoirí maioseoireacht rialta ar úsáid idirlín na ndaltaí.
- ✓ Cuirfear oiliúint ar fáil do dhaltaí agus do mhúinteoirí maidir le sábháilteacht Idirlín.
- ✓ Ní cheadófar íoschoipeáil nó uaslódáil a dhéanamh ar bhogearraí nach mbeidh ceadaithe.

- ✓ Bainfear leas as bogearraí cosanta víreas agus déanfar uasdátú orthu go rialta.
- ✓ Cleachtóidh na daltaí dea-“netiquette” (i.e., etiquette ar an Idirlíon) i gcónaí agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil orthu féin nó ar an scoil.

*The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:*

- ✓ *Internet sessions will always be supervised by a teacher*
- ✓ *Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.*
- ✓ *The teachers will monitor pupils’ Internet usage.*
- ✓ *Students and teachers will be provided with information/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.*
- ✓ *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 or themselves into disrepute.*

### **An Gréasán Domhanda**

- ✓ Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon.
- ✓ Ní rachaidh mic léinn chuig láithreáin idirlín ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile.
- ✓ Beidh eolas ag daltaí mar is cuí ar cheisteanna cóipchirt a bhaineann le foghlaim ar líne.
- ✓ Ní dhéanfaidh daltaí nochtadh nó foilsiú ar eolas pearsanta.
- ✓ Beidh a fhios ag daltaí gur féidir aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, is cuma obair scoile nó nithe pearsanta, a bheith faoi mhonatóireacht ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.

### *World Wide Web*

- ✓ *Students will use the Internet for educational purposes only.*
- ✓ *Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.*
- ✓ *Students will be familiar with copyright issues relating to online learning.*
- ✓ *Students will never disclose or publicise personal information.*
- ✓ *Students will be aware that any usage, including distributing or receiving information, school- related or personal, may be monitored for unusual activity, security and/or network management reasons.*

## Ríomhphost

- ✓ Úsáidfidh daltaí cúntais ranga ríomhphoist cheadaithe faoi mhaoirseacht agus le cead mhúinteora.
- ✓ Ní sheolfaidh agus ní bhfaighfidh daltaí aon ábhar a bheidh mídhleathach, graostach ná míchlúiteach nó a bhfuil sé i gceist leis cur as do dhuine eile nó imeaglú a dhéanamh air.
- ✓ Ní fhoilseoidh daltaí a s(h)onraí pearsanta féin ná sonraí dhaoine eile, nithe mar sheoltaí nó uimhreacha fóin nó picitiúir.
- ✓ Ní dhéanfaidh daltaí socrú trí ríomhphost chun bualadh go fisiciúil le haon duine.
- ✓ Tabharfaidh daltaí ar aird gur gá cead a fháil ón múinteoir ríomhphoist a fháil agus a sheoladh i gcónaí.

## *E-mail*

- *Students will use approved class email accounts under supervision by or permission from a teacher.*
- *Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.*
- *Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.*
- *Students will never arrange a face-to-face meeting with someone they only know through e-mails or the internet.*
- *Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.*

## Comhrá Idirlín

- Ní bheidh rochtain ag daltaí ar sheomraí comhrá, ar fhóiraim chomhrá agus ar fhóiraim leictreonacha cumarsáide eile ach de réir mar a bheidh cheadaithe ag an scoil.
- Ní bhainfear leas as seomraí comhrá, fóiraim phlé agus fóiraim chumarsáide leictreonacha eile ach amháin do chríocha oideachais agus beidh sin faoi mhaoirseacht an mhúinteoir i gcónaí.
- Bainfear úsáid as ainmneacha úsáideoirí chun fíorchéannacht a cheilt.
- Beidh cosc iomlán ar chruinniú duine le duine trí chruinniú a bheidh eagraithe via comhrá Idirlín.

## *Internet Chat*

- *Students 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, if used, will only be used for educational purposes and will always be supervised.*

- *Username will be used to avoid disclosure of identity.*
- *Face-to-face meetings with someone organised via Internet chat are forbidden.*

### **Suíomh Gréasáin Scoile**

- Tabharfar deis do na daltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an suíomh gréasain scoile.
- Déanfaidh an múinteoir comhordú ar fhoilsiú obair dhaltaí
- Foilseofar obair dhaltaí i gcomhthéacs oideachais ar leathanaigh Gréasáin le fógra cóipcirt a choscfaidh cóipeáil den short sin gan cead sonrath i scríbhinn ón scoil.
- Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltaí ainmnithe ar an ngréasán scoile. Díreoidh grianghraif agus clipeanna éisteachta agus físe ar ghníomhaíochtaí grúpaí don chuid is mó.
- Fágfar amach eolas pearsanta faoi dhaltaí mar sheoladh baile agus sonraí teagmhála den leathanach gréasáin scoile.
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a fhoilseofar.

### *School Web Site*

- *Pupils will be given the opportunity to publish projects, artwork or school work on the school's website*
- *The publication of student work will be co-ordinated by their teacher.*
- *Pupil's work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission from the school.*
- *Digital photographs, audio or video clips of named students will not be published on the school web site. For the most part, photographs, audio and video clips will focus on group activities.*
- *Personal pupil information including home address and contact details will be omitted from school web pages.*
- *Pupils will continue to own copyright on any work published.*

### **Reachtaíocht**

Tá an t-eolas ar an reachtaíocht maidir le húsáid an Idirlín ar fáil 'sna hachtanna seo a leanas:

- An tAcht Tascartha, 1993
- An tAcht um Fhístaifeadtaí, 1989
- An tAcht um Chosaint Sonraí, 1988 agus 2003
- An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí, 1998

## *Legislation*

*Information relating to the use of the Internet legislation may be found in the on the following legislations:*

- *Data Protection (Amendment) Act 2003*
- *Child Trafficking and Pornography Act 1998*
- *Interception Act 1993*
- *Video Recordings Act 1989*
- *The Data Protection Act 1988*

## **Struchtúir Thacaíochta**

Tá cuid de na príomhstruchtúir agus eagraíochtaí tacaíochtaí a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhochrach an Idirlín le fail ag: [www.hotline.ie](http://www.hotline.ie).

Tá cúnamh Sábháilteachta Idirlíne ar fáil do thuismitheoirí agus do dhaltaí ag: [www.ncte.ie](http://www.ncte.ie), [www.scoilnet.ie](http://www.scoilnet.ie) [www.webwise.ie](http://www.webwise.ie)., [www.isfsi.ie](http://www.isfsi.ie) agus [www.spunout.ie](http://www.spunout.ie)

## *Support Structures*

*Information on key support structures and organisations that deal with illegal material or harmful use of the Internet and Internet safety advice is available to parents at: [www.ncte.ie](http://www.ncte.ie) [www.webwise.ie](http://www.webwise.ie)*

*[www.spunout.ie](http://www.spunout.ie), [www.scoilnet.ie](http://www.scoilnet.ie) [www.isfsi.ie](http://www.isfsi.ie)*

## **Nasc le Polasaithe eile**

Tá nasc láidir idir an polasaí seo agus polasaithe eile na scoile, an Cód Iompair, an Polasaí Frithbhulaíochta, an Polasaí Cosaint Sonraí agus an Polasaí Sláinte agus Sábháilteachta. Go háirithe i gcómhthéacs cíbearbhulaíocht, níl cead ag aon dhalta de chuid Ghaelscoil an Chuilinn a f(h)óin póca a bheith ar siúl ar láithreán na scoile nó ar ghnó scoile.

## *Links to other Policies*

*There is a strong link between this policy and other schools policies, The Code of Behaviour, The anti-bullying policy, Data Protection Policy and the Health & Safety policy in the context of cyberbullying in particular, no pupil may have their mobile phone switched on on school grounds or on school business.*

## **Tá dualgas ar chuide pháiste cloí le rialacha na scoile i dtaobh na h-Idirlíne.**

- Is pribhléid é don dalta dul ar an idirlíon
- Is gá ceist a chur ar an múinteoir le dul ar an idirlíon.
- Ní cheart eolas príobháideach a thabhairt amach ar-líne seachas le cead ón mhúinteoir.

- Níl cead aon ghléas stórála, eochar USB, CD nó DVD a úsáid gan cead an mhúinteora.
- Níl cead féachaint ar aon rud mí-dhleathach a d'fhéadfadh damáiste a dhéanamh do chlú na scoile.
- Níl cead fón póca dhalta a bheith ar siúl taobh istigh de gheataí na scoile nó ag imeachtaí scoile.
- Má bhristear aon cheann de na rialacha seo beidh smacht bhannaí áirithe i gceist.
- Tá freagracht ar daltaí gan mí-úsáid a bhaint as úsáid na hidirlíne taobh amuigh d'am scoile chomh maith- trí theachtaireachtaí mícuí a sheoladh/a sheoladh ar aghaidh ó dhuine go duine, trí rudaí mí-oiriúnacha a chuir suas ar na meáin sóisialta srl.

### *Children's/Pupil's Responsibilities*

#### *Every child in the school has a responsibility to follow the school's Use of Internet Rules*

- *It is a privilege for a child to be allowed use the Internet*
- *The teacher must give permission for the Internet to be used.*
- *No private details may be given in any form online unless with the approval of the teacher.*
- *No personal storage, USB devices, CDs or DVDs may be used without the permission of the teacher.*
- *Children may not look at any illegal material that could damage the school's reputation.*
- *No pupil may have their mobile phone switched on when on school grounds or on school business.*
- *Sanctions will be imposed should any of the above rules be broken.*
- *Pupils have a responsibility to behave appropriately online outside of school time also- by not sending inappropriate messages/not sending on to others inappropriate messages they may have received, through not putting inappropriate material on social media etc.*

### **Freagrachtaí Tuismitheoirí/Caomhnóirí**

- Tuisctint nár chóir d'éinne faoi bhun 13 bliana d'aois a bheith cláraithe le leithéidí 'Facebook' agus nach bhfuil úsáid suíomhanna meán sóisialta ar nós Snapchat, Viber, Instagram srl. in-mholta do pháistí bunscoile.
- Go dtuigeann gach tuismitheoir go bhfuil baol ag baint lena p(h)áiste a bheith ag baint úsáid as na meáin sóisialta agus go bhfuil feitheoireacht tuismitheora ag teastáil i gcónaí sa bhunscoil má tugtar deis dóibh iad a úsáid

- Go dtuigeann tuismitheoirí go bhfuil an scoil ag úsáid cosaint cuí maidir le húsáid na hidirlíne ar scoil agus go bhfuil freagracht ar thuismitheoirí cosaint cuí a chuir ar fáil maidir le úsáid na hidirlíne taobh amuigh den scoil.
- Go n-aithníonn tuismitheoirí baol cíbearbhulaíocht, agus go ndéanfaidh siad gach iarracht freastal ar oícheanta eolais a chuireann an scoil ar fáil maidir leis an ábhar seo.

### *Parents' Responsibilities*

- *To understand that no child under the age of 13 should have a Facebook account and that the unsupervised use of social media sites such as Snapchat, Viber, Instagram etc. is not advisable for children of primary school going age.*
- *Each parent/guardian should be aware that there may be risks and dangers associated with their child using forms of social media and that parental supervision is required in this area.*
- *That parents acknowledge the school has safeguards in place with regard to pupil internet/website Access at school and that use outside school falls under parental responsibility.*
- *That parents acknowledge the dangers of cyberbullying and undertake to avail where possible of any information evenings organised by the school.*

### **Smachtbhannaí Sanctions**

D'fhéadfadh gníomh smachta a eascar as mí-úsáid a bhaint as an idirlíon de réir mar atá leagtha amach sa chód smachta scoile. Tá sé de cheart ag an scoil freisin aon ghníomhaíochtaí mí-dhleathacha a thuairisciú chuig na húdaráis chuí.

*Misuse of the Internet may result in disciplinary action as laid out in the school code of discipline, including withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.*

### **Clár ama Athbhreithnithe Review**

Déanfar athbhreithniú ar an bpolasaí seo go rialta.  
*This policy will be reviewed regularly.*

### **Daingniú Ratification**

Daingnithe ar an 27ú Aibreán 2016.  
*Ratified on April 27th 2016.*

Sínithe: \_\_\_\_\_ Dáta \_\_\_\_\_

Caththaoirleach

