

# Gaelscoil Chluain Meala

## Acceptable Use Policy for Internet

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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP as the need arises. The AUP should be read carefully to indicate that the conditions of use are accepted and understood.

This version of the AUP was created by múinteoirí, tuismitheoirí, daltaí and the Bord Bainistíochta. It is recommended that these strategies be also taken into consideration when accessing internet outside of school.

## School's Strategy

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the internet. The school will operate from Level 4 of NCTE approved bands which will allow access to 'you tube', 'personal storage category' and other similar types of sites. It will not allow access to personal websites category or personal relationship category. All levels are designed to block content of an illegal or pornographic content. Broadband is provided by the Department of Education and Skills and a broadband secure firewall is in place to protect our network.

These strategies are as follows:

### General

- Internet sessions will 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.(NCTE Level 4.)
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- The NCTE lesson plan Pack – 'webwise' will be used in each classroom from Rang 1 – Rang 6 in conjunction with the SPHE programme.
- 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 digital storage media, e.g. memory sticks in school requires a teacher's permission because of the risk of computer viruses.
- The use of personal electronic equipment in school requires a teacher's permission.
- 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.
- Students occasionally use the school's digital cameras (under supervision) to record interesting events or achievements. Such use must be responsible and accord with the terms of this Acceptable Use Policy.
- Teacher's laptop will be password protected.
- Computer room has a keypad to gain entry and will remain locked when not in use.

### Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material. This applies to all devices – mobile phone, PC, laptop, gaming devices etc.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning. Students will not copy information into assignments and fail to acknowledge the source. (Plagiarism and Copyright infringement).
- Students will never disclose or publicise personal information.
- Students will be aware that any usage, including distribution or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reason.

- Downloading materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy. Students will report accidental accessing of inappropriate materials to their class teacher.
- Pupils may only use search engines such as google.ie, yahooligans.com, ajkids.com, education world.com which have been designed with internet safety in mind.

## **Email**

- 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, 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 emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

## **School Website and Newsletter**

- Pupils may be given the opportunity to publish part or all of projects, artwork or school work on our website or newsletter with approval of the class teacher regarding editorial processes and content.
- Postings on school website are approved and co-ordinated by the Príomhoide and the post holder.
- The school website includes a copyright notice prohibiting the copying of students' work without express written permission.
- Pupils will continue to own the copyright of any work published.

## **Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the taking of images with a mobile phone/device or other camera is in direct breach of the school's acceptable use policy.

## **Internet Chat**

- Chat rooms. Discussion forums and other electronic communications forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face to face meetings with someone organized via Internet chat will be forbidden.

## **Support Structures**

Text-a-parent, e-mail and school website will be used to keep parents and students informed of key support structures and organisations that deal with illegal material or harmful use of the Internet.

## **Sanctions**

Misuse of the Internet may result in disciplinary actions, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Legislation**

School website will be used to provide links to the following legislation relating to use of the Internet which teachers, students and parents should familiarize themselves with:

- Data Protection (Amendment) Act 2003. [www.dataprotection.ie](http://www.dataprotection.ie)
- Child Trafficking and Pornography Act 1998. [www.irishstatutebook.ie/1998/en/act/pub/0022/sec0006.html](http://www.irishstatutebook.ie/1998/en/act/pub/0022/sec0006.html)
- Interception Act 1993. [www.irishstatutebook.ie/1993/en/act/pub/0010/sec0002.html](http://www.irishstatutebook.ie/1993/en/act/pub/0010/sec0002.html)
- Video Recordings Act 1989. [www.irishstatutebook.ie/1989/en/act/pub/0022/index.html](http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html)
- The Data Protection Act 1988. [www.dataprotection.ie](http://www.dataprotection.ie)

## Polasaí Úsáide Inghlactha Gaelscoil Chluain Meala

Is é aidhm an Pholasaí Úsáide Inghlactha 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 polasaí AUP na scoile mar sin tarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí – mar atá leagtha amach san AUP.

Tá sé i gceist go ndéanfaidh ionadaithe scoile agus tuismitheoirí athbhreithniú ar an AUP nuair is gá. Sula síneofar é ba chóir an AUP a léamh go cúramach lena léiriú go dtuigtear agus go nglactar le coinníollach na húsáide.

Cruthaíodh an leagan seo den AUP ag na múinteoirí, tuismitheoirí, daltaí agus Bord Bainistíochta.

### Straitéis na Scoile

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 laghdú. Beidh an scoil ag obair as leibhéal 4 den córas NCTE. Ceadaitear ‘you tube’ ach ní cheadaítear suiomhanna pearsanta nó suiomhanna chaidrimh ag an leibhéal sin. Ag gach leibhéal cuirfear cosc ar ábhar neamhdhlíthiúil nó ábhar pornagrafaíoch. Cuirfear an bandaleatahn ar fáil don scoil ag an Roinn Oideachais agus Scileanna le ‘firewall’ chun ár líonra a chosaint.

Usáidfidh an scoil na straitéisí seo a leanas:

### Go Ginearálta

- Beidh múinteoir ag maoirsiú seisiúin idirlín.
- Bainfear leas as bogearraí scagtha agus/nó córais chomhionann chun an riosca a bhaineann do 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.
- Usáidtear na ceachtanna ón pacáiste ‘Webwise’ le NCTE i ngach seomra ó Rang 1 – Rang 6 beidh na ceachtanna nascaithe leis an gcuraclam OSPS.
- 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 ag teastáil chun méaróg chuimhne pearsanta nó CD-ROM nó aon guirléid leictreonach eile a úsáid sa scoil.
- Cleachtóidh na daltaí dea “netiquette” (i.e. etiquette ar an Idirlíon) ag gach tráth agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil.
- Tá pasfhocal ar ríomhaire an mhúinteora.
- Tá cód ar dhoras an ríomharlann. Coimeádtar é faoi glas nuair nach bhfuil sé in úsáid.

### An Gréasán

- Ní rachaidh mic léinn chuig láithreáin Idirlín ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile. Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon ar ríomhairi, foin, guirléidí cluiche &rl.
- Beidh eolas ag daltaí ar cheisteanna cóipchirt a bhaineann le foghlaim ar líne.
- Ní dhéanfaidh daltaí nochtadh nó foilsíú ar eolas pearsanta.
- Beidh a fhios ag daltaí go bhféadfadh aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, cibé obair scoile nó nithe pearsanta a bheidh faoi mhonatóireacht ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.
- Níl cead ach na hinnill cuardaigh cosúil le google.ie, yahoooligans.com, ajkids.com, education world.com ceadaithe mar tá siad dearaithe do pháistí agus iad coinsiasach faoi sábháilteacht ar líne.

## **Ríomhphost** (Nuair a bheidh sé ar fáil tríd an chlár do Bhandaleathan do Scoileanna)

- Úsáidfidh daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó cead múinteora ám amháin.
- Ní sheolfaidh agus ní bhfaighidh 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 sonraí pearsanta féin ná sonraí daoine eile, nithe mar sheoltaí nó uimhreacha fóin nó picitiúir.
- 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 ríomhphoist a fháil agus a sheoladh.

## **Comhrá Idirlín**

- Ní bhainfear leas as seomraí comhrá, fóraim phlé agus fóraim chumarsáide leictreonacha eile ach amháin do chríocha oideachais agus beidh sin faoi mhaoirseacht ag gach tráth.
- 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.

## **Reachtaíocht**

Úsáidfear suíomh na scoile chun tuismitheoirí a chur ar an eolas maidir le reachtaíocht a bhaineann le húsáid an Idirlíon. Cuirfear nascanna leis an teolas seo a leanas.

- An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí 1998. [www.irishstatutebook.ie/1998/en/act/pub/0022/sec0006.html](http://www.irishstatutebook.ie/1998/en/act/pub/0022/sec0006.html)
- An tAcht Tascartha 1993. . [www.irishstatutebook.ie/1993/en/act/pub/0010/sec0002.html](http://www.irishstatutebook.ie/1993/en/act/pub/0010/sec0002.html)
- An tAcht um Fhístaifeadtaí, 1989. [www.irishstatutebook.ie/1989/en/act/pub/0022/index.html](http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html)
- An tAcht um Chosaint Sonraí 1998. [www.dataprotection.ie](http://www.dataprotection.ie)

## **Struchtúir Thacaíochta**

Úsáidfear suíomh na scoile chun tuismitheoirí a chur ar an eolas maidir le phríomhstruchtúir agus eagraíochtaí tacaíochtaí a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhochrach an Idirlíon.

## **Smachtbhannaí**

- D'fhéadfadh gníomh disciplíne 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 ag an scoil freisin aon ghníomhaíochtaí mídhleathacha a thuairisciú chuig na húdaráis chuí.