



Gaelscoil OSRAÍ
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Polasaí Úsáide Inghlactha (*Acceptable Usage Policy*)

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 Úsáide Inghlactha (PUI) na scoile mar sin tarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí – mar atá leagtha amach san PUI seo.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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. Is iad na straitéisí na cinn seo a leanas:

Go Ginearálta

- Ní cheadaítear ach teicneolaíocht faisnéise/gléasanna atá soláithre ag an scoil a úsáid sa scoil. Déantar eisceacht d'earraí slainte/leighis leictreonacha (m.sh Monatóir Dhiaibéiteis nascaithe le fón póca) má ta an nós imeachta socraite idir scoil is tuismitheoirí roimh ré.
- Beidh múinteoir i gcónaí 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.
- 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 dioscaí pearsanta nó CD-ROMann a úsáid sa scoil.
- Stórálfar sonraí scoile ar an DRIVE scoile amháin (GOOGLE DRIVE) nó ar Aladdin mar a luaitear amach ins an Polasaí RGCS.
- 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.

School Strategy

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

General

- *Only information technology / devices, provided by the school, may be used in school with the exception of Medical devices such as Diabetes Monitors etc. which require access to the internet in an agreed manner, pre-arranged with the school and parents.*
- *Internet sessions will always be supervised by a teacher.*
- *Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.*
- *The school will regularly monitor pupils' Internet usage.*
- *Students 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.*
- *All school data will be stored on the school DRIVE (Google Drive) or on the Aladdin system only as per the GDPR policy.*
- *The use of personal memory sticks hard drives, CD-ROMs, or other digital storage media in school requires a teacher's permission.*
- *Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.*

An Gréasán Domhanda

- Ma tá ríomhaire glúine ceadaithe ag an SENO do dhalta, caithfear a thabhairt san áireamh go bhfuil gléas mar seo faoin PUI. Tá sé ceadaithe na ríomhairí seo a thabhairt abhaile d'obair bhaile agus páiste ag freastal ar scoil anseo. Is sarú araíonaochta é den PUI má thugtar aon abhar mí-oiriúnach ar scoil ar an ríomhaire seo ar scoil.
- Ní rachaidh mic léinn chuig láithreáin Idirlín ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile, d'aon ghnó.
- Beidh eolas ag daltaí ar cheistanna cóipchirt a bhaineann le foghlaim ar líne

- Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon.
- Ní dhéanfaidh daltaí nochtadh nó foilsiú ar eolas pearsanta.
- Beidh na daltaí san eolas go bhfuil cosc ar íoslódáil ábhair nó íomhánna nach mbaineann lena gcuid oibre ar scoil, agus go bhfuil gníomh mar seo i gcoinne an PUI.
- 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 bheith faoi mhonatóireacht ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.

World Wide Web

- *In the case of students using laptops in school, as recommended by an Occupational Therapist, or other outside agency, it must be noted that these laptops, when used in school, are subject to the school's AUP. We acknowledge that these laptops may be taken from the school premises for the duration of the child's enrolment in Gaelscoil Osraí for homework purposes. Any material of an objectionable nature, purposefully brought into school, on such a laptop, will be seen as a breach of the AUP.*
- *Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.*
- *Students will be informed about online copyright infringement.*
- *Students will use the Internet for educational purposes only.*
- *Students will never disclose or publicise personal information.*
- *Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.*
- *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.*

Físchomhdháil Shábháilte

Usáidfear clárach ashábháilte ar nós ZOOM a chomhlíonann Rialachán Ginearálta maidir le Cosaint Sonraí (RGCS) idir foireann scoile, Bord Bainistíochta is Coiste Tacaíochta cun riaracháin scoile a sásamh. Déinfaidh gach iarracht chun príomhaideachas na cruinnithe seo a chinntiú.

Secure Video Conferencing

Secure Platforms such as ZOOM will be used in a safe manner that is compliant with GDPR by Staff members and Board of Management for the holding of meetings vital to the running of the school. All efforts will be made to ensure the confidentiality of such meetings.

Ríomhphost is Cláracha rFhoghlaim

- I rith amanta ar nós Víreás na Cóivéide bhain an scoil úsáid as ríomhphoist scoile an mhúinteora mar mhódh cumarsáide idir tuistí is múinteoirí ag tógaint RGCS san áireamh. Baineann an chuid seo den bPolasaí le tréimhsí mar sin.
- Ceadaítear don daltaí cuntais ríomhphoist a úsáid faoi mhaoirseacht nó cead múinteora nó cláracha idirlíona ríomhfhoghlaimtar nós Seesaw nó Google Classroom faoi stiúr an tuismitheora agus le cead an mhúinteoir ranga. Úsáidtear na cláracha seo mar uirlis aischothaithe ar obair déanta ag an bpáiste. Ní bheidh teacht ag an bpáiste ach ar

- A n-obair féin
- Aischothú an mhúinteora ar a n-obair féin

ar na cláracha seo. Tógfar san áireamh an Polasaí RGCS agus an scolphobal ag tabhairt féin obair seo.

- Tárlóidh físchomhdháil idir dhaltaí is múinteoir/ROS/Cúntóir Ranga le cead speisialta an Bhoird i ngleic leis an dtuiste agus caithfear maorsacht an tuiste a chinntiú i rith na físchomhdhála ar fad.
- Beidh deis ag múinteoir réimse uirlisí a úsáid do chumarsáis ranga. Samplaí de seo ná Googleclassroom, Webex, Zoom, Seesaw agus DOJO ina measc. Solátgríonn roinnt de na huirlisí seo físchomhdháil inar féidir le ball fóirne labhairt le páiste go beo ag cruinnithe ar líne.
- Beidh gach cruinniú/seimineár gréasáin den sórt seo daingean is sábháilte le nasc príomhaideach chuige. Cuirfear cuireadh chuig an tuiste teacht i lathair leis an bpáiste leis an nasc seo. Beidh na rialacha seo a leanas i bhfeidhm:
 - Beidh gach daingean le pasfhocal nó nasc príomháideach
 - Beidh cód iompar na scoile i bhfeidhm ar gach éinne i lathair
 - Beidh cead ag ball foirne duine a ghearradh as an gcruinniú toisc iompar mí-oiriúnach
 - Beifear ag súil go mbeidh caomhnóir taobh leis an dalta i rith na cruinnithe ar fad
 - Ní bhualfidh ball fóirne le haon dalta ina n-aonar
 - Más cruinniú atá i gceist (m.sh cruinniú IEP) ba chóir beirt ball fóirne a bheith i lathair is beidh cead ag na baill fóirne a cruinniú a thaifead in éineacht lena chéile ach an clann a chur ar an eolas roimh ré
 - Ta sé fágtha faoin tuiste a chinntiú go mbeidh gach idirghníomhaíocht an pháiste oiriúnach. Má cheaptar go bhfuil idirghníomhaíochtaí an phaiste mí-oiriúnach ta baol go ngearrfar an páiste amach as an gceacht nó, más chóir, go ndéanfar teangmháil leis na hUdaraís um Chosaint Leanaí
- I rith an tréimhse cianfhoghlama beartaithe idir scoil is tuiste caithfear deimhin a dheanamh de go dtarlaíonn an cruinniú i suíomh oiriúnach sa tigh (m.sh. seomra suite seachas seomra chodlata 7rl.) agus go mbeidh an leanbh gléasta go chóir agus haois-oiriúnach. Iarrtar ar iad siúd i lathair

gan a bheith ag ithe nó ag ól 7rl. ach amháin má dheintar a mhalairt a shocrú roimh ré.

- Usaidfear Seomraí Feithimh don seisiún Zoom. Ceadáítear paistí isteach sa seisiún ma tá “ainm” ceart in úsáid acu chun iad féin a chur in aithne (sloinne, céad ainm nó an dá rud)

Nóta: Tá sé fágtha faoi scoláire/tuismitheoir athainmniú a dhéanamh orthu féin isteach teacht thar nais sa seomra feithimh muna scaoiltear isteach iad sa seisiún de bharr seo.

Cuirfear aon duine nár chóir dóibh a bheith i láthair ag seisiún amach láthreach bonn. Ma tharlaíonn aon eachtra mí-oiriúnach m.sh. Zoom-bombing cuirfear deireadh leis an seisiún laithreach and cuirfear an Príomhoide ar an eolas láithreach.

- 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 imeagló 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.

Email/ eLearning Platforms

- *For the duration of Distance Learning Periods such as COVID-19 the school sanctioned the use of Teacher School email addresses as a means of communication/feedback with parents with due regard for all GDPR issues. This section of the policy applies to similar events or school closures.*
- *Students use approved email accounts under parental supervision or approved Teaching and Learning Platforms such as Seesaw and Google Classroom under supervision of their parent and with the permission from their teacher(s). These platforms are used primarily as a means of providing feedback for work completed and submitted by the student. Students will only have access to :*
 - *their own work and*
 - *teacher-feedback specific to their own work**on these School Approved Platforms. Due regard for all GDPR issues will be taken by all parties involved.*
- *Use of Video Conferencing can only be used between Teacher/SET/SNA and Pupil with the express permission of the Board in agreement with the parent(s) and must only be used under the constant supervision of both parents and teachers for the entire duration of the conference.*
- *Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Webex, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.*
 - *All meetings will be password protected*

- *All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.*
- *The staff member has the right to “remove” any person being disruptive from a synchronous lesson.*
- *A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.*
- *Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.*
- *While chat may be available in an online meeting, it is the responsibility of the child’s family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child’s removal from the lesson or, where appropriate, a referral to Child Protection services.*
- *During a period of Distance Learning the meeting/chat agreed by the school and parent must be held in an appropriate setting (i.e. not bedroom etc.) and the child/participants must be suitably attired (not pyjamas, underclothes etc) and age-appropriately. The pupil is asked also refrain from eating and drinking etc. (unless agreed otherwise by the host teacher and parent to be necessary)*
- *Waiting rooms will be operated by all staff hosting Video conferencing /Zoom sessions. Only students with appropriate usernames indicating their true identity (surname, first name or both will be admitted).*

Note: Students/Parents not being admitted for this reason will need to rename and re-enter the waiting room.

- *Any unauthorised attendee admitted in error will be ejected from the meeting immediately.*
- *If an incident such as Zoombombing occurs the teacher will end the session and report the same to the Principal immediately.*
- *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.*

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 ceadaithe ag an scoil.*

- 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.

Internet Chat

- *Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora 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 to avoid disclosure of identity.*
- *Face-to-face meetings with someone organised via Internet chat will be forbidden.*

Gréasán Scoile

- Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Domhanda.
- Déanfaidh múinteoir comhordú ar fhoilsiú obair daltaí ar an suíomh scoile.
- Foilseofar obair dhaltaí i gcomhthéacs oideachais ar leathanaigh Gréasáin le fógra cóipchirt a chosfaidh cóipeáil obair den sórt sin gach cead sonrach i scríbhinn.
- Ní foilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltaí aonair ar an ngréasán scoile. Díreoidh grianghraif agus clipeanna éisteachta agus físe ar ghníomhaíochtaí grúpaí. D'fhéadfadh clipeanna físe cosaint pasfhocal a bheith ag dul leo.
- 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 foilseofar.

School Website

- *Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.*
- *Teachers will co-ordinate publication of childrens' work on the school website.*
- *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 recordings, of individual children will not be published on the school website. Video footage may be password protected.*
- *The school website will avoid publishing the first name and last name of individuals in a photograph.*
- *The pupil will retain ownership of his/her published work.*

Gléasanna pearsanta/Fóin Phearsanta

Bíonn cead tuismitheora i scríbhinn ag teastáil, má thugann dalta fón ar scoil. Tá an dalta freagrach as an fón a thabhairt don mhúinteoir ag tús an lae. Ní mór d'aon fón póca atá i seilbh an dalta a bheith múchta fad is atá siad ar scoil, ar thuras scoile, ag teacht agus ag imeacht ón linn snámha agus le linn an cheachta, nó páirteach in imeacht scoile ar bith eile. Ní cheadaítear fóin uaireadóirí ar scoil. Níl sé ceadaithe an fón nó fón-uaireadóir a bheith ar siúl, a bheith ag seoladh teachtaireachtaí, ag tógáil pictiúr/físeán d'aon duine ar shuíomh na scoile nó i rith imeachtaí scoile taobh amuigh den scoil. Tá sé seo glan i gcoinne polasaí úsáide inghlactha na scoile. Tá sé inghlactha úsáid mhíchuí a bhaint as gléas teicneolaíochta ar bith le bulaíocht, imeagla, gortú, nó mí-úsáid eile a chur i gcrích.

Beidh teacht ag daltaí ar a gcuid fóin ar feadh tréimhsí áirithe sa tráthnóna, le linn turasanna thar oíche go dtí an Ghaeltacht, agus beidh na tuismitheoirí san eolas roimh ré, fé na tréimhsí go mbeidh na fóin i seilbh na ndaltaí, chun teangmhail a dhéanamh leo. Baineann gach gné eile den bpolasaí seo leis na turasanna sin.

Níl an scoil freagrach as aon damáiste a tharlaíonn d'fhón an dalta.

Personal Devices/ Mobile Phones

Written parental permission is required, for a child bringing a phone to school. The pupil is responsible for giving the phone to his/her phone to the teacher at the start of the school day.

When a child is in possession of a phone, it has to be turned off while on school grounds, on school tours, on the way to and from swimming and during swimming lessons, or while participating in any school activity.

Watch phones are not allowed at school.

Pupils using their own devices in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera or watch, still or moving, is in direct breach of the school's Acceptable Use Policy.

At no time is it acceptable to use any technology for the purposes of bullying, intimidation or hurting others

Access times to personal phones while on overnight trips to the Gaeltacht, will be communicated to parents in advance, to facilitate contact with their children at specified times in the evening. This policy applies for the duration of these trips also.

The school is not responsible for damage to any child's phone.

Reachtaíocht

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 dtaithe uirthi:

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

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

☒ *Data Protection (Amendment) Act 2003*

☒ *Child Trafficking and Pornography Act 1998*

☒ *Interception Act 1993*

☒ *Video Recordings Act 1989*

☒ *The Data Protection Act 1988*

Smachtbhannaí

D'fhéadfadh gníomh disciplíne teacht as mí-úsáid a bhaint as an Idirlíon i dtaca leis an cód iompar agus smáchta . Tá sé de cheart ag an scoil freisin aon ghníomhaíochtaí mídhleathacha a thuairisciú chuig na húdaráis chuí.

Sanctions

Misuse of the Internet may result in disciplinary action, in accordance with the school's discipline policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

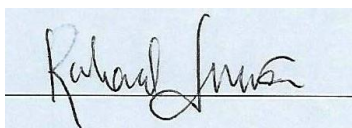
Daingniú

Ghlac Bord Bainistíochta Ghaelscoil Osraí leis an bpolasaí seo ag cruinniú ar 2 Feabhra, 2023

Ratification

This policy was ratified by the Board of Management at its meeting on 2nd February, 2023.

Sínithe:
Cathaoirleach



Sínithe:
Príomhoide, Gaelscoil Osraí.

