

Polasaí Úsáide Inghlactha/Acceptable Usage Policy

Ainm na Scoile: Gaelscoil Uí Riada,

Seoladh : Bealach an Cháirdinéil, Wilton, Corcaigh

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.

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 FCT 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 tuistí 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.

An Gréasán Domhanda

- Ma tá ríomhaire glúine ceadaithe ag an SENO do dhalta caithfear a thabhairt san áireamh go bhfuil a leithéad faoin PUI. Tá se ceadaithe naríomhairí 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. Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon.
- 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 bheith faoi mhonatóireacht ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.

Físchomhdháil Shabhailte

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

Riomhphost is Cláracha rFhoghlaimt

- I rith amanta ar nós Víreas na Cóivéide úsáidfáidh an scoil ríomhphoist scoile an mhúinteora mar mhódh cumarsáide idir tuistí is múinteoirí ag tógaint RGCS san áireamh.
- Úsáidfídh daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó cead múinteora nó cláracha idirlíona ríomhfhoghlaimtar nós Seesaw nó Google

Classroom faoi stiúr an tuismitheora agus le cead an mhúinteoir ranga.

Úsáidfeadh 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/MOS?Cúinteoir Ranga le cead speisialta an Bhoird i ngleic leis an dtuiste agus caithfeadh 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 físchomhdáil inar féidir le ball fóirne labhairt le páiste go beo ag cruinnithe ar líne.
 - Bedh gach cruinniú/seimineár gréasáin den sórt seo daingean is sábháilte le nasc príomhaideach chuige. Cuirfeadh 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 príomhaideach
 - Beidh cód iompar na scoile i bhfeidhm ar gach éinne i lathair
 - Beidh cead ag ball fóirne 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 bhuialfidh 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 thairfeadh in éineacht lena chéile ach an clann a chur ar an eolas roimh ré
 - Tá sé fágtha faoin tuiste a chinntiú go mbeidh gach idirghníomhaíocht an pháiste oiriúnach. Má cheaptar go bhfuil idirghníomhaíochtaí an pháiste mí-oiriúnach ta baol go ngearrfar an páiste amach as an gceacht nó, más chóir, go ndéanfar teangmháil leis na hUdarais um Chosaint Leanaí
 - I rith an tréimhse cianfhoghlama beartaithe idir scoil is tuiste caithfeadh deimhin a dheanamh de go dtárlaíonn 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 láthair gan a bheith ag ithe nó ag ól 7rl. ach amháin má dheintar a mhalairt a shocrú roimh ré.

- **[féach Apindic 1: Rialacha do sheisiún Zoom/Rules for Live zoom meetings for distance learning]**
- 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 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, fóiraim phlé agus fóiraim 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.

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.
- Foilseofar obair dhaltaí i gcomhthéacs oideachais ar leathanaigh Gréasáin le fógra cóipchirt a choscaidh cóipeáil obair den sórt sin gach cead sonrath i scríbhinn.

- Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltáí 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 dhaltáí mar sheoladh baile agus sonraí teagmhála den leathanach gréasáin scoile.
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a fhoilseofar.

Reachtaíocht

Soláthróidh an scoil eolas ar an reachtaíocht seo a leanas maidir le húsáid an Idirlín agus ar chóir do dhaltáí, 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 Fhístáifeadtaí, 1989
- An tAcht um Chosaint Sonraí 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 thuirisciú chuig na húdaráis chuí.

Acceptable Usage Policy

School Name: Gaelscoil Uí Riada

Address: Bealach an Cháirdinéil, Wilton, Corcaigh

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.

School's 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

- 1. 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.**
 - 2. Internet sessions will always be supervised by a teacher.**
 - 3. 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.**

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 GS Uí Riada 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 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.**

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.

Email/ eLearning Platforms

- **For the duration of Distance Learning Periods such as COVID-19 the school will sanction the use of *Teacher School email addresses* as a means of communication/feedback with parents with due regard for all GDPR issues**
- **Students will 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 will be 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)

[see Appendix 1 re Rules for Live zoom meetings for distance learning]

- **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.**
- **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.**

School Website

- **Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's 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.**
- **The school website will avoid publishing the first name and last name of individuals in a photograph.**
- **The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.**

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 unauthorized taking of images with a mobile phone camera, 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.

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**

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.

Aipindic 1/ Appendix 1:

Rialacha agus tú ar Sheisiún Zoom

Rules for partaking in a Zoom session

1. Bí i láthair - Tá sé tabhachtach duit is dod' chuid foghlama a bheith i láthair. Attend the Zoom session. it is important for you and your learning.

2. Meas - Léirigh meas mar a leirítear ar scoil

Respect- show respect for all as we do in school.

3. Puncúlacht

Punctuality is vital.

4. Ní mór tuiste nó caomhnóir a bheith farat.

Make sure your parent or guardian is nearby.

5. Tá cluasáin riachtanach. Caith cluasáin i gceart.

Headphones are required. Please wear headphones or earphones correctly.

6. Bíodh an uirlis suite go socair - ná bíodh sé i do lámh

Make sure your device is sitting steadily and securely on your table- not handheld.

7. Ní mór do gach duine a bheith glésta go cuí.

Everybody should be appropriately dressed.

8. Ní mór gach micreafón a bheith múchta ach amhain nuair a iarratar ort é a lasadh

Microphones must be muted unless you are asked to do otherwise.

9. Roghnaigh spás oibre oiriúnach foghlama don rang arlíne. Smaoinigh ar na nithe a bheidh le feiscint sa chúlra.

Choose an appropriate learning space. Note what can be seen in the background and make sure it is not distracting for the general zoom audience.

10. Níl cead griangraif a ghlacadh den scáileán ná taifead a dhéanamh d'aon chuid den cheacht.


Do not photograph or screenshot your screen or record during the session.

11. Glac páirt gníomhach sa cheacht.

Participate fully in an appropriate manner.

TREOIR DON SCOLÁIRE MAIDIR LE BÉASAÍOCHT DON TSEOMRA RANGA AR LÍNE


SPÁS OIBRE
Roghnaigh spás oibre atá oiriúnach don tseomra ranga ar líne.
Smaoinigh ar na nithe a fheicfidh daoine eile sa chúbra.




SHHHHH...!
Mích an 'uis' nuair nach bhfuil tú ag caint nó nuair atá tú ag oibríobh. Cuir ar siúl é má iarrtar ort labhairt.




BÍ IN AM
Bí ann - Tá an rang ar líne ann chun cabhrú leat agus le do chuid foghlama.
Bí in am do na ranganna ar líne.




SEACHAIN GRIANGHRAIF
Ná glao grianghraif nó seot den scáileán ina bhfuil daoine eile ann.




RIALACHA SCOILE
Baineann rialacha scoile leis an seomra ranga ar líne.
Smaoinigh sula guireann tú nithe i gcló. Ceinnigh an fócas ar an tasc a tugadh duit.




Bi ghléasta in oiriúint don tseomra ranga ar líne




LABHAIR AMACH AGUS BÍ AG LORG TACAÍOCHTA
Bí i dteagmháil le do mhúinteoirí le linn uaireachta scoil nó déan socraí doibh maidir le hamanna teagmhála cui.



MEAS
Bíodh meas agat ar thuirimí daoine eile ar líne.




BAIN SULT AS
Bain taitneamh as an tsi nua foghlama.
Is bealach nua é do gach duine agus seans go dtéifaidh sé am ar dhaoine dul i dtaithí air.



Video Call Etiquette


Do ✓




Sit on a chair and look at the screen.




Turn your video on.




Use your real name.



Mute your microphone until it's your turn to talk.




Stay in one place for the call.




Listen to whoever is speaking.


Don't ✗



Don't draw or write on the screen.



Don't leave the screen or walk around.



Don't change your background.

Remember, all online activity should be supervised by an adult.

Athbheithniú déanta ag Reviewed by :	Dáta Date:
An Bord Bainistíochta	13.01.2021
An Bord Bainistíochta	

