



## Gaelscoil Uí Riada

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# 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 tharraingeodh 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.

- Úsáidfaidh an scoil cuntas Instagram na Scoile chun eolas a roinnt faoi ghníomhaíochtaí scoile. Titfidh sé seo faoi Pholasaí na Meáin Shóisialta ata le fáil anseo:

[W Polasaí na Meáin Shóisialta.docx](#)

### **Físchomhdháil Shabhailte**

Usáidfear clárach ashabhailte ar nós ZOOM is WEBEX a chomhlíonann 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 Víreás na Cóivéide úsáidfaidh an scoil ríomhphoist scoile an mhúinteora mar mhódh cumarsáide idir tuistí is múinteoirí ag tógaint RGCS san áireamh.
- Úsáidfidh daltaí aitheantais cuntais scoile ríomhphoist cheadaithe (ach bainfear an aip ríomhphoist den tsraith aipeanna a chuireann an scoil ar fáil do na daltaí) faoi mhaoirseacht tuismitheoirí nó Ardáin Teagaisc agus Foghlama cheadaithe ar nós Seesaw agus Google Drive/Classroom faoi mhaoirseacht a dtuismitheoirí agus le cead óna múinteoir(í). Úsáidfear na cláracha seo mar uirlis aischothaithe ar obair déanta ag an bpáiste. Ní bheidh teacht ag an bpáiste ach ar
  - o A n-obair féin
  - o 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?Cúnteoir Ranga le cead speisialta an Bhoird i ngleic leis an dtuiste agus caithfear maorsacht an tuiste a chinntiú i rith na físchomhdhála ar fad.
  - o 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 arlíne.
  - o Bedh 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 láthair
- 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 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 láthair 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
- 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 Leanáí
- I rith an tréimhse cianfhoghlama beartaithe idir scoil is tuiste caithefear 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 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 choscfaidh cóipeáil obair den sórt sin gach cead sonrach i scríbhinn.
- Ní fhoilseofar 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 fhoilseofar.

### **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 Fhístaifeadtaí, 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.

*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.*

*This includes to use of Department of Education sanctioned Assistive Technology by a student. (see policy )*

### **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 school's/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.*
- *The school will use a school Instagram account to share information about school activities. This will fall under the Social Media Policy that is found here:*

[W Polasaí na Meáin Shóisialta.docx](#)

### **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 school account identities (but the email app will be removed from the suite of apps made available to the students by the school) under parental supervision or approved Teaching and Learning Platforms such as Seesaw and Google Drive/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.*

- o 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.*
- o All meetings will be password protected*
- o All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.*
- o The staff member has the right to "remove" any person being disruptive from a synchronous lesson.*
- o 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.*
- o 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.*
- o 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.*
- o 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. Poncúlacht**

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  
**BÉASÁIOCHT DON TSEOMRA RANGA AR LÍNE**

**SPÁS OIBRE**  
*Reghnaigh spás oibre atá oiriúnach don tseomra ranga ar líne*

*Smaoinigh ar na nithe a fheicfidh daoine eile sa chéara*



**SHHHHH...!**


*Mích an 'nó' nuair nach bhfuil tú ag caint nó nuair atá tú ag cliscrioibh. 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 glac grianghraif nó seataí den sodáilín ina bhfuil daoine eile ann*




**RIALACHA SCOILE**

*Baineann rialacha scoile leis an tseomra ranga ar líne*

*Smaoinigh sula gcuireann tú nithe i gcló. Coinnigh an fócas ar an tasc a tugadh duit*




*Bi gléasta 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 socrú dáibh maidir le hamanna teagmhála oí*



**MEAS**


*Bíodh meas agat ar thuairimí daoine eile ar líne*



**BAIN SULT AS**


*Bain taitneamh as an toll nua foghlama.*

*Is bealach nua é do gach duine agus seans go dtógfaidh sé am ar dhaoine dul i dtuaisí 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.

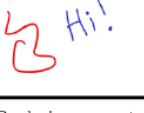


Stay in one place for the call.




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.



## Aipindic 2/ Appendix 2:

# Beartas maidir le hÚsáid Inghlactha Feistí Teicneolaíochta Cúnta sa Bhaile de chuid na Scoile.

*Policy for the Acceptable Use in the Home of School-Owned Assistive Technology Devices.*

### Ráiteas Tosaigh.

Tiomsaíodh an polasaí seo, na téarmaí agus coinníollacha agus an comhaontú a ghabhann leis de réir Imlitir 10/2013 na Roinne Oideachais agus Scileanna agus Ráiteas um Chosaint Leanaí na scoile maidir le trealamh riachtanach teicneolaíochta cúnta do dhaltaí faoi mhíchumas fisiceach nó cumarsáide. Introductory Statement. Titeann an Polasaí seo faoi pholasáí PUI na scoile freisin.

*This policy, the terms and conditions and the attached agreement was compiled in line with Department of Education and Skills Circular 10/2013 and our school's Child Safeguarding Statement in relation to essential assistive technology equipment for pupils with physical or communicative disabilities. This policy falls under the terms of the AUP Policy in GS Uí Riada*

### Réasúnaíocht: Rationale

Is é cuspóir na cáipéise ná treoirínte soiléire a léiriú maidir le húsáid trealaimh speisialtóra atá molta ag an gComhairle Náisiúnta um Oideachas Speisialta (NCSE) mar threoracha riachtanacha do dhaltaí ar diagnósíodh iad mar

- míchumas tromchúiseach a bheith agat;
- agus/nó míchumas céadfach nó cumarsáideach sa mhéid go bhfuil srian ábhartha ar a gcumas cumarsáid a dhéanamh trí mheán na cainte nó na scríbhneoireachta;
- nuair is léir nach leor an trealamh atá sa scoil cheana féin chun freastal ar riachtanais an linbh;
- sa chás, gan trealamh den sórt sin, nach mbeidh sé indéanta do leanaí den sórt sin rochtain a fháil ar churaclam na scoile

*The purpose of the document is to illustrate clear guidelines for the use of specialist equipment which has been recommended by the National Council for Special Education (NCSE) as being essential for pupils who have been diagnosed as:*

- *having a serious disability;*
- *and/or sensory or communicative disability to the extent that their ability to communicate through the medium of speech or writing is materially curtailed;*
- *where it is clear that existing equipment in the school is insufficient to meet the child's needs;*
- *where, without such equipment, it will not be possible for such children to access the school curriculum*

Is leis an scoil trealamh ar bith a cheannaíonn an scoil faoi Threoirínte na Roinne Oideachais agus Scileanna, de ghnáth ba chóir é a choinneáil sa scoil agus é faoi réir iniúchta ag an Roinn Oideachais agus Scileanna. Féadfaidh an Bord Bainistíochta, áfach, i gcásanna áirithe cead a thabhairt d'úsáid an trealaimh i dteach an dalta má mheasann an fhoireann teagaisc go bhfuil gá leis. Is éard a bhíonn i gcásanna mar seo ná nuair a chomhaontaítear go bhféadfadh an dalta leas a bhaint as tacaíocht theicniúil nó trealamh ar nós ríomhaire glúine/táibléad scoile.

Déanann an comhaontú seo iarracht a chinntiú go gcoimeádtar agus go láimhseáiltear an trealamh go sábháilte agus é faoi chúram an dalta lasmuigh den scoil.

*Any equipment purchased by the school under Department of Education and Skills Guidelines remains the property of the school, should normally be kept in the school and is subject to inspection by the Department of Education and Skills. However, the Board of Management may, in certain circumstances allow the use of the equipment in the pupil's home if deemed necessary by the teaching staff. Such circumstances are where it is agreed that the pupil could benefit from the use of technical support or equipment such as a school laptop/tablet.*

*This agreement endeavours to ensure the safe custody and handling of the equipment when in the care of the pupil outside of the school.*

### **Nós imeachta chun ligean don Dalta Teicneolaíocht Chúnta a thabhairt abhaile**

*Procedure to allow Pupil to take Assistive Technology home*

1. Ní mór do Thuismitheoir/Caomhnóir nóta gairid a scríobh ag cur síos ar an gcúis go gcreideann siad go bhfuil sé riachtanach don dalta an teicneolaíocht chúnta a thabhairt abhaile.
2. Cuirfear an litir ar aird an Bhoird Bainistíochta agus déanfar cinneadh.
3. Beidh ar Thuismitheoir/Caomhnóir na Téarmaí agus Coinníollacha a ghabhann leis an bpolasaí seo a léamh ina n-iomláine agus aontú leo.

*1. Parent/Guardian must write a brief note outlining the reason why they believe it is necessary for the pupil to bring the assistive technology home.*

*2. The letter will be brought to the attention of the Board of Management and a decision made.*

*3. Parent/Guardian will be required to read in full and agree to the Terms and Conditions attached to this policy*

### **Téarmaí agus Coinníollacha maidir le Teicneolaíocht Chúnta a Úsáid sa Teach.**

*Terms and Conditions for the use of Assistive Technology in the Home.*

1. Is le Gaelscoil Uí Riada an ríomhaire glúine/táibléad
2. Má athraíonn an dalta ainmnithe scoil, go hiar-bhunscoil san áireamh, rachaidh an scoil i gcomhairle leis an SENO maidir le haistriú an fheiste leis an dalta nuair atá sé fós oiriúnach do riachtanais mheasúnaithe an dalta. Is faoin Scoil a bheidh an cinneadh deiridh maidir le haistriú.
3. Is é an dalta ainmnithe amháin a úsáidfidh an ríomhaire glúine/táibléad agus ní bhainfidh tríú páirtí úsáid as ná ní aistrefar chuige é.
4. Meabhróidh agus múinefaidh an tuismitheoir dá bpáiste aire chuí a thabhairt don ríomhaire glúine/táibléad i gcónaí agus an ríomhaire glúine/táibléad á láimhseáil, á iompar agus á úsáid –
  - Ní cheadaítear é a fhágáil gan duine in áit phoiblí
  - Ní cheadaítear é a fhágáil gan duine ina sheomra ranga nó in áit eile sa scoil
  - Ní mór gach ríomhaire glúine/táibléad a bhaint de na soicéid agus gach oiriúint a stóráil go sábháilte agus go daingean sa chás ríomhaire glúine/táibléad leis an ríomhaire glúine/táibléad nuair a obair críochnaithe

- Ní cóir é a fhágáil sa radharc soiléir i bhfeithicil gan faire nó nach bhfuil daingnithe ach é a choinneáil as radharc sa bhróg faoi ghlas
  - Ní chuirfidh tríú páirtí isteach air nó nach gcuirfidh sé isteach air nó nach n-athróidh sé é. It is not to be left unattended in a public place
5. Ní bhainfear úsáid as an ríomhaire glúine/táibléad ach amháin chun cabhrú le scileanna clóscríofa agus gníomhaíochtaí eile a bhaineann leis an scoil. Ní féidir ach cláir, pacáistí/feidhmchláir agus suíomhanna gréasáin atá ceadaithe ag scoileanna a úsáid.
  6. Ní mór an ríomhaire glúine/táibléad a chur ar ais chuig an scoil in ord maith oibre ar nó roimh lá deiridh na scoilbhliana nó níos luaithe má iarrann an scoil é.
  7. Tá an ríomhaire glúine/táibléad clúdaithe faoi árachas na scoile agus é ar réadmhaoin na scoile ach caithfidh an trealamh a bheith clúdaithe ag árachas tí má thógtar amach as áitreabh na scoile é. Ní mór do dhaltá agus do thuismitheoirí cúram réasúnach a ghlacadh chun damáiste nó cailteanas a sheachaint.
  8. Déanfaidh tuismitheoir/caomhnóir maoirsiú ar úsáid an ríomhaire glúine/táibléid agus gach úsáid idirlín san áireamh agus beidh sé de chineál cuí chun nochtadh an dalta d'ábhar míchuí a laghdú.
  9. Déanfaidh an scoil seiceálacha rialta chun na ríomhairí glúine/táibléad a nuashonrú, ag cinntiú go gcoimeádtar bogearraí frithviris cothrom le dáta agus freisin chun úsáid mhíchuí a sheiceáil.
  10. Úsáidfean an ríomhaire glúine/táibléad go dleathach agus de réir Pholasaí Úsáide Inghlactha na scoile maidir le húsáid eiteiciúil na teicneolaíochta, úsáid bogearraí dleathach, úsáid an Idirlín agus cosaint sonraí pearsanta.
  11. Meastar go bhfuil an méid seo a leanas go hiomlán do-ghlactha agus go n-athéileofar an trealamh dá bharr:
    - Ábhar graosta nó pornagrafach a rochtain, a tharchur nó a fháil
    - Dul i ngleic le cibearchaimiléireacht nó bradaíl (ábhar a chruthaigh daoine eile a ghlacadh agus é a chur i láthair amhail is dá mba leatsa féin é)
    - Ag gabháil don chibearbhulaíocht
    - Bogearraí nó feidhmchláir nach bhfuil faofa ag PUI agus Conradh Teicneolaíochta Cúnta na scoile a íoslódáil nó a lódáil
  12. Coinneofar an ríomhaire glúine/táibléad in ord maith oibre. Tá gach locht, locht nó mífheidhm ar ríomhaire glúine/táibléad le linn a bheith faoi chúram an dalta le cur in iúl don Phríomhoide nó don Mhúinteoir Ranga a chuirfidh an ball foirne atá freagrach as seirbhísiú agus cothabháil an ríomhaire glúine/táibléid ar an eolas.
  13. Déanfaidh an scoil aon deisiúcháin a bheidh riachtanach mar gheall ar dhamáiste a dhéantar don ríomhaire glúine/táibléad agus é faoi chúram an dalta a shocrú agus íocfaidh tuismitheoir an dalta as.
  14. Ní dhéanfar an ríomhaire glúine/táibléad a dhíol, a shannadh, a aistriú nó a dhiúscairt ar bhealach eile.
  15. Ní bhainfear, ní cheilteofar ná ní athrófar aon mharcáil ríomhaire glúine/táibléad, clibeanna nó plátaí nó greanta. Níor cheart an ríomhaire glúine/táibléad a mharcáil ar bhealach ar bith a laghdóidh luach an ríomhaire glúine/an táibléad.
  16. Má chailtear, má ghoidtear nó má dhéantar damáiste don ríomhaire glúine/táibléad, cuirfidh an tuismitheoir é sin in iúl don Phríomhoide agus do na Gardaí chomh luath agus is féidir.

17. De bharr socrúithe reatha ceadúnaithe bogearraí a chlúdaíonn úsáid baile, ní féidir an pacáiste ríomhaire glúine/táibléad a úsáid chun aon chríche tráchtála.

18. Má sháraítear aon cheann de na téarmaí nó coinníollacha seo, féadfaidh an Bord Bainistíochta am ar bith an socrú seo a chúlghairm.

**Daingniú agus Cumarsáid:**

Dhaingnigh an Bord Bainistíochta an polasaí seo ar: \_\_\_\_\_

Síniú: \_\_\_\_\_ (Cathaoirleach)

Síniú: \_\_\_\_\_ (Príomhoide)

***Terms and Conditions for the use of Assistive Technology in the Home.***

1. *The laptop/tablet remains the property of Gaelscoil Uí Riada*

2. *Should the designated pupil change school, including to post-primary, the school will consult with the SENO with regard to the transfer of the device with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with the School.*

3. *The laptop/tablet will be used solely by the designated pupil and will not be used by or transferred to a third party.*

4. *The parent will remind and teach their child to take due care of the laptop/tablet at all times when handling, transporting and using the laptop/tablet -*

*- It is not to be left unattended in a classroom or other place in the school - All laptop/tablet leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/tablet case with the laptop/tablet when work is complete*

*- It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot*

*- It is not to be interfered with, tampered with or altered by a third party.*

5. The laptop/tablet will be used solely to assist with typing skills and other school related activities. Only school approved programmes, packages/applications and websites may be used.

6. The laptop/tablet must be returned to the school in good working order on or before the last day of the school year or earlier if requested by the school.

7. The laptop/tablet is covered under school insurance when on school property however, the equipment must be covered by home insurance if taken off the school premises. Pupils and parents must take reasonable care to avoid damage or loss.

8. Use of the laptop/tablet and including all internet usage will be supervised by a parent/guardian and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.

9. The school will make regular checks to update the laptops/tablets, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.

10. The laptop/tablets will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.

11. The following is deemed as completely unacceptable and will result in the equipment being re-claimed:

- Accessing, transmitting or receiving obscene or pornographic material
- Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own)
- Engaging in cyber bullying
- Downloading or loading software or applications that are not approved by the school Assisive Technology AUP and Contract

12. The laptop/tablet will be kept in good working order. All laptop/tablet faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or Class Teacher who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet.

13. Any repairs necessary due to damage caused to the laptop/tablet while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.

14. The laptop/tablet will not be sold, assigned, transferred or otherwise disposed of.

15. Any laptop/tablet markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/tablet must not be marked in any way that will reduce the value of the laptop/tablet.

16. If the laptop/tablet is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.

17. Due to current software licensing arrangements covering home use, the laptop/tablet package cannot be used for any commercial purpose.

18. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

### **Ratification and Communication**

This policy was ratified by the Board of Management on: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chair)

Signed: \_\_\_\_\_ (Principal)

### **Conradh Teicneolaíochta Cúnta Gaelscoil Uí Riada**

#### **Téarmaí agus Coinníollacha maidir le Teicneolaíocht Chúnta a Úsáid sa Teach.**

1. Is le Gaelscoil Uí Riada an ríomhaire glúine/tábléad
2. Má athraíonn an dalta ainmnithe scoil, go hiar-bhunscóil san áireamh, rachaidh an scoil i gcomhairle leis an SENO maidir le haistriú feiste leis an dalta nuair atá sé fós oiriúnach do riachtanais mheasúnaithe an dalta. Is faoin Scoil a bheidh an cinneadh deiridh maidir le haistriú.
3. Is é an dalta ainmnithe amháin a úsáidfidh an ríomhaire glúine/tábléad agus ní bhainfidh trío páirtí úsáid as ná ní aistreofar chuig trío páirtí é.



4. Aontaíonn an tuismitheoir(i) an leanbh a mhúineadh chun aire chuí a thabhairt don ríomhaire glúine/táibléad i gcónaí agus an gléas á láimhseáil, á iompar agus á úsáid aige agus nótaí go háirithe:

a. Níl sé le fágáil gan aire in áit phoiblí

b. Níl sé le fágáil gan duine i seomra ranga nó in áit eile sa scoil

c. Ní mór gach ríomhaire glúine/táibléad a bhaint de na soicéid agus ní mór na gabhálaí go léir a stóráil go sábháilte agus go daingean sa chás ríomhaire glúine/táibléad leis an ríomhaire glúine/táibléad nuair a bheidh an obair críochnaithe.

d. Níl sé le fágáil sa radharc soiléir i bhfeithicil gan duine ar bith nó nach bhfuil daingnithe ach é a choinneáil as radharc sa bhróg faoi ghlas

e. Ní chuirfidh tríú páirtí isteach air, ná nach gcuirfidh tríú páirtí isteach air nó é a athrú.

5. Ní bhainfear úsáid as an ríomhaire glúine/táibléad ach amháin chun cabhrú le scileanna clóscríofa agus gníomhaíochtaí eile a bhaineann leis an scoil. Ní féidir ach cláir, pacáistí/feidhmchláir agus suíomhanna gréasáin atá ceadaithe ag scoileanna a úsáid.

6. Ní mór an ríomhaire glúine/táibléad a chur ar ais chuig an scoil in ord maith oibre ar nó roimh lá deiridh na scoilbhliana nó nuair a iarrann an scoil é.

7. Tá an ríomhaire glúine/táibléad clúdaithe faoi árachas na scoile agus é ar réadmhaoin na scoile ach caithfidh an trealamh a bheith clúdaithe ag árachas tí má thógtar amach as áitreabh na scoile é. Ní mór do dhaltáí agus do thuismitheoirí cúram réasúnach a ghlacadh chun damáiste nó cailteanas a sheachaint.

8. Déanfaidh tuismitheoir/caomhnóir maoirsiú ar úsáid an ríomhaire glúine/táibléid agus gach úsáid idirlín san áireamh agus beidh sé de chineál cuí chun nochtadh an dalta d'ábhar míchuí a laghdú.

9. Déanfaidh an scoil seiceálacha rialta chun na ríomhairí glúine/táibléad a nuashonrú, ag cinntiú go gcoimeádtar bogearraí frithviris cothrom le dáta agus freisin chun úsáid mhíchuí a sheiceáil.

10. Úsáidfear an ríomhaire glúine/táibléad go dleathach agus de réir Pholasaí Úsáide Inghlactha na scoile maidir le húsáid eiticíúil na teicneolaíochta, úsáid bogearraí dleathach, úsáid an Idirlín agus cosaint sonraí pearsanta.

11. Meastar go bhfuil an méid seo a leanas go hiomlán do-ghlactha agus go n-athéileofar an trealamh dá bharr:

a. Rochtain, tarchur nó fáil ábhar gáirsiúil nó pornagrafach

b. A bheith páirteach i gcibearchaimiléireacht nó bradaíl (ábhar atá cruthaithe ag daoine eile a ghlacadh agus é a chur i láthair amhail is dá mba leatsa féin é)

c. Ag gabháil don chibearbhulaíocht

Teicneolaíocht Chúnata AUP agus Conradh 4

d. Bogearraí nó feidhmchláir nach bhfuil ceadaithe ag an scoil a íoslódáil nó a lódáil

12. Coinneofar an ríomhaire glúine/táibléad in ord maith oibre. Tá gach locht, locht nó mífheidhm ar ríomhaire glúine/táibléad le linn a bheith faoi chúram an dalta le cur in iúl don Phríomhoide nó don Mhúinteoir Ranga a chuirfidh an ball foirne atá freagrach as seirbhísiú agus cothabháil an ríomhaire glúine/táibléid ar an eolas.

13. Déanfaidh an scoil aon deisiúcháin a bheidh riachtanach mar gheall ar dhamáiste a dhéantar don ríomhaire glúine/táibléad agus é faoi chúram an dalta a shocrú agus íocfaidh tuismitheoir an dalta as.

14. Ní dhéanfar an ríomhaire glúine/táibléad a dhíol, a shannadh, a aistriú nó a dhiúscairt ar bhealach eile.

15. Ní bhainfeadh, ní cheilteofar ná ní athrófar aon mharcáil ríomhaire glúine/táibléad, clibeanna nó plátaí nó greanta. Níor cheart an ríomhaire glúine/táibléad a mharcáil ar bhealach ar bith a laghdóidh luach an ríomhaire glúine/an táibléad.

16. Má chailltear, má ghoidtear nó má dhéantar damáiste don ríomhaire glúine/táibléad, cuirfidh an tuismitheoir é sin in iúl don Phríomhoide agus do na Gardaí chomh luath agus is féidir.

17. De bharr socrúithe reatha ceadúnaithe bogearraí a chlúdaíonn úsáid baile, ní féidir an pacáiste ríomhaire glúine/táibléad a úsáid chun aon chríche tráchtála.

18. Má sháraítear aon cheann de na téarmaí nó coinníollacha seo, féadfaidh an Bord Bainistíochta am ar bith an socrú seo a chúlghairm.

Ainm an dalta: \_\_\_\_\_

Múinteoir Ranga: \_\_\_\_\_

Uimhir an tSeomra: \_\_\_\_\_

Cineál an Ghléis agus Uimhir Aitheantais: \_\_\_\_\_

Tá téarmaí agus coinníollacha an chonartha seo léite agam agus glacaim leo.

Beidh an gléas clúdaithe ag m'árachas tí.

Sínithe: \_\_\_\_\_

(Tuismitheoir/Caomhnóir)

Dáta: \_\_\_\_\_

Arna shíniú thar ceann na scoile: \_\_\_\_\_

Múinteoir/SET/Leas-phríomhoide

(Coinneoidh na tuismitheoirí/caomhnóirí cóip amháin den chonradh sínithe agus coimeádfar ceann eile i gcomhad sa scoil.)

### **Gaelscoil Uí Riada's Assistive Technology Contract**

*Terms and Conditions for the use of Assistive Technology in the Home. 1. The laptop/tablet remains the property of Gaelscoil Uí Riada*

*2. Should the designated pupil change school, including to post-primary, the school will consult with the SENO with regard to the transfer of device with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with the School.*

*3. The laptop/tablet will be used solely by the designated pupil and will not be used by, or transferred to, a third party.*

*4. The parent(s) agree to teach the child to take due care of the laptop/tablet at all times when handling, transporting and using the device and notes especially that:*

*a. It is not to be left unattended in a public place*

*b. It is not to be left unattended in a classroom or other place in the school*

- c. All laptop/tablet leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/tablet case with the laptop/tablet when work is complete*
  - d. It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot*
  - e. It is not to be interfered with, tampered with or altered by a third party.*
- 5. The laptop/tablet will be used solely to assist with typing skills and other school related activities. Only school approved programmes, packages/applications and websites may be used.*
  - 6. The laptop/tablet must be returned to the school in good working order on or before the last day of the school year or when requested by the school.*
  - 7. The laptop/tablet is covered under school insurance when on school property however, the equipment must be covered by home insurance if taken off the school premises. Pupils and parents must take reasonable care to avoid damage or loss.*
  - 8. Use of the laptop/tablet and including all internet usage will be supervised by a parent/guardian and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.*
  - 9. The school will make regular checks to update the laptops/tablets, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.*
  - 10. The laptop/tablets will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.*
  - 11. The following is deemed as completely unacceptable and will result in the equipment being re-claimed:*
    - a. Accessing, transmitting or receiving obscene or pornographic material*
    - b. Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own)*
    - c. Engaging in cyber bullying*
    - d. Downloading or loading software or applications that are not approved by the school*
  - 12. The laptop/tablet will be kept in good working order. All laptop/tablet faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or Class Teacher who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet.*
  - 13. Any repairs necessary due to damage caused to the laptop/tablet while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.*
  - 14. The laptop/tablet will not be sold, assigned, transferred or otherwise disposed of.*
  - 15. Any laptop/tablet markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/tablet must not be marked in any way that will reduce the value of the laptop/tablet.*
  - 16. If the laptop/tablet is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.*
  - 17. Due to current software licensing arrangements covering home use, the laptop/tablet package cannot be used for any commercial purpose.*

18. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

Name of pupil: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Room Number: \_\_\_\_\_

Device Type and ID Number: \_\_\_\_\_

I have read and accept the terms and conditions of this contract.

The device will be covered by my house insurance.

Signed: \_\_\_\_\_

(Parent/Guardian)

Date: \_\_\_\_\_

Signed on behalf of the school: \_\_\_\_\_

Teacher/SET/Deputy Principal

(One copy of the signed contract will be kept by the parents/guardians and one will be kept on file in the school.)

<b>Athbhreithniú déanta ag</b> Reviewed by :	<b>Dáta</b> Date:
An Bord Bainistíochta	13.01.2021
An Bord Bainistíochta	20.09.2022