



A Thuismitheoir/Chaomhnóir,

Maidir le: Foirm Cheada Idirlín

Mar chuid de chlár oideachais na scoile tairgimid rochtain faoi mhaoirsiú do dhaltaí ar an Idirlín. Tabharfaidh sé seo rochtain ar go leor acmhainní oideachais ar-líne do dhaltaí agus creidimid go gcuirfidh sé seo go mór le taithí fhoghlama na ndaltaí.

Mar sin féin, caithfidh an t-úsáideoir agus an scoil a bheith freagrach i rochtain agus in úsáid an Idirlín. Cuirtear síos ar na freagrachtaí seo i mBeartas Úsáide Inghlactha na scoile (faoi iamh). Tá sé tábhachtach go léitear an cháipéis seo go cúramach, go gcomhlíonfaidh tuismitheoir nó caomhnóir an Fhoirm Chead Dhigiteach.

Cé go ndéanann an scoil na bearta cearta chun úsáid shábháilte an Idirlín a chur chun cinn, tá a fhios aici gur féidir le daltaí rochtain trí thimpiste nó d'aon turas a fháil ar ábhar míchuí nó ábhar conspóideach.

Tá meas ag an scoil ar cheart an teaghlach a chinneadh cead a thabhairt dá leanaí rochtain a fháil ar an Idirlín mar a shonraítear i mBeartas Úsáide Inghlactha na scoile nó gan cead a thabhairt.

I ndiaidh na téarmaí i bPolasaí Úsáide Inghlactha na scoile a léamh, b'fhéidir go mbeifeá ag iarraidh smaoinemh ar úsáid an idirlín sa bhaile, agus féachaint chuige má tá aon bhealach gur féidir leat é a dhéanamh níos sábháilte do theaghlach féin. Beimid sásta tacú leat le heolas breise má tá sé ag teastáil uait.

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows pupils access to a large array of online educational resources that we believe can greatly enhance pupils' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (below). It is important that this enclosed document is read carefully, the Digital Permission Slip completed by a parent or guardian.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that pupils may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family. We would be happy to support you with additional information if you so wish.

Le deá-mhéin

Athbhreithniú agus faomhadh déanta ar an bPolasaí seo 11 Meán Fómhair 2023

Policy reviewed and approved 11 September 2023



Réamhrá

Is é aidhm an Pholasaí Úsáide Inghlactha (PUI) 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 PUI na scoile mar sin, b'fhéidir go dtarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí - mar atá leagtha amach san PUI.

Tá sé i gceist go ndéanfar athbhreithniú rialta ar an bPUI ach tuigtear go bhfuil glactha ag tuismitheoirí/caomhnóirí leis an PUI seo do shaol bunscoile an pháiste, mura dtagann athrú ar an bpolasaí. i.e. Ní shíneofar gach bliain é. Sula síneofar é ba chóir an PUI a léamh go cúramach lena léiriú go dtuigtear agus go nglactar le coinníollacha na húsáide.

Straitéis na Scoile

Sa lá atá inniu ann tá sábháilteacht na hidirlín lán chomh tábhachtach le sábháilteacht bhóthair. 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 mhíniú agus a laghdú. Is iad na straitéisí na cinn seo a leanas:

Go Ginearálta

- Beidh múinteoir i gcónaí ag maoirsiú úsáid Idirlín.
- Bainfear leas as bogearraí scagtha agus/nó as córais chomhionann (riaraithe ag an NCTE) chun an riosca a bhaineann le 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.
- Eagrófar ócáidí eolais ar shábháilteacht idirlín do thuismitheoirí/chaomhnóirí
- Bíonn nascanna ar shuíomh na scoile do leathnaigh údaraithe a bhaineann le sábháilteacht idirlín
- Glacann an scoil páirt i *Lá na Sábháilteachta Idirlín*
- Ní cheadaítear íoschóipeáil nó uaslódáil a dhéanamh ar bhogearraí nach bhfuil ceadaithe.
- Bainfear leas as bogearraí cosanta víreas agus tabharfar é cothrom le dáta go rialta.
- Cleachtóidh na daltaí dea-bhéasaíocht idirlín ag gach tráth agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil.
- Seachas cásanna eisceachtúla, tá cosc iomlán ar ghutháin póca i seilbh na bpáistí ar láthair na scoile ná ag aon imeachtaí scoile lasmuigh de láthair na scoile¹

An Gréasán Domhanda

- Ní rachaidh mic léinn ar an idirlíon gan chead ón múinteoir.
- Ní rachaidh mic léinn chuig láithreáin idirlín ar a mbeidh ábhair ghraostacha, mhídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile.
- Is chuig críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon.
- Beidh eolas ag daltaí ar cheisteanna cóipchearta a bhaineann le foghlaim ar líne.
- Ní dhéanfaidh daltaí nochtadh nó foilsíú ar a gcuid eolais phearsanta ar líne.
- Beidh a fhios ag daltaí go bhféadfadh aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, cíbe obair scoile nó nithe pearsanta a bheith faoi mhonatóireacht ó thaobh ghníomhaíocht, neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.

Ríomhphost

- Ní hiondúil go mbíonn ríomhphost in úsáid ach má tá, úsáidfidh daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó le cead an mhúinteora. Tá seoladh r-phoist ag gach dalta sa scoil ach níl feidhm seo an r-phoist ar fáil do dhaltaí sa chóras *Google Classroom*
- Ma tá seoladh r-phoist pearsanta ag aon dalta, lasmuigh den chóras *Google Classroom*, ní sheolfaidh agus ní bhfaighidh daltaí aon ábhar a bheidh mídhleathach, graostach ná míchúiteach nó a bhfuil sé i gceist leis cur as do dhuine eile nó imeaglú a dhéanamh air.
- Ní nochtfaidh daltaí a sonraí pearsanta féin ná sonraí daoine eile, nithe mar sheoltaí nó uimhreacha fóin nó pictiúir, in aon áit ar an idirlíon.
- Ní shocróidh daltaí cruinniú chun casadh go fisiciúil le haon duine a bhfuil aithne acu orthu ón idirlíon amháin.
- Cé go bhfuil seoladh r-phoist ag gach dalta, is díreach chun rochtain a fháil ar *Google Classroom* é agus ní féidir le daltaí ríomhphost a chur nó a fháil tríd an seoladh seo.

¹ Féach an Polasaí um Ghutháin agus um Ghléasanna Leictreonacha



Google Classroom

Is seirbhís ghréasáin saor in aisce é *Google Classroom*, forbartha ag *Google* do scoileanna. An aidhm atá aige ná cruthú, scaipeadh agus grádú na hoibre ar bhealach gan pháipéar a shimpliú. An phríomhaidhm atá ag *Google Classroom* ná an próiseas chun cóid a roinnt idir múinteoirí agus daltaí a éascú. Ligeann *Google Classroom* don mhúinteoir obair a leagan amach don rang ar scoil agus sa bhaile le linn na foghlama sa bhaile. Is cuid de *G Suite* é *Google Classroom*. Chun rochtain a fháil ar na haipeanna laistigh den *G Suite for Education*, caithfidh pasfhocal agus sonraí logála isteach a chuirtear chuig seoladh ríomhphoist a dtuismitheora a bheith ag na páistí. Tá *G Suite for Education* á riaradh ar fhearann idirlín ar le Scoil Oilibhéir é agus is d'úsáid oideachasúil amháin é. Tá an fearann Scoil Oilibhéir do *G Suite for Education* difiriúil le cuntas pearsanta Google agus níl se oscailte don phobal. Is córas néal-bhunaithe sábháilte "féinchiúisitheach" agus baineann sé lenár bhfearann amháin.

Tá sé réamhshocraithe go bhfuil an fhógraíocht múchta d'fhearann *G Suite for Education* na scoile. Ní bhailítear eolas pearsanta na bpáistí do chúiseanna tráchtála. Rialaíonn Polasaí Úsáidte Inghlactha Scoil Oilibhéir úsáid an *G Suite for Education*. Tá daltaí freagrach as a n-iompar féin an t-am ar fad agus iad ar *G Suite for Education*, díreach mar atá siad agus iad ag úsáid aon acmhainní teicneolaíochta sa scoil. Forchoimeádann na daltaí cearta maoine intleachtúla ar aon obair a chruthaíonn siad agus a stóráilann siad ar an Tiomántán *Google*. Ní dhíolfaidh Google aon sonraí le tríú páirtí agus ní roinnfidh siad eolas sa *G Suite* le tríú páirtí ar bith ach amháin má tá ceanglas dlí orthu é a dhéanamh. Féachtar ar rochtain agus ar úsáid *G Suite for Education* mar phribhléid agus is faoi bhainistíocht na scoil é an phribhléid sin a tharraingt siar láithreach má shíltear gur baineadh úsáid mhí-oiriúnach as nó má sháraítear polasaí scoile ar bith eile.

Chun tuilleadh eolais a fháil faoin bpríobháideacht agus faoin tsábháilteacht, féach ar shuíomh *Google "Trust"*, mar a bhfaighidh tú comhairle iontach faoi conas fánacht slán agus sábháilte ar-líne. Is féidir rochtain a fháil ar an gcomhairle seo ar <https://www.google.com/edu/trust/>

Seesaw

Is ardán é *Seesaw* le haghaidh rannpháirtíocht na ndaltaí. Is féidir le múinteoirí daltaí a chumasú chun cruthú, machnamh, roinnt agus comhoibriú. Léiríonn daltaí a bhfuil ar eolas acu ag baint úsáide as grianghraif, as físeáin, as líníochtaí, as téacs, as PDFanna agus as naisc. Tá sé simplí obair dhaltaí a fháil in aon áit amháin agus a roinnt le teaghlaigh.

Úsáideann *Seesaw* dornán de fhophróiseálaithe tríú páirtí - comhlachtaí eile a sholáthraíonn seirbhísí bogearraí a chuidíonn le *Seesaw* gnó a dhéanamh. Cuidíonn na comhlachtaí seo le *Seesaw* rudaí a dhéanamh mar a n-ionaid sonraí a bhainistiú chun a chinntiú go bhfuil *Seesaw* iontaoifa agus tapa nó go soláthraíonn siad bogearraí a chumhachtaíonn tacaíocht do chustaiméirí *Seesaw*.

Tá Comhaontú Cosanta Sonraí sínithe ag fophróiseálaithe *Seesaw* le *Seesaw*, a ordaíonn go n-úsáidfear aon sonraí a roinneann *Seesaw* leo go heisiach chun seirbhísí a sholáthar do *Seesaw* agus ní chun críocha ar bith eile.

Féach liosta de na fophróiseálaithe SeeSaw [ag an nasc seo](#). Tá tuilleadh eolais faoi Stóráil agus faoi Shábháilteacht Sonraí ar fáil [ag an nasc seo](#).

Ríthábhachtach go dtuigtear gur leis an scoil iad aon ghrianghraf nó aon fhíseán atá déanta ag páiste nó ag Múinteoir, gur do chuspóirí oideachais amháin iad agus nach bhfuil cead ag aon dalta aon rud a roinnt lasmuigh den chóras *Google Classroom*

Google Meets

- Sa chás go mbeadh easpa rochtana ar fhoirgneamh na scoile agus go mbeadh orainn cianfhoghlaim a chur ar siúl, d'fhéadfaí go n-eagrófaí cruinnithe beo ar *Google Meets*.
- Ní bhainfeadh úsáid as *Google Meets* chun ranganna múinteoireachta a chur ar fáil.
- Ní bheidh rochtain ag daltaí ar *Google Meets* go dtí go bhfuil an Fhoirm Cheada ar Aladdin sínithe ag a dtuismitheoirí/gcaomhnóirí ag léiriú go dtuigeann siad na riachtanais shábháilteachta chun *Google Meets* a úsáid go sábháilte agus go bhfuil siad toilteanach feidhmiú i ról cúnata feitheoireachta nuair is gá ag brath ar aois an pháiste.
- Tá cosc iomlán ar chruinniú *Meet* a thaifeadadh nó a roinnt nó pictiúr den scáileán a ghabháil.
- Tá An Fhoirm Cheada Dhigiteach ar Aladdin le síniú le tabhairt le fios go bhfuil an tuismitheoir/caomhnóir tar éis na treoracha um Google Meet a léamh, a thuiscint agus go nglacann siad leo.



Comhrá Idirlín

- Mar chuid d'imeachtaí scoile, ní bhaintear úsáid as seomraí comhrá, as fóraim chomhrá ná as fhoraim leitreonacha chumarsáide eile
- Moltar do thuismitheoirí/chaomhnóirí gan ligean da bpáistí a bheith rannpháirteach sna fóraim seo in agcuid ama féin lasmuigh den scoil

iPadanna

I gcaitheamh na bliana, **seans go mbeidh** do pháistí ag obair ar aipeanna ar nós ach ní teoranta go;

- Seesaw
- Toontastic
- Kahoot
- Sock Puppets
- BeeBot
- Apple Classroom.

Mar chuid den obair seo seans go mbeidh taifeadadh ar siúl ar na guthanna agus d'fhéadfaí go mbeidh físeáin á dtógáil de na páistí i mbun na hoibre. D'fhéadfaí go mbeadh grianghraif, bileoga oibre agus pictiúir na bpáistí á roinnt. Ar ndóigh, cloífidh gach cuid den obair seo leis na RGCS.

Suíomh Gréasán na Scoile.

- Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar shuíomh gréasáin na scoile.
- Déanfaidh múinteoir comhordú ar fhoilsiú obair na ndaltaí.
- Foilseofar obair dhaltaí i gcomhthéacs oideachais ar leathanaigh ghreasáin le fógra cóipchirt a choscfaidh cóipeáil obair den sort sin gach cead sonrach i scríbhinn.
- Ní foilseofar grianghraif dhigiteacha, clipeanna fuaime nó físe de dhaltaí aonair ar an ngréasán scoile ach amháin más sraith de phictiúir aonaracha atá i gceist gan ainm. Díreoidh grianghraif agus clipeanna fuaime agus físe ar gníomhaíochtaí grúpaí.
- D'fhéadfadh clipeanna físe cosaint pasfhocal a bheith ag dul leo.
- Ní foilseofar ainm, seoladh baile, sonraí teagmhála ná aon eolas pearsanta eile a bhaineann leis an dalta.
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a foilseofar.

Cibearthromaíocht

Tagraíonn cibearthromaíocht do thromaíocht a dhéantar trí úsáid a bhaint as an idirlíon, as guthán póca, nó as gléasanna teicneolaíochta eile cosúil le huairadóir cliste. Is mó cineál cibearthromaíochta atá ann ²:

- Téacsanna
- Ríomhphoist, grianghrafanna nó míreanna físe gránna, suaracha, bagracha a sheoladh chuig duine
- Glaonna gutháin tostacha
- Tuairimí nó pictiúir ghránna a chlárú ar líne, ar chlár theachtaireachta, ar shuímh idirlín nó ar sheomraí comhrá
- Duine ag ligean air gur duine éigin eile é agus a deireann nithe gránna nimhneacha i seomra comhrá nó ar chlár teachtaireachta nó i dtéacs
- Teachta a fháil ar chuntais dhuine eile d'fhonn é a chrá agus a chiapadh
- Mí-úsáid a bhaint as aon mheán/ ghléas teicneolaíochta eile.

² Féach an Polasaí um Ghutháin agus um Ghléasanna Leictreonacha



Tuairisciú

Sa chás go dtagann aon pháiste ar ábhar mí-oirúnach nó ar aon sampla de sharú na rialacha seo thuas ar scoil, is gá dóibh na céimeanna seo thíos a leanúint:

1. Múchfaidh an páiste an scáileán *láithreach*
2. Inseoidh siad don mhúinteoir *láithreach*
3. Inseoidh an Múinteoir don phríomhoide nó don mhúinteoir le freagracht as an TFC *láithreach*
4. Rachaidh an Príomhoide nó an Muinteoir le freagracht as an TFC i dteagmháil le tuismitheoirí/caomhnóirí an pháiste *láithreach*

Dá bhrí go bhfuil an P.U.I glactha ag na tuismitheoirí/caomhnóirí agus ag na daltaí uile, tuigtear dóibh, mar aon le haon chás tromaíochta, go dtógann an Scoil na bagairtí cibearthromaíochta seo an-dáiríre ar fad agus déanfar pé ní is cuí agus is gá chun iad a chosc.

I gcás cibearthromaíochta, leanfaidh an scoil an polasaí friththromaíochta. Tugtar faoi deara go bhféachtar ar aon eachtra amháin ar-líne mar bhulaíocht agus **ní gá** go mbeadh *iompar diúltach neamhiarrtha, bíodh sé i bhfoirm iompar briathartha, síceolaíoch nó fisiciúil, a dhéanann duine aonair nó grúpa in aghaidh duine nó daoine eile, agus a dhéantar arís agus arís eile*³. Bainfidh an scoil úsáid as an bPolasaí Frithbhulaíochta chun déileáil le daltaí a dhéanann cibearthromaíocht (nó aon saghas tromaíochta eile) ar dhaltaí eile roimh nó i gcaitheamh nó tar éis am scoile (má chuireann sé sin isteach ar shaol na scoile⁴

Reachtaíocht

Ar shuíomh gréasáin na scoile, 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/chaomhnóirí dul i dtaithí uirthi. Beidh sé seo le fáil ar shuíomh na scoile;

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

Struchtúir Thacaíochta

Trí shuíomh na scoile agus tríd an nuachtlitir, cuirfidh an scoil eolas ar fáil do dhaltaí agus do thuismitheoirí/chaomhnóirí faoi phríomhstruchtúir agus eagraíochtaí tacaíochtaí a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhochrach an idirlín.

Smachtbhannaí

D'fheadfadh gníomh smachta teacht as mí-úsáid a bhaint as an idirlíon, lena n-áirítear tarraingt siar pribhléidí rochtana agus i gcásanna tromchúiseacha fionraí nó díbirt. Leanfar an Cód Iompair⁵. Tá sé de cheart, agus de dhualgas uaireanta, ag an scoil freisin aon ghníomhaíochtaí mídhleathacha a thuairisciú chuig na húdaráis chúí.

³ Féach Polasaí Frithbhulaíochta

⁴ Féach An Cód Iompair.

⁵ Féach an Cód Iompair



Comhairle do thuismitheoirí/chaomhnóirí maidir le Sábháilteacht Idirlín

- Bí ar an eolas mar gheall ar an úsáid a bhaineann do pháiste as an idirlíon chun gur taithí dhearfach a bheidh ann duit féin agus do pháiste.
- Is ionann do leanbh ag úsáid an idirlín agus iad ag dul ar thuras go Sráid Uí Chonaill ina n-aonar. Bí ar an eolas maidir le cé leis atá siad agus cad atá á dhéanamh acu agus bí ar an eolas mar gheall ar dhainséir a d'fhéadfadh a bheith ann. Ar líne, níl garda lasmuigh den GPO, níl daoine ar fáil le cabhair a chur ar fáil agus murab ionann is teagmháil le strainséir ar Shráid Uí Chonaill, níl bealach lena sheiceáil cé leis a bhfuil tú ag cumarsáid ar líne.
- Cuir aithne ar an idirlíon le chéile – tugann treoir thuismitheora buntáiste do pháiste ar-líne agus cothaíonn sé dearcadh dearfach i dtreo úsáid idirlín agus déanann sé níos fusa é taithí dhearfach agus dhiúltach a roinnt amach anseo.
- Aontaigh rialacha maidir le húsáid idirlín sa bhaile le do leanbh.
- Aontaigh straitéisí maidir le conas déileáil le heolas pearsanta – mol do do leanbh gan ainm, seoladh, ainm úsáideora, pasfhocal ná a ionad fisiciúil a thabhairt d'éinne. Seiceáil na socruithe atá déanta ag do pháiste maidir le príobháideacht agus maidir le heolas faoin áit ina bhfuil sé.
- Má tá do pháistí ag imirt cluichí ar-líne, mol dó ainm chleite a úsáid mar phasfhocal. Seiceáil cén cineál cluichí atá á imirt acu. Ní cóir go mbeadh páistí bunscoile ag imirt cluichí atá dírithe ar daoine ocht mbliana déag. Seiceáil na cluichí tú féin – suigh agus imir iad ina dteannta. Níl *Call of Duty Black Ops* agus *Grand Theft Auto* ná aon chluiche eile dírithe ar aois 15 ná 18 oiriúnach do pháistí bunscoile.
- Tá teachtaireachtaí ar-líne ina ngné de mhórán cluichí – bí ar an eolas maidir leis seo agus bíodh a fhios agat cé leis atá do pháiste ag cumarsáid.
- Pléigh le do pháiste conas é féin a iompar nuair atá se ag imirt cluichí, ag comhrá ar-líne agus ag seoladh teachtaireachtaí. Spreag do pháiste le bheith freagrach as an méid a scríobhann sé ar-líne. Spreag é le hadmháil nuair a rinne sé rud éigin mícheart. Táimid ar fad ag foghlaim faoi úsáid fhreagrach idirlín.
- Múin do pháiste gur féidir gach rud a scríobhtar ar-líne a leanúint go dtí seoladh IP a ghléas idirlín – is féidir gach teachtaireacht a leanúint. Má tá tú ag íoc an bille agus ag cur an ceangal idirlín ar fáil, is tusa atá freagrach go dleathach as aon rud a tharlaíonn ar-líne nó ar an gcuntas sin. Tá sé seo ríthábhachtach má tá páistí eile ag baint úsáide as do cheangal idirlín.
- Is é aois 13 atá molta le suíomhanna meán sóisialta ar nós *Whatsapp*, *Snapchat*, *Facebook*, *Instagram*, *Tik Tok*, *Twitter*, srl. Níor cheart do pháistí bunscoile a bheith á n-úsáid.
- Bí aireach go mbíonn grúpaí gan ainm le haidhmeanna éagsúla laistiar de shuímh na meán sóisialta go minic – d'fhéadfadh go mbeadh do pháiste i mbaol.
- Múin do pháiste nár cheart Skype, Facetime agus suíomhanna eile a bhfuil ceamara idirlín i gceist a úsáid ach le baill chlainne agus le cairde ar leith.
- Múin do pháiste go bhfuil tionchar fadtéarmach ag baint le postáil íomhá ar-líne – beidh an íomhá ann go deo – is féidir í a sheoladh ar aghaidh agus mí-úsáid a bhaint aisti. A luaithe is atá an íomhá dhigiteach ar-líne, tá sé imithe ó do smacht. Ní scríostar grianghraf i ndiaidh cúpla soicind.
- Bí aireach maidir le teacht gan teorainn a bheith ag do pháiste ar Youtube. D'fhéadfadh go mbeadh teacht aige ar mhórán ábhar mí-oiriúnach. Nuair a chuirtear 'dúshláin' dhainséaracha ar Youtube, spreagtar páistí le haithris a dhéanamh orthu.
- Bí ar an eolas maidir le híomhanna nó físeanna a chuireann do pháiste ar Youtube nó in áiteanna eile ar-líne – tá lucht féachana ollmhór ar-líne. D'fhéadfadh sé a bheith dáinséarach fis a dhéanamh díot féin agus í a chur ar líne.
- Aontaigh le do pháiste cad iad na cineálacha suíomh agus gníomhaíochtaí a bhfuil sibh sásta leo in bhur theaghlach. Bí ar an eolas maidir leis na suímh a úsáideann do pháiste, bíodh tuiscint agat ar conas a oibríonn siad. Níl aon dul as ach a bheith ar an eolas.
- Labhair mar gheall ar na dainséir a bhaineann le bualadh go fisiciúil le 'cairde' ar-líne, Múin do pháiste gan bualadh le héinne – strainséir ná éinne eile – gan do chead.
- Múin do pháiste conas eolas a scagadh agus conas a bheith criticiúil maidir le haon eolas a fhaightear ar-líne.
- Má fheiceann tú aon ábhar a shíleann tú a bheith mídhleathach ar líne – cuir na húdaráis chúí ar an eolas.
- Spreag do pháiste le meas a bheith aige ar dhaoine eile agus deireadh a chur le cibear-bhulaíocht. Spreag do pháiste le tuairisciú, blocáil agus insint má tá éinne ag déanamh bulaíochta orthu ar líne. Muin dóibh gan freagra ar ais a thabhairt. Coinnigh taifead de gach rud – coinneigh teachtaireachtaí téacs, coinneigh taifead de ghlaonna, d'íomhanna den scáileán agus de theachtairreachtaí.
- Múin do leanbh a ghuthán a chosaint le pasfhocal agus spreag é leis an bpassfhocal a roinnt leatsa. Má chuirtear tús leis an nós seo ón uair atá an páiste óg, bíonn teacht agat ar shaol do linbh ar-líne. Déan íoslódáil ar inneall cuardaigh atá dírithe ar riachtanais leanaí chun scagadh a dhéanamh ar ábhar atá oiriúnach d'aois do pháiste.
- Lig do do pháiste taispeáint duit cad a dhéanann sé ar-líne agus bí ar an eolas maidir le conas a úsáideann sé an t-idirlíon.
- Ná tabhair cead do pháiste gléas a bhfuil ceangal idirlín aige a bheith aige ina sheomra leapa. Ná lig dó an gléas a úsáid déanach san oíche ná ina aonar. Ba chóir go mbeadh cibé teacht a bheadh ag do pháiste ar an idirlíon ag tarlú i spás oscailte chun oscailteacht a chothú agus maoirsiú a éascú. Bíodh teorainn maidir leis an méid ama a chaitear ar-líne.
- Bain úsáid as bogearraí a dhéanann scagadh agus atá dírithe ar theorannú a dhéanamh ar an teacht atá ag páistí ar shuímh ghréasáin.

N.B Má tá tú iomlán cailte maidir leis an idirlíon, le cluichí, leis na meáin shóisialta agus leis an teicneolaíocht i gcoitinne, bí oscailte agus faigh cabhair ón scoil nó ó chairde – táimid ar fad ag foghlaim!

Suíomhanna ar a bhfuil eolas faoi shábháilteacht idirlín agus naisc úsáideacha:

www.webwise.ie www.internet.safetoday.ie www.digizen.org www.esafety.ie www.thinkuknow.co.uk

Conradh sábháilteachta idirlín – rialacha i gcomhair úsáid fhreagrach idirlín.

Cabhróidh na rialacha seo linn tú a choimeád sábháilte agus cabhróidh siad linn a bheith cothrom le daoine eile. Léigh na rialacha seo go cúramach le do leanbh.

**Na rudaí a dhéanfaidh mé**

- Úsáidfidh mé an teicneolaíocht ar scoil i gcomhair aidhmeanna scoile amháin. Beidh mé freagrach as mo chuid iompair agus mé ag úsáid an ríomhaire/gléas mar tuigim go bhfuil na rialacha seo ann chun mé a choimeád sábháilte.
- Beidh mé chomh measúil, freagrach ar líne is a bheinn nuair nach bhfuilim ar líne.
- Cuirfidh mé múinteoir ar an eolas má fheicim ábhar bagartha, mí-oiriúnach, nó díobhálach (pictiúir, teachtaireachtaí nó postálacha) ar-líne.
- Beidh mé aireach maidir le mo shábháilteacht féin agus sábháilteacht daoine eile a chosaint.
- Cabhróidh mé le cosaint shlándáil acmhainní na scoile.
- Iarrfaidh mé cead an mhúinteora sula n-úsáidfidh mé an t-idirlíon.
- Beidh an polasaí céanna agam i gcás m'ainm úsáideora agus mo phasfhocal is a bheadh i gcás mo scuab fiacla – ní roinnfidh mé é ná ní úsáidfidh mé ceann duine eile.
- Tuairisceoidh mé aon damáiste a d'fhéadfadh a tharlú do threalamh nó do bhogearra a luaithe is a tharlaíonn sé, beag beann ar conas a tharla sé.

Na rudaí nach ndéanfaidh mé

- Ní ghlacfaidh mé aon pháirt i gcaint dhiúltach faoi dhaoine eile, ní chuirfidh mé teachtaireachtaí diúltacha ar aghaidh, ní thabharfaidh mé aitheantas ('like') do chaint dhiúltach ná do ghrianghraif dhiúltacha de dhaoine sa phobal scoile.
- Ní ghlacfaidh mé páirt i mbulaíocht ar-líne, i gciapadh ná in iompar dímheasúil i dtreo éinne ar scoil ná lasmuigh den scoil.
- Ní shocróidh mé bualadh le héinne ar bhuail mé leis/léi ar-líne.
- Ní osclóidh mé agus ní scriosfaidh mé ach mo chomhaid féin. Ní osclóidh mé comhaid daoine eile.
- Ní bhainfidh mé úsáid as teanga ar-líne nach mbeadh inghlactha sa seomra ranga.
- Ní rachaidh mé ag cuardach, ag sábháil ná ag seoladh ar aghaidh d'aonghnó aon ábhar a d'fhéadfadh a bheith mí-oiriúnach ná maslach. Má fheicim aon rud mar seo trí thimpiste, múchfaidh mé an scáileán agus inseoidh mé do mhúinteoir/do thuismitheoir **láithreach** chun mé féin agus páistí eile a chosaint.
- Ní thabharfaidh mé m'ainm iomlán, mo sheoladh baile ná m'uimhir ghutháin d'éinne ar-líne ná ní thabharfaidh mé amach eolas daoine eile.
- Ní bheidh guthán, ceamara, gléas leictreonach, a bhfuil rochtain aige ar an idirlíon ná nasc aige le gréasán guthán, i mo sheilbh ar scoil ná ní thabharfaidh mé liom ar thurais scoile iad.
- Ní úsáidfidh mé íomhánna, físeáin, taifid ghutha d'éinne eile gan a dtoiliú.

Tuigim

- Tuigim gur féidir leis an scoil mo chomhaid ríomhaireachta/ar an ngléas a sheiceáil, mar aon leis na suímh ghréasáin a dtugaim cuairt orthu agus gur féidir go ndéanfaí teagmháil le mo thuismitheoirí/mo chaomhnóirí má tá buairt maidir le mo shábháilteacht.
- Tuigim go bhfuil sé de cheart ag an scoil smachtbhannaí a chur i bhfeidhm, ag teacht le polasaithe eile na scoile, má tá baint agam le heachtraí ina bhfuil iompar mí-oiriúnach i gceist nuair nach bhfuilim ar scoil agus nuair atá mo bhallaíocht den phobal scoile i gceist (cuir i gcás, bulaíocht ar-líne, úsáid íomhánna nó eolais phearsanta).
- Tuigim, muna gcloím leis na rialacha a bhaineann le húsáid fhreagrach idirlín, go mbeidh pionós i gceist.
- Tuigim má leanaim treoracha an mhúinteora agus má tharlaíonn sé fós go bhfeicim ábhar mí-oiriúnach gur cheart dom an múinteoir a chur ar an eolas láithreach agus nach mbeidh pionós i gceist.



Introduction

The aim of this Acceptable Use Policy (AUP) 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 may be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that AUP will be reviewed regularly but it is understood that this AUP has been agreed by the parent/guardian for the school-life of their child unless the policy is altered. It will not be re-signed each year. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

At the present time, internet safety is as important as road safety. The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet usage will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used (administered by the NCTE) in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Parents/guardians, pupils and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- Pupils 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 disrepute⁶

World Wide Web

Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will use the Internet for educational purposes only.

Pupils will be familiar with copyright issues relating to online learning.

Pupils will never disclose or publicise personal information.

Pupils 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.

Email

- It is not usual for pupils to use an email account but if it is used, pupils will use approved class email accounts under supervision by or permission from a teacher. Every pupil in the school has an email address but this function has been made unavailable to pupils in the Google Classroom system.
- If any pupil has a personal email address, external to the Google Classroom system, pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures, anywhere on the internet
- Pupils will never arrange a face-to-face meeting with someone they only know from the internet.
- Although every child has an email addresses, this is purely to access Google Classroom and pupils's cannot send or receive e-mails through this address

Google Classroom

Google Classroom is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. Google classroom allows the teacher to set activities for the class to work on in school and at home during home learning.

Google classroom is part of G Suite. To gain access to the apps within G Suite for Education, students must have a password and login details which are sent to parent's/guardian's email address.

G Suite for Education runs on an Internet domain owned by Scoil Oilibhéir and is intended for educational use only. Scoil Oilibhéir's G Suite for Education domain is different from a personal Google account and is NOT open to the public. It is a safe and secure "self-contained" cloud-based system that is unique to our domain.

By default, advertising is turned off for the school's G Suite for Education domain. No personal student information is

⁶ See Policy on Phones and Electronic Devices



collected for commercial purposes. Student use of G Suite for Education is governed by Scoil Oilibhéir's Acceptable Use Policy. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.

Access to and use of G Suite for Education is considered a privilege and is at the discretion of the school. Scoil Oilibhéir maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe inappropriate use or breach of school policies have occurred.

For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust/>

Seesaw

Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students "show what they know" using photos, videos, drawings, text, PDFs, and links. It's simple to get student work in one place and share with families.

Seesaw uses a handful of third party subprocessors - other companies that provide software services that help Seesaw do business. These companies help Seesaw do things like manage their data centers to make sure Seesaw is reliable and fast or provide software that powers Seesaw customer support.

Seesaw subprocessors have signed a Data Protection Agreement with Seesaw, which stipulates that any data Seesaw shares with them will be used exclusively to provide services to Seesaw and not for any other purposes.

See a [list of SeeSaw subprocessors](#) here. More information on Data Storage and Safety is available [at this link](#)

It is essential that it is understood that any photographs or videos done by children or teachers are the property of the school, are for educational purposes only and that it is not permitted to share anything outside of the Google Classroom system

Google Meets

- In the event of lack of access to school building and potential need for remote learning, live meetings may be organised on Google Meets.
- Google Meets will not be used as teaching classes.
- Pupils will only have access to Google Meets once their parents/guardians have signed the Permission Form on Aladdin indicating that they understand all the requirements for safe use of Google Meets and that they agree to act in an assistive and supervisory role when required depending on the child's age.
- Recording, screenshotting or sharing of any Google Meet is strictly forbidden.
- The Digital Permission Form on Aladdin must be signed to indicate that the parent/guardian has read, understood and accepted the Directions around Google Meet

Internet Chat

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used in such fora to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

iPads

During the year, your child **may** be working on ipads with apps like (but not limited to)

- Seesaw
- Toontastic
- Kahoot
- Sock Puppets
- BeeBot
- Apple Classroom

As part of this work, voices may be recorded and videos may be taken of your child at work. Photographs, worksheets and children's drawings may also be shared. Of course, all this work will adhere to GDPR.



School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website in a safe manner, as directed by their teacher
- The publication of pupil work will be co-ordinated by a teacher.
- 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 clips of individual pupils will not be published on the school website except in the case of a series of individual photos. Photographs, audio and video clips will focus on group activities.
- Video clips may be password protected.
- Names, home address, contact details or any other personal information to do with the pupil will never be published.
- Pupils will continue to own the copyright on any work published.

Cyberbullying

This refers to bullying carried out using the internet, mobile phone or other technological devices like smart watches. Cyberbullying can take many forms⁷;

- Texts
- Sending nasty, mean or threatening messages, emails, photos or video clips
- Silent phone calls
- Putting up nasty posts or pictures online on message boards, websites or chat rooms
- Pretending to be someone else in a chatroom, message board or text message and saying hurtful things
- Accessing someone's account to torment or harass them.
- Misuse of any other medium/technological device.

Reporting

In the event of any child coming across inappropriate material or any breach of the rules above, they must follow the steps below:

1. The child will turn off the screen *immediately*
2. They will inform the teacher *immediately*
3. The teacher will inform the principal or the teacher with responsibility for ICT *immediately*
4. The Principal or Teacher with responsibility for ICT will contact the child's parent/guardian *immediately*

As the School A.U.P has been accepted by all pupils and parents/guardians alike, it is understood that, as with any case of bullying, Scoil Oilibhéir takes these cyberbullying threats very seriously and will take appropriate measures to prevent them. In a case of cyberbullying, the school will follow the Anti-bullying policy. Note that any one incident online may be treated as bullying and that it **is not necessary** that there be *unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time*.⁸ The School will implement the Anti-Bullying Policy when dealing with pupils who have taken part in cyberbullying (or any type of bullying) on other pupils before, during or after school hours (If it impacts on school life).⁹

Legislation

On the school website, the school will provide information on the following legislation relating to use of the Internet which teachers, pupils and parents/guardians should familiarise themselves with. This will be provided from the school website.

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988 and 2003

GDPR

Support Structures

Through the school website and the newsletter, the school will inform pupils and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the internet could result in sanctions being imposed. Including withdrawal of access privileges and in serious cases, suspension or expulsion. The Code of Behaviour will be followed¹⁰. The school reserves the right, and may have a duty at times, to report any illegal activity to the relevant authorities.

⁷ See Policy on Phones and Electronic Devices

⁸ See Anti-Bullying Policy

⁹ See Code of Behaviour

¹⁰ See Code of Behaviour



Advice for Parents/Guardians on Internet Safety

- Be informed about your child's internet use so that going online is a positive experience for you and your child.
- Treat your child going on the internet as you would them going on a trip to O'Connell Street on their own. Find out who they are spending time with, what they're doing and imagine what the potential hazards are. Online, there is no guard outside the GPO, there are no helpful bystanders and unlike being approached by a stranger in O'Connell Street, there is no way of telling exactly who you're communicating with online.
- Discover the internet together, **parental/guardian guidance** on internet use places your child at an advantage and develops a positive attitude to internet exploration and makes it easier to share positive and negative experiences in the future
- Agree with your child rules for internet use in your home
- Agree on how to treat personal information - encourage your child never to give out personal name, address, username, password or location. Check your child's privacy settings and location settings.
- When gaming online, encourage your child to use a nickname for their password. Check out the content of their games. Children in primary school should not be playing games that have an age rating of 18 years. Check out the games your children are playing, sit down and play with them. Call of Duty Black Ops and Grand Theft Auto or other 15, 18 age-rated games are deemed unsuitable for primary school children.
- Many games have an online messaging element, it is important to be aware of this and to know who your child is interacting with.
- Discuss how to behave towards others when gaming, chatting, e-mailing and messaging. Encourage your child to be responsible for what they post online. Encourage them to own up if they are wrong. We are all learning about responsible internet use.
- Teach your child that all comments posted online can be traced to the IP address of their internet device-nothing is anonymous. If you pay the bill or provide the Wi-Fi, you're legally responsible for anything that happens online on that account. This is crucially important if other children are using your Wi-Fi
- Social media sites like Whatsapp, Snapchat, Instagram, Tik Tok, Facebook, Twitter, etc. have an age rating of 13. Primary school children should not be using them.
- Be aware that some social media sites are set up by unknown groups with different agendas. Your child may be at risk.
- Teach your child that Skype, Facetime and other webcam sites are for family and close, selected friends.
- Teach your child that posting a photograph online has ramifications, the image is there forever, can be passed on and can be exploited. Once the digital image is online, it is out of your hands. A photograph doesn't disappear forever after a number of seconds.
- Be careful about allowing your child free access to Youtube. They can gain access to a lot of inappropriate material. Dangerous challenges that are put up on Youtube encourage children to copy them.
- Be aware that if your child has posted images or videos of themselves on Youtube or elsewhere online. The Internet has a vast audience. Making a video and posting it on Youtube may be dangerous.
- Agree on what types of sites and activities are acceptable in your family. Be involved with the sites your child is engaged with, know how they work. Not engaging is not an option.
- Talk about the risks associated with meeting online 'friends' in person. Teach your child not to meet anyone, stranger or otherwise, without your permission.
- Teach your child about **evaluating information** and being critically aware of information found online.
- Report online material you may consider **illegal** to the appropriate authorities.
- Encourage **respect for others** and help stamp out cyber-bullying. Encourage your children to **REPORT, BLOCK** and **TELL** if they are being cyberbullied. **Do not retaliate**. Record everything- keep all text messages, keep a note of calls, screen shot images and messages.
- Teach your child to protect their phone with a password and encourage them to share the password with you. Starting this practice at a young age can help you gain access to your child's virtual world. Download a child-friendly search engine to filter age appropriate material for your child.
- Let your children show you what they like to do online, be aware of **how** they are using the internet.
- Do not let your child have their internet device in their bedroom. Do not let them use it late at night or unsupervised. Internet use should be in a **common space** to encourage openness and to enable monitoring. There should be restrictions on time usage.
- Use **filtering software** designed to help parents/guardians limit the web-sites children can access.

N.B If you are completely unsure when it comes to the Internet, gaming, social media and general technology, be open, seek help from the school or friends - We are all learning!

**Internet safety sites and links:**

www.webwise.ie www.internet.safetyday.ie www.digizen.org www.esafety.ie www.thinkuknow.co.uk

Internet Safety Contract- Rules for Responsible Internet Use

These rules will help to keep us safe and help us be fair to others. Please read through these rules carefully with your child.

I will

- I will only use ICT in school for school purposes. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- I will alert a teacher if I see threatening/bullying, inappropriate or harmful content (including images, messages or posts) online.
- I will be cautious to protect the safety of myself of others.
- I will help to protect the security of the school's resources.
- I will only open/delete my own files. I will not access other people's files.
- I will ask the permission of the teacher before using the internet.
- I will treat my username and password like my toothbrush – I will not share it nor will I use any other person's username or password.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I will not

- I will not engage in making negative comments about others, forwarding comments or 'liking' negative comments or images of others in the school community.
- I will not engage in cyber-bullying, harassment, or disrespectful conduct towards others in school or out of school.
- I will not agree to meet in real life someone I meet online.
- I will not use language online that would be unacceptable in the classroom.
- I will not deliberately look for, save or send anything that could be inappropriate or offensive. If I accidentally find anything like this, I will close the screen and tell a teacher/parent/guardian **immediately** as this will protect other children and myself.
- I will not give my full name, my home address or telephone number nor those of any others online.
- I will not be in possession of a phone, camera, any other electronic device with access to the internet or a phone network in school or take them on school trips.
- I will not use images, videos or voice recordings of anyone without their consent.

I understand

- I understand the school can check my computer/device files and the Internet sites I visit, and that my parent/guardian will be contacted if a member of staff is concerned about my safety.
- I understand that the school also has the right to take action, in line with other school policies if I am involved in incidents of inappropriate behaviour when I am out of school and where they involve my membership of the school community (for example Cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with the Rules for Responsible Internet Use Agreement I will be subject to disciplinary action.
- I understand that if I follow all the teacher's instructions and still accidentally come across inappropriate material, I should alert the teacher as soon as possible and will not be punished.