

Polasaí Úsáide Inghlactha Idirlín Scoil Lorcáin

Meitheamh 2023

Achoimre

1. Is mian linn a bheith in ann an t-idirlíon a úsáid go sábháilte.
2. Níl cead ag dalta gutháin cliste a bheith ina s(h)eilbh ar scoil.
3. Is gá do mhúinteoir a bheith i láthair chun aon úsáid a bhaint as ríomhaire glúine, i-pad nó gléas leictreonach eile.
4. Má thagann tú ar ábhar mí-oiriúnach is gá é a mhúchadh agus insint don mhúinteoir láithreach.
5. Má bhíonn baint agat le, nó eolas faoi, iompar mí-oiriúnach is gá labhairt leis an múinteoir láithreach.
6. Is féidir cosc a chur a úsáid na teicneolaíochta i gcás mí-úsáide

Réamhrá

Is é aidhm an Pholasaí Úsáide Inghlactha (PUI) a chinntiú go bhfaighidh daltaí agus daoine fásta buntáistí as na deiseanna foghlama as acmhannaí Idirlín na scoile ar bhealach sábháilte agus éifeachtach.

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 seisiúin Idirlín.
- Bainfear leas as bogearraí scagtha agus/nó as córais chomhionann 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.
- Eagróidh Cumann na dTuismitheoirí ócáidí eolais ar chúrsaí idirlín do thuismitheoirí.
- Ní cheadófar íoschóipeáil nó uaslódáil a dhéanamh ar bhogearraí nach mbeidh ceadaithe.
- Bainfear leas as bogearraí cosanta víreas agus tabharfar é cothrom le data go rialta.
- Beidh cead ón mhúinteoir riachtanach chun cipín eolais pearsanta a úsáid sa scoil.
- Cleachtóidh na daltaí dea-bhéasaíocht idirlín ag gach tráth agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil.
- Tá cosc iomlán ar ghutháin cliste i seilbh na bpáistí ar láthair na scoile ná ag aon imeachtaí scoile lasmuigh de láthair na scoile, ach i gcásanna eisceachtúla áirithe.

An Gréasán Domhanda

- Ní rachaidh mic léinn ar an idirlíon gan chead ón mhúinteoir.

- 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 na múinteoirí ar cheisteanna cóipchearta a bhaineann le foghlaim ar line.
- Ní dhéanfaidh daltaí nochtadh nó foilsiú ar a gcuid eolais phearsanta ar line.
- Beidh a fhios ag daltaí agus tuismitheoirí go bhféadfadh aon úsáid len 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

- Úsáidfidh daltaí cuntais ríomhphoist ceadaithe faoi mhaoirseacht nó le cead an mhúinteora.
- Ní sheolfaidh agus ní bhfaighidh daltaí aon ábhar a bheidh mídhleathach, graostach nó míchúiteach 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 pictiúir.
- 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 fhoraim chomhrá ná ar fhoraim leitreonacha cumarsáide eile ach de réir mar a bheidh ceadaithe ag an scoil.
- Ní bheidh rochtain ag daltaí ar sheomraí comhrá, ar fhoraim chomhrá ná ar fhoraim leitreonacha cumarsáide eile ach amháin do chríocha oideachais agus beidh sé sin faoi mhaoirseacht ag gach tráth.
- Bainfear úsáid as ainmneacha úsáideoirí chun fíorcheannacht a cheilt.
- Beidh cosc iomlán ar chruinniú duine le duine trí chruinniú a bheidh eagraithe via comhrá idirlín.

iPadanna

I gcaitheamh na bliana, seans go mbeidh do pháiste ag obair ar aipeanna ar nós ach ní teoranta go:

- Seesaw
- Google Classroom
- Padlet
- Kahoot
- BeeBot

Mar chuid den obair seo seans go mbeidh taiféadadh 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 an árdán ranga. Ar ndóigh, cloifidh gach cuid den obair seo leis na RGCS.

Gréasán Scoile

- Tabharfar deis do dhaltáí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Domhanda.
- Déanfaidh múinteoir comhordú ar fhoilsiú obair na ndaltaí.
- Foilseofar obair dhaltáí i gcomhthéacs oideachais ar leathanaigh Ghréasáin le fógra cóipchirt a chosfaidh cóipeáil obair den sort sin gach cead sonrath i scríbhinn.
- Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltáí aonair ar an ngréasán scoile ach amháin más sraith de phictiúir aonaracha atá i gceist gan ainm. Díreoidh grianghraif agus clipeanna éisteachta agus físe ar gníomhaíochtaí grúpaí.
- Ní fhoilseofar ainm, seoladh baile, sonraí teagmhála nó aon eolas pearsanta eile a bhaineann leis an dalta.
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair fhoilseofar.

Twitter na Scoile

- Úsáidtear Twitter mar uirlis cumarsáide chun ceangailt le scoileanna eile, oidí agus pobal na scoile.
- Tá cuntas Twitter na scoile ceangailte go suíomh gréasáin na scoile - www.scoillorcain.ie
- Roinnfear grianghraif, físeáin agus obair ranga ar cuntas Twitter na scoile.
- Is príomhoide na scoile atá i gceannas, agus ag déanamh monatóireacht, ar cuntas Twitter na scoile.
- Is cuntas príobháideach é. Déantar monatóireacht ar na leantóirí.

Cibearbhulaíocht

Tagraíonn cibearbhulaíocht do bhulaíocht a dhéantar trí úsáid a bhaint as an idirlíon, as guthán póca, nó as gléasanna teicneolaíochta eile. Is mó cineál cibearbhulaíocht atá ann:

- 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 chláir theachtaireachta, ar shuíomh idirlín nó ar sheomraí comhrá.
- Duine a ligean air gur duine éigin eile é agus a deireann nithe gránna nimhneacha i seomra comhrá nó ar chláir teachtaireachta nó i dtéacs.
- Teach ar fháil ar chuntais dhuine eile d'fhonn é a chrá agus a chiapadh.
- Mí-úsáid a bhaint as aon mheán/ghléas teicneolaíochta eile.

Tá cosc ar chibearbhulaíocht. Glacfaidh an scoil go dáiríre le haon chibearbhulaíocht. I gcás cibearbhulaíochta, leanfaidh an scoil an polasaí frithbhulaíochta. Bainfidh an scoil úsáid as an bPolasaí Frithbhulaíochta chun déileáil le daltaí a dhéanann cibearbhulaíocht (nó aon saghas bulaíocht eile) ar dhaltáí eile roimh nó i gcaitheamh nó tar éis am scoile (má chuireann sé sin isteach ar shaol na scoile).

Tuairisciú

Sa chás go dtagann aon pháiste ar ábhar mí-oiriúnach nó aon sampla de shárú na rialacha seo thuas, ba cheart 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 *a luaithe agus is féidir*.
4. Rachaidh an scoil i dteagmháil le tuismitheoirí an pháiste.

Reachtaíocht

Tá an t-eolas ar an reachtaíocht maidir le húsáid an idirlín ar fáil sna hachtanna seo a leanas –

- An tAcht Tascartha, 1993
- An tAcht um Fhístaiifeadtaí, 1989
- An tAcht um Chosaint Sonraí, 1988 agus 2003
- An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí, 1998

Struchtúir Thacaíochta

Cuirfidh an scoil eolas ar fáil do dhaltaí agus do thuismitheoirí faoi phríomhstruchtúir agus eagraíochtaí tacaíochta a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhrochrach an idirlín.

Smachtbhannaí

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

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 PUI ach tuigtear go bhfuil glactha ag tuismitheoirí 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.

Acceptable Usage Policy

Introduction

The aim of the Acceptable Usage 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.

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 maximize learning opportunities and reduce risks associated with the internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Pupils 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.
- The use of personal USB sticks in school requires a teacher's permission.
- 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 disrepute.
- Pupils are forbidden to have smartphones on school grounds and at school events taking place outside of the school grounds.

World Wide Web

- Pupils will not use the internet without permission from the teacher.
- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the internet for educational purposes only.
- Teachers will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicize personal information.
- Pupils and parents 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.
- 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.
- Pupils will never arrange a face-to-face meeting with someone that only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

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 as to avoid disclosure of identity.
- Face-to-face meetings with someone organized via internet chat will be forbidden.

iPads

During the year, your child may be working on iPads/computers with apps like (but not limited to)

- Seesaw
- Google Classroom
- Padlet
- Kahoot
- BeeBot

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 on the class platform. Of course, all of 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 coordinated 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.
- 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.

School Twitter

- Twitter is used as a communication tool to connect with other schools, educators and the school community.
- Our school Twitter feed is connected to the school homepage on our website - www.scoillorcain.ie.
- Student photos, videos and class work are shared on the private school Twitter account.
- The school's Twitter account is controlled and monitored by the school principal.
- The account is private and requests to follow the Twitter account are monitored.

Cyberbullying

This refers to bullying carried out using the internet, mobile phone or other technological devices. Cyberbullying can take many forms:

- 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 messages and saying hurtful things
- Accessing someone's account to torment or harass them
- Misuse of any other medium/technological device.

As the school's AUP has been signed by all pupils and parents alike, let them understand that, as with any case of bullying, Scoil Lorcáin 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. 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).

Reporting

In the case that a pupil has come across something unsuitable or has violated any of the rules above, the following steps will be taken:

1. The pupil will turn off their screen immediately.
2. The pupil will inform the teacher immediately.
3. The teacher will report it to the principal as soon as possible.
4. The school will contact the parents of the pupil.

Legislation

Information relating to the use of the internet legislation may be found on the following legislations:

- Interception Act, 1993
- Video Recordings Act, 1989
- The Data Protection Act 1988
- The Data Protection (Amendment) Act, 2003
- Child Trafficking and Pornography Act, 1998

Support Structures

The school will inform pupils and parents 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 school reserves the right, and may have a duty at times, to report any illegal activity to the relevant authorities.

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 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.