



# Gaelscoil Chill Dara

An Bóthar Glas, An Currach, Co. Chill Dara, Éire.

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## Polasaí Úsáide Inghlactha Idirlíona [2023] Acceptable usage policy [2023]

Más rud é go bhfuil difríocht idir a bhfuil scríofa sa Ghaeilge agus as Béarla, glactar leis gurb é an leagan Gaeilge an leagan cruinn agus gur aistriúchán é an leagan Béarla.

*Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.*

### Réamhrá/ Introduction

Is é aidhm an Pholasaí Úsáide Inghlactha (PUI) a chinntiú go bhfaighidh daltaí agus daoine fásta buntáistí as na deiseanna foghlama as acmhainní idirlíona na scoile ar bhealach sábháilte agus éifeachtach. Cruthaíodh an chéad leagan den PUI Aibreán 2005 agus déantár athbhreithnú air go rialta agus i dTéarma 1 2020.2021. Tá sé i gceist go ndéanfaidh ionadaithe scoile agus tuismitheoirí athbhreithnú de réir mar is gá ar an PUI. Sula síneofar é ba chóir an PUI a léamh go cúramach lena léiriú go dtuigtear agus go nglactar le coinníollacha na húsaide. Féachtár ar úsáid agus rochtain idirlín mar acmhainn agus mar phribhléid scoile. Mura gcomhlíontar polasaí PUI na scoile mar sin tarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí - mar atá leagtha amach sa PUI agus i gCód Iompair na scoile.

*The aim of this Acceptable Use Policy is to ensure that pupils and adults will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. The first AUP was created in April 2005 and the policy was reviewed regularly and most recently in Term 1 of 2023.2024. It is envisaged that school and parent representatives will revise as needed.*

*Before signing, The AUP should be read carefully to ensure that the conditions of use are accepted and understood. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in The AUP and School Code of Discipline - will be imposed.*

### Straiteis na Scoile /The School's Strategy

Bainfidh an scoil leas as roinnt straitéisí chun cur - chomh mór agus is feidir - le deiseanna foghlama agus le rioscaí a bhaineann leis an idirlíon a laghdú. Is iad na straitéisí na cinn seo a leanas:

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

Go Ginearaltá

- Beidh múinteoir i gconaí ag maoirsiú seisiúin idirlíona ar scoil do dhaltái.

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- Bainfear leas as bogearraí scagtha agus/nó córais chomhionann chun an riosca a bhaineann do nóchtadh d'abhar míchuí a laghdú. Déanfaidh an scoil monatóireacht rialta ar úsáid idirlíona na ndaltaí.
- Is é an córas scagtha atá againn ná léibhéal 4 ar Sheirbhís Scagtha Gréasan a chuireann Gréasán Leathanbhanda Scoileanna ar fáil. Ciallaíonn sé seo go bhfuil teacht ar YouTube a bhíonn in úsáid chun an teagasc agus an fhoghlaim a éascú. **Caithfidh múinteoirí féachaint ar an ábhar ar YouTube roimh é a thaispeaint dos na páistí.** Tá níos mó eolais faoi seo le fáil ar shuíomh An Chomhairle Náisiúnta Teicneolaíocht in Oideachas ag [www.ncte.ie](http://www.ncte.ie)
- Cuirfear oiliúint ar fáil do dhaltái agus do mhúinteoirí maidir le sábháilteacht idirlíona. Ní cheadófar íoschóipeáil nó uaslódáil a dhéanamh ar bhogearraí nach mbeidh ceadaithe.
  - Bainfear leas as bogearraí cosanta víreas agus déanfar uasdátú ar go rialta.
  - Cleachtóidh na daltaí agus daoine fásta dea "netiquette" (i.e., etiquette ar an idirlíon) i gcónaí agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil.

### General

- *Pupil internet sessions at school will always be supervised by a teacher.*
- *Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.*
- *The school is now on level 4 of the content filtering as operated by the Schools Broadband Network. This allows access to YouTube which is used to facilitate teaching and learning. **All teachers must view content on You Tube before showing it to the pupils.** More information is available from [www.ncte.ie](http://www.ncte.ie)*
- *Pupils and teachers will be provided with training in the area of internet safety as necessary. Webwise. 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 memory sticks, CD-ROMs, or other digital storage media is not allowed.*
- *Pupils and adults will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. "netiquette"*

### An Greasán Domhanda /The Internet

- Ní rachaidh daltaí ná daoine fásta cuí chuig láithreáin idirlíona ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile. Is chun críocha oideachais amháin a bhainfidh daltaí agus daoine fásta cuí úsáid as an idirlíon. Is féidir le foireann na scoile an idirlíon a úsáid chuiséanna riaracháin scoile freisin (m.s. Aladdin, Zoom, Google tiomántan).
- Féachfaidh gach múinteoir ar fhíseanna idirlíona roimh dóibh iad a thaispeaint do na páistí le cinntiú go bhfuil siad oiriúnach don lucht féachana.
- Cuífidh daltaí nó daoine fásta cuí in iúl do Phríomhoide na scoile má thagann siad ar ábhar mí oiriúnach trí thimpiste.
- Beidh eolas ag daltaí agus ag daoine fásta cuí ar cheisteanna cóipchirt a bhaineann le foghlaim ar líne.

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- Ní chóipeálfaidh siad eolas d'obair scoile gan an foinse a aithint.
- Ní dhéanfaidh daltaí nochtadh nó foilsíú ar eolas pearsanta, nithe mar sheoltaí no uimhreacha fóin srl.
- Beidh a fhios ag daltaí agus daoine fásta cuí go bhféadfadh aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, cibé obair scoile nó nithe pearsanta a bheith faoi mhonatóireacht ag an scoil ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.
- *Neither pupils nor relevant adults will intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Pupils and relevant adults will use the internet for educational purposes only. School staff may also use the internet for school administration purposes (i.e. Aladdin, Zoom, Google drive ).*
- *All teachers will view the content of videos from the internet before they are shown to children to ensure they are appropriate for children's viewing.*
- *Pupils and relevant adults will report accidental accessing of inappropriate materials to the school Principal.*
- *Neither pupils nor relevant adults will copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).*
- *Pupils will never disclose or publicise personal information, addresses, phone numbers etc.*
- *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.*
- *Downloading materials or images by pupils not relevant to their studies, is in direct breach of the school's acceptable use policy.*

### Riomhphost/ E-mail

- Is féidir le daoine fásta cuí Aladdin chun tábhairt faoi tascanna riaracháin scoile.
- Nuair is gá, úsáidfí daltaí cuntais ríomhphoist cheadaithe amháin faoi mhaoirseacht múinteora.
- Ní sheolfaidh agus ní bhfaighidh daltaí aon ábhar a bheidh mídhleathach, graostach ná míchhúteach nó a bhfuil sé i gceist leis cur as do dhuine eile nó imeaglú a dhéanamh air. Ní fhoilseoidh daltaí a sonraí pearsanta féin na sonraí daoine eile, nithe mar sheoltaí nó uimhreacha fóin nó picitiúr.
- 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 ríomhphost a fháil agus a sheoladh.
- Bainfidh na múinteoirí úsáide i gcónaí as seoltaí @gaelscoilchilldara.com don obair scoile,
- *Relevant adults may use Aladdin to undertake school administration tasks.*
- *When necessary, pupils will only use approved class email accounts under supervision by a teacher.*

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- *Neither pupils nor adults will 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 they only know through emails or the internet.*
- *Pupils will note that sending and receiving email attachment is subject to permission from their teacher.*
- *Teachers will always use a @gaelscoilchilldara.com address for school work.*

### **Comhrá Idirlíona/ Internet Chat**

- *Ní bheidh teacht ag daltaí ar sheomraí comhrá, ar fhóiraim chomhrá agus ar fhóiraim leictreonacha cumarsáide eile. Is féidir le múinteoir cead speisialtá a fhail ón bpríomhoide chun deis a chur ar fáil do na paistí páirt a ghlacadh i gcomhrá idirlíona má bhíonn aidhm oideachais ag baint leis an gníomhaíocht (m.s. comhrá le scoil/rang/ ionad oideachais eile).*
- *Pupils are not permitted access to chat rooms, discussion forums, messaging or other electronic communication fora. A teacher may seek special permission from the Principal to provide the pupils with an opportunity to participate in internet chat if it is deemed an educational aim is associated with the activity (i.e. conversation with another school/ centre of education).*

### **Teangmháil Aghaidh ar Aghaidh/ Face-to-Face Contact**

- *Is féidir le daltaí agus daoine fásta cuí dul i mbun ardáin aghaidh ar aghaidh cosúil le Zoom a úsáid chun dul i dteangmháil lena chéile le linn gníomhaíocht scoile.*
- *Is féidir ardáin cosúil le Zoom a úsáid i gcomhair cruinnithe fóirne/ Boird Bainistíochtá agus an cianfhoghlaim sa chás go ndúnfaí an scoil ar feadh tréimhse ama nach raibh aon súil leis nó le linn éigeandáil slainte poiblí.*
- *Caithfidh gach dalta agus duine fásta cuí cloí go hiomlán leis na treoirínte cleachtais a bheadh curtha ar fáil ag an mBord Bainistíochta chun an rannpháirtíocht leanúnach den úsáid scoile den ardán aghaidh ar aghaidh a chinntiú. Cuirfidh an scoil na treoirínte cuí ar fáil roimh do daltaí agus daoine fásta cuí a leithéid a úsáid agus don fhoireann scoile. Treoracha zoom.*
- *Pupils and relevant adults may engage in the use of face-to-face platforms such as Zoom to engage with each other during a school-related activity.*
- *Face-to-face platforms such as Zoom may be used for Staff/ Board of Management meetings and distance learning in the event that the school is closed for an unexpected length of time or during a public health emergency.*
- *All pupils and relevant adults must fully adhere to the usage guidelines provided by The Board of Management to ensure continued engagement with the school's use of a face-to-face platform. The school will provide such guidelines prior to pupil and relevant adult use of the same.*

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### Gréasán Scoile/ School Website

- Is é seo seoladh gréasán na scoile - [www.gaelscoilchilldara.com](http://www.gaelscoilchilldara.com)
  - Tabharfar deis do dhaltái tionscadail, obair ealaíne, obair scoile, nuacht agus grianghraif a fhoilsiú ar an ngréasán domhanda faoi réir an pholasaí seo agus polasaithe eile scoile.
  - Déanfaidh múinteoirí agus tuismitheoirí comhordú ar fhoilsiú obair daltaí. Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltái aonair ar an ngréasán scoile gan chead sonrath tuismitheoirí.
  - Díreoidh grianghraif agus clipeanna éisteachta agus fisé ar ghníomhaíochtaí grúpaí.
    - Fágfar amach eolas pearsanta faoi dhaltái mar sheoladh baile agus sonraí teagmhála den leathanach gréasáin scoile.
  - Ní fhoilseofar ainmneacha pháistí le grianghrafanna.
  - Beidh úinéireacht ag daltaí agus ag an scoil fós ar an gcóipcheart ar aon obair a fhoilseofar.
  - *The school website is [www.gaelscoilchilldara.com](http://www.gaelscoilchilldara.com)*
  - *Pupils will be given the opportunity to publish projects, artwork or schoolwork 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.*
  - *The publication of student work will be coordinated by teachers and staff.*
  - *The school will endeavor to use digital photographs, audio or video clips focusing on group activities.*
- Content focusing on individual pupils will not be published on the school website without the parental permission.*
- *The school website will avoid publishing the first name and last name of children in a photograph.*
  - *Pupils and the school will continue to own the copyright on any work published.*

### StruchtúirThacaíochta/Support Structures

Cuirfidh an scoil eolas ar fáil do dhaltái, do thuismitheoirí agus don fhoireann faoi phríomhstruchtúir agus eagraíochtaí tacaíochtaí a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhochrach an idirlín, nuair is gá.

*The school will inform pupils, parents and staff of key support structures and organisations that deal with illegal material or harmful use of the internet, when deemed necessary.*

### Smachtbhannaí/Sanctions

D'fhéadfadh gníomh smachtaithe teacht as mí-úsáid a bhaint as an idirlíon, lena n-áirítear tarraingt siar pribhléidí rochtana, piónóis eile agus i gcásanna tromchúiseacha fionraí nó

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díbirt, Tá sé de cheart ag an scoil freisin aon ghníomhaíochtaí mídhleathacha a thuairisciú chuig na húdaráis chuí.

*Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.*

### Athbhreithniú/ Review

Glacadh leis an bpolasaí leasaithe seo ag cruinniú den Bhord Bainistíochta ar an 27 Samhain 2023. Síníodh é cúpla lá i ndiaidh na cruinnithe san (chun mion-athruithe a thabhairt san áireamh) thar cheann an Bhoird:

Cathaoirleach: Colm Ó Gógáin

Príomhoide: Niamh Uí Chadhla

Síniú:

Síniú:

Dáta:

Dáta:

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### Notaí:

Cuirtear polasaithe uile de chuid Ghaelscoil Chill Dara trí phróiseas athbhreithnithe & leasaithe ó am go chéile. Téitear i gcomhairle le Comhairle na dTuismitheoirí agus an fhoireann mhúinteoirí sa phróiseas seo sula nglactar go críochnúil le haon pholasáí nua nó leasaithe ag an mBord Bainistíochta. Fáilteofar roimh moltaí i leith aon cheann de pholasaithe na Gaelscoile ag aon am ó aon duine a bhfuil spéis aige/aici ann, ach iad a chur i scríbhinn chuig an Príomhoide. Tá na polasaithe uile, mar a sheasann siad faoi láthair, ar fáil i nGaeilge & Béarla ar shuíomh idirlín na Gaelscoile: [www.gaelscoilchilldara.com](http://www.gaelscoilchilldara.com)

Scríobhtar polasaithe uile de chuid na Gaelscoile i nGaeilge & i mBéarla. Sa chás go n-aimseofaí éagsúlacht idir an dá leagan de aon pholasáí tig le tuismitheoir, srl, braith ar a rogha de cheachtar leagan sa mhéid is go bhfuil sé níos tairbhí dá bpáiste nó dóibh féin go ginearálta. Reachtálann an Bord a chuid cruinnithe trí Ghaeilge ach déileálfar le haon ábhar trí Ghaeilge nó Béarla mar is toil le haon tuismitheoir nó aon duine eile.

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*This revised policy was adopted at a meeting of the Board of Management on 27th November 2023.*

Chairperson: Colm Ó Gógáin

Principal: Niamh Uí Chadhla

Síniú:

Síniú:

Dáta:

Dáta:

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### Notes:

## **Polasaí Úsáide Inghlactha Idirlíona [2023]**

*All policies of Gaelscoil Chill Dara are subject to a process of review & amendment from time to time. The Parents' Association (Comhairle na dTuismitheoirí) and the teaching staff are consulted in this process before a new or revised policy is finally adopted by the Board of Management. Further suggestions on any of the Gaelscoil's policies, made in writing to the Principal, will be welcomed at any time from any interested person. The policies, as they presently stand, are posted on the Gaelscoil's website in both English & Irish: [www.gaelscoilchilldara.com](http://www.gaelscoilchilldara.com)*

*All of the Gaelscoil's policies are drawn up in both English & Irish. In the event that some difference is noted between the two versions of any policy a parent, etc, may choose to rely on either version as being the more beneficial for their child or their needs generally. The Board conducts its meetings through Irish but it will deal with any matter through either Irish or English as requested by any parent or other person.*

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*Form Ceada le síniú tuismitheoirí nuair a chláraíonn siad páistí i nGSCD.  
Permission form to be signed when children are enrolled in GSCD.*