

Polasaí Úsáide Inglactha Acceptable Use Policy

Réamhráiteas:

An aidhm atá ag an bpolasaí seo ná chun treoir agus comhairle a thabhairt maidir le húsáid inghlactha do mhúineadh agus foghlaim agus cumarsáid atá in oiriúnt don phobal scoile (daltaí, foireann, tuismitheoirí agus cuairteoirí / cainteoirí) atá ábalta teacht ar agus a úsáideann TFC i Scoil Aonghusa.

Réasúnaíocht an pholasaí seo:

Aithníonn Scoil Aonghusa go dtugann TFC deiseana feabhsaithe dár ndaltaí agus an pobal scoile chun foghlaim, dul i ngleic le rudaí, cumarsáid a dhéanamh agus chun scileanna a fhorbairt a chabhróidh leo ullmhú do réimse leathan gnéithe an tsaoil chomh maith le feabhsú ar an eispéireas foghlama do dhaltaí agus foireann na scoile. Mar sin, cuireann an scoil áiseanna TFC agus an t-idirlíon ar fáil do dhaltaí agus foireann na scoile.

Insan PÚI seo tá na treoracha agus freagrachtaí iompair maidir le húsáid TFC agus an idirlíon atá de dhíth ar dhaltaí, tuismitheoirí, foireann agus cuairteoirí nuair atá TFC in úsáid d'aon ghníomh a bhaineann leis an gcuraclam nó aon eachtraí scoile eile.

Úsáideann Scoil Aonghusa a lán saghasanna TFC chun an curaclam a chur i bhfeidhm. (i) an t-idirlíon (ii) ríomhairí deasc, ríomhairí glúine, uirlisí íomhánna digiteacha agus taifead srl. Tá na polasaithe insan doiciméid seo ag tagairt do gach uirlis teicneolaíochta ar líne agus as líne, ní hamháin na cinn ata luaite go háirithe.

An aidhm atá ag an PÚI seo ná chun cointiú go mbainfidh pobal na scoile leas as deiseanna foghlama curtha ar fáil ag áiseanna TFC na scoile, an t-idirlíon san áireamh, i slí sábháilte agus éifeachtach.

Agus iad ag úsáid TFC i Scoil Aonghusa, tá sé de fhreagracht ar gach ball den phobal scoile:

- Aire a thabhairt do gach uirlis TFC agus é a úsáid i gcúram leis an bpolasaí seo.
- Chun meas a thaispeáint d'úsáideoirí an t-am ar fad.

Introductory Statement:

The aim of this policy is to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community (ie pupils, staff, parents and approved visitors/speakers etc) who have access to, and who are users, of ICT in Scoil Aonghusa.

Rationale for this policy:

Scoil Aonghusa recognises that access to Information and Communication Technology (ICT) gives our pupils and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff. To that end, the school provides access to ICT and the internet to pupils and staff.

This AUP outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/speakers etc are expected to follow when using ICT technologies for curricular and any other school related activities.

Scoil Aonghusa uses many forms of ICT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of desktop computers/laptops/tablet devices, digital imaging equipment and recording devices etc. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

The aim of this AUP is to ensure that the school community will benefit from the learning opportunities offered by the school's ICT resources including the internet, in a safe and effective manner.

When using ICT in Scoil Aonghusa, all members of the school community are expected:

- *To take good care of all school ICT equipment and use it responsibly in accordance with school*

- Meas a thaispeáint ar chearta príobháideachais gach ball den phobal scoile.
- Meas a thaispeáint ar chóipcheart agus chun aitheantas a thabhairt do cruthatheoirí nuair atá siad ag úsáid áiseanna ar líne.
- Gan míúsaid a bhaint as an bhfearas TFC in aon slí a thugann drochainm don scoil.

TFC agus an tAchtú – Tá an t-achtú seo a leanas ábharthach do Shábhailteacht ar Líne.

- Acht Cosaint Eolais 1998 – tá an t-acht seo ann chun dul i ngleic le ceisteanna príobháideachais ag eascairt as an méid eolas, ata ag dul i méid, a choimeádtar ar ríomhairí faoi dhaoine.
- Acht Cosaint Eolais (Leasaithe) 2017 – Leathnaíonn an leasú seo na rialacha cosanta eolais amach go dtí taifead eolais idir lámha agus cuireann sé feabhas ar chearta an phobail maidir le eolais.
- Acht Tráchtú Páistí agus Pornagrafaíocht 1998 – Achtaíonn an t-acht seo i gcoinne éinne a chruthaíonn, priontálann, foilsíonn, scaipeann, easpórtálann, importálann, taispeánann, díolann agus go bhfuil acu pornagrafaíocht páiste.
- Acht Bacaidh 1993 – Deir an t-acht seo gur féidir bachtú a dhéanamh ar theachtaireachtaí teileachumarsáide mar pháirt de fhiosrúcháin ar choir throm. Tá cead faoi réir coinníollacha áirithe.
- Acht Taifead Físeáin 1989 – Cuireann an t-acht seo cosc ar an scaipeadh d’aon fhíseán ina bhfuil ábhar graosta nó mígheanasach a thruaileoidh an té a fhéachann ar.
- Acht Cheartcóip agus Cearta Gaolta 2000 – Clúdaíonn an t-acht seo cóipcheart in Éirinn.

1. DALTAÍ: POLASÁÍ ÚSÁID INGHLACTHA DO DHALTAÍ

Tiocfaidh aon sárú den PÚI seo, sárú dáiríre ar líne ag daltaí san áireamh, faoi Chód Iompair agus/nó Polasaí Fithbhulaíochta Scoil Aonghusa. Dá bharr sin, muna gcomhlínítear PÚI na scoile, tá cead ag an scoil áiseanna TFC a bhaint ón dalta(i) agus beidh smachtbhannaí curtha i bhfeidhm.

Ní thugann Scoil Aonghusa cead do daltaí TDUF (Tabhair Do Uirlis Féin) nó tiomántáin imeallaigh/USB srl ar scoil ach amháin le cead na scoile le haghaidh tionscnaimh áirithe.

policy.

- *To treat others users with respect at all times*
- *To respect the right to privacy of all members of the school community,*
- *To respect copyright and acknowledge creators when using online content and resources.*
- *Not to engage in behaviours or misuse ICT resources in a manner that would bring the school into disrepute.*

ICT and Legislation - the following legislation is relevant to Internet Safety.

- *Data Protection Act 1998 - this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.*
- *Data Protection (Amendment) Act 2017 - this amendment extends the data protection rules to manually held records and also makes improvements to the public’s right to access data.*
- *Child Trafficking and Pornography Act 1998 - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.*
- *Interception Act 1993 - this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.*
- *Video Recordings Act 1989 - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.*
- *Copyright and Related Rights Act 2000 – this act governs copyright in Ireland.*

1. PUPILS: ACCEPTABLE USE POLICY FOR PUPILS

Breaches of this AUP policy including serious online misbehaviours by pupils will be dealt with under Scoil Aonghusa’s Code of Behaviour and/or Anti-Bullying Policy as deemed applicable. Therefore, if the school AUP is not adhered to, the school reserves the right to withdraw pupil access to ICT resources as deemed necessary and sanctions will be imposed.

Scoil Aonghusa does not permit pupils to BYOD (Bring Your Own Devices) or external drives/USB storage devices etc to school unless authorised by the school for a specific project.

DALTAÍ: COINNÍOLLACHA MAIDIR LE hÚSÁID AN IDIRLÍN.

Úsáidfidh daltaí idirlíon na scoile do ghníomhaíochtaí oideachais amháin le cead agus faoi feitheoireacht ball den fhoireann mhúinteoireachta.

Ní thabharfaidh daltaí cuairt ar shuíomhanna idirlíonta ina bhfuil ábhair graosta, mídhleathach, gráiniúl nó aon rud mar sin – má théann dalta ar aon suíomh mar seo trí thimpiste, caithfidh siad é a rá leis an múinteoir láithreach.

Ní íoslódálfaidh no ní fhéachfaidh dalta ar aon ábhar atá mídhleathach, graosta, béadánach nó aon ábhar atá ann chun duine eile a chrá nó a chiapú.

Ní íos/uaslódálfaidh daltaí fillteáin ollmhór.

Níl cead ag daltaí íomhánna nó ábhar lasmuigh dá réimse áirithe staidéir a íoslódáil ach amháin faoi fheitheoireacht agus cead an mhúinteora.

DALTAÍ: Brabhsáil Gréasáin agus Íoslódáil

Tá scagaire ábhair Leibhéal 4 de Scagaire Ábhair Líonra Leathanbhanda Scoileanna á úsáid ag Scoil Aonghusa. Tugann an leibhéal seo rochtain ar shuíomhanna gréasáin le cluichí agus YouTube san áireamh, ach níl rochtain ar shuíomhanna gréasáin a bhaineann le Catagóir Láithreáin Líonraithe Pearsanta agus Catagóir Láithreáin Líonraithe Shóisialta.

Níl cead ag daltaí brabhsáil a dhéanamh ar an idirlíon seachas faoi stiúir agus maoirseacht an mhúinteora.

DALTAÍ: Ríomhphost agus Seoladh Teachtaireachtaí

Níl cuntais ríomhphoist scoile ag na daltaí. Más mian le dalta a c(h)uid oibre a sheoladh chuig an múinteoir ranga ar ríomhphost, déanfar é seo le cuntas ríomhphoist an tuismitheora/caomhnóra, le cead an mhúinteora ranga.

DALTAÍ: Na Meáin Shóisialta

Ní cheadaítear do dhaltáí na meáin shóisialta nó an t-idirlíon a úsáid in aon bhealach chun ciapadh, masla, mí-úsáid nó clúmhillleadh a dhéanamh ar dhaltáí eile, a mbaill clainne, foireann scoile, no baill eile an phobail scoile. San áireamh tá cumarsáid inscoile agus cumarsáid taobh amuigh den scoil. Ní cheadaítear do dhaltáí eolas pearsanta faoi dhaltáí eile, an fhoireann nó baill eile de phobal Scoil Aonghusa a fhoilsiú nó a roinnt ar na meáin shóisialta.

Ní cheadaítear do dhaltáí 'cairdeas' a lorg le haon

PUPILS: CONDITIONS FOR THE USE OF THE INTERNET

Pupils will use the school's internet connection only for educational activities with the permission of and under the supervision of a member of the teaching staff.

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials – pupils must report accidental accessing of any inappropriate sites etc to teacher immediately.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person

Pupils will not engage in online activities such as uploading or downloading large files.

Downloading by pupils of materials or images not relevant to their specific area of study is only allowed under the supervision of and expressed permission of a teacher.

PUPILS: Web Browsing and Downloading

Scoil Aonghusa has content filtering at Level 4 of the Schools Broadband Network Content Filter. This level allows access to websites including games and YouTube but blocks access to websites belonging to the Category Personal Websites and Category Social Networking.

Pupils must only browse the internet under the direction and supervision of a teacher.

Pupils who seek to by-pass the school Content Filtering by using proxy sites or other means will be subject to sanctions as outlined in this AUP.

PUPILS: Email and Messaging

Pupils do not have school email accounts. If a pupil wishes to email their work to a class teacher this will be done through their Parent's/guardian's email account with the consent of the class teacher.

PUPILS: Social Media

Pupils must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff or other members of the school community. This applies to both in school online communication and outside of school online communication. Pupils must not post or share personal information about pupils, staff and other members of the Scoil Aonghusa community on social media.

bhall den fhoireann scoile ar aon cheann de na meáin shóisialta. Tá úsáid seirbhísí nó aipeanna teachtaireachtaí meandracha ar nós Snapchat, Whatsapp srl faoi chosc.

Ceadaítear rochtain do shuíomhanna fíis-sruthú ar nós YouTube agus Vimeo srl ar mhaithe le húsáid oideachasúil amháin agus faoi threoir agus cead bhaill foirne.

Ní cheadaítear do dhaltáí a bheith páirteach i ngníomhaíochtaí bainteach leis na meáin shóisialta nó aon fhoirm den teicneolaíocht cumarsáide, a d'fhéadfadh droch-cháil a tharraingt ar Scoil Aonghusa.

Ní cheadaítear do dhaltáí a dtuairimí pearsanta féin a nochtadh mar thuairimí Scoil Aonghusa ar aon mheán sóisialta.

DALTAÍ: Fóin Phóca agus Gléasanna Leictreonacha

Ní cheadaítear do dhaltáí gléasanna póca nó leictreonacha a úsáid ar shuíomh na scoile nó ar ghníomhaíochtaí scoile taobh amuigh de shuíomh na scoile, nó ar ghníomhaíochtaí seach-churaclaim.

DALTAÍ: Taifead Íomhánna agus Físeán

Ní cheadaítear do dhaltáí íomhánna, físeáin nó aon ábhar eile a roinnt ar líne a d'fhéadfadh a bheith díobhálach do bhall eile den phobal scoile agus iad ar scoil nó taobh amuigh den scoil.

Ceadaíonn an scoil taifead a dhéanamh d'íomhánna agus físeáin ar shuíomh na scoile nó nuair atáthar rannpháirteach i ngníomhaíochtaí scoile ag baint úsáide as ceamara digiteach na scoile faoi theorir an mhúinteora.

Ní cheadaítear do dhaltáí íomhánna a ghlacadh, a úsáid, a roinnt, a fhoilsiú nó a dháileadh d'aon bhall de phobal Scoil Aonghusa gan cead an mhúinteora agus cead bhaill an phobail scoile.

DALTAÍ: Suíomh Idirlín na Scoile

Faightear cead ó thuismitheoirí/caomhnóirí ag am clárúcháin) grianghraif dá bpáistí a fhoilsiú ar shuíomh idirlín na scoile.

Cuirfear na daltaí nach bhfuil cead tuismitheora faighte acu a n-íomhá nó a gcuid oibre a uaslódáil ar shuíomh idirlín na scoile, in iúl ar an gcóras bainistíochta scoile Aladdin.

An Chibearbhulaíocht: Cloíonn an scoil leis an sainmhíniú ó na Nósanna Imeachta don Frithbhulaíocht do Bhunscoileanna agus Iarbunscoileanna de chuid an ROS, mar **iompar diúltach gan iarraidh, ó bhéal, siceolaíoch nó**

Pupils must not seek to 'friend' any member of school staff using any social media facility. The use of all instant messaging services or apps including Snapchat, Whatsapp, etc. by pupils is strictly forbidden in school or on any school devices.

Access to video streaming sites such as YouTube and Vimeo etc. is allowed for educational purposes only with guidance and permission of teaching staff.

Pupils must not engage in activities involving social media or any form of communications technology, which might bring Scoil Aonghusa into disrepute.

Pupils must not represent their own personal views as being those of Scoil Aonghusa on any social medium.

PUPILS: Mobile Phones and Electronic Devices

Pupils are not permitted to use mobile or electronic devices on the school premises or on out-of-school or extracurricular activities.

PUPILS: Recording of Images & Video

Pupils must not share images, videos or other content online which could be deemed harmful to another member of the school community either in school or out of school.

The school permits the recording of images and videos of pupils and school activities using school digital cameras only.

Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad as directed by teacher.

Pupils must not take, use, share, publish or distribute images of any member of the Scoil Aonghusa community except with the permission of the teacher and member of the school community.

PUPILS: School Website

Permission is obtained from Parents/guardians at enrolment to allow photographs of their children to be published on the school website.

Pupils who do not have parental permission for their image or work to be uploaded onto the school website will be identified via the Aladdin School Management System.

Cyberbullying: *The school adheres to the DES Procedures for Anti-Bullying for Primary & Post Primary Schools definition of **bullying as unwanted***

fisiciúil, ag duine nó grúpa daoine in aghaidh duine eile (nó daoine) agus a dhéantar arís agus arís eile thar imeacht ama. San áireamh sa sainmhíniú seo tá an chibearbhulaíocht fiú nuair a tharlaíonn sé taobh amuigh den scoil. Chomh maith leis seo, cuirtear san áireamh ráiteas gránna a fhoilsiú ar líne sa chibearbhulaíocht, de bharr an féidearthacht é a scaipeadh i measc an-chuid úsáideoirí. Rachfar i ngleic le cásanna mar seo tríd Polasaí Frithbhulaíochta Scoil Aonghusa.

- Táthar ag súil go dtaispeánfaidh daltaí meas do dhaoine eile i gcónaí agus iad i mbun aon fhoirm den teicneolaíocht cumarsáide mar chuid den fhoghlaim scoile nó ina gcuid úsáide pearsanta taobh amuigh den scoil.
- Is cuid lárnach de pholasaí Frithbhulaíochta Scoil Aonghusa í feacht ar an gcibearbhulaíocht, agus conas í a sheachaint.
- Is iompar do-ghlactha é dalta ag dul i mbun gníomhaíochtaí ar líne chun díobháil nó ciapadh a dhéanamh, nó chun náire a chur ar dhalta eile nó ball foirne. Bíonn iarmhairtí dáiríre agus piónóis i gceist i gcásanna úd don té atá páirteach ann.

Suíomh Idirlín na Scoile: Cuireann Scoil Aonghusa suíomh idirlín i láthair, a chuireann eolas ar fáil don phobal scoile faoi an-chuid gnéithe den saol scoile, curaclam agus seac-curaclam san áireamh. Chomh maith leis seo, cuireann sé eolas agus rochtain ar fáil chuig polasaithe agus nósanna imeachta na scoile agus dá bharr is pointe tagartha tábhachtach é do thuismitheoirí, daltaí, baill foirne agus bainistíocht. Tugann an suíomh idirlín deis chomh maith chun aird a tharraingt ar ghníomhaíochtaí agus éachtraí oideachasúla na scoile. Baineann an suíomh úsáide as grianghraif/físeáin/ilmheáin eile chun dul le hailt scríofa ar an suíomh. Feidhmíonn an suíomh idirlín faoi údarás Bord Bainistíochta na scoile.

Obair na bPáistí agus Suíomh Idirlín na Scoile: Seans go mbeidh deis ag páistí tionscnaimh, obair ealaíne nó obair scoile a fhoilsiú ar shuíomh idirlín na scoile nuair is cuí de réir an múinteoir ranga – déanfaidh ball foirne an obair a uaslódáil. Beidh úinéireacht an chóipchirt fós ag an bpáiste ar aon obair a fhoilsítear ar shuíomh idirlín na scoile. Ní fhoilseoidh Scoil Aonghusa ainmneacha na bpáistí in éineacht le grianghraif nó físeáin ar an suíomh idirlín nó ar na cuntais meán sóisialta (seachas ar chuntais ranga dúnta nó príobháideach msh Class Dojo, Seesaw).

negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under Scoil Aonghusa's Anti-Bullying Policy.

- *Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school*
- *Awareness of and the prevention of cyber bullying is an integral part of Scoil Aonghusa's Anti-Bullying policy.*
- *Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.*

School Website: Scoil Aonghusa hosts a website, which provides information to the school community on many aspects of school life including curricula and extra-curricular. It also provides information and access to school policies and procedures and as such is an important point of reference for parents, pupils, staff and management.

The website also provides a platform for highlighting the educational activities and achievements of pupils and staff. The school website uses photographs/video/other multimedia to compliment written articles on the website. The school website operates under the authority of the Board of Management.

Pupils Work and the School website: Pupils may have the opportunity to publish projects, artwork or schoolwork on the school website as deemed appropriate by teacher – this work will be uploaded by a designated staff member.

Pupils will continue to own the copyright on any work published on the school website.

We will not publish the names of pupils alongside images or videos posted on the school website or on school social media accounts (excluding closed or private class accounts i.e. Class Dojo, Seesaw)

Smachtbhannaí do mhíúsáid an TFC agus idirlín ag daltaí

Mar thoradh ar mhíúsáid nó úsáid mídhleathach an idirlín nó fearas TFC i rith am scoile/ranga ag dála, beidh gníomh smachtaithe mar atá leagtha amach de réir Cód Iompair na scoile, an polasaí Frithbhulaíochta. San áireamh sna smachtbhannaí beidh rabhadh scríofa, rochtain agus pribhléidí don TFC nó pribhléidí eile scoile a tharraingt siar agus, i gcásanna an-dáiríre, fionraí agus díbirt.

Chomh maith leis seo, cosnaíonn an scoil an ceart aon gníomhaíochtaí mídhleathacha nó míoiriúnacha a thuairisciú chuig na húdaráis dleathacha ie Gardaí, TUSLA, Oifig an Choimisinéara um Sonraithe srl.

Tá gach céim tógtha ag an scoil chun ábhar míoiriúnach a scagadh. Tá freagracht ar na daltaí gan ábhar míoiriúnach a chuardach ar líne.

2. POLASÁÍ ÚSÁIDE INGHLACTHA DO THUISMITHEOIRÍ/CAOMHNÓIRÍ AGUS CUMANN NA dTUISMITHEOIRÍ

Níor chóir do thuismitheoirí/caomhnóirí na meáin shóisialta (seirbhísí teachtaireachta do ghrúpaí san áireamh msh Viber, Whatsapp, Messenger srl) nó an t-idirlíon a úsáid in aon bhealach chun ciapadh, masla, mí-úsáid nó clúmhillleadh a dhéanamh ar dhaltaí, a mbaill clainne, foireann scoile, no baill eile den phobal scoile.

Níor chóir do thuismitheoirí/chaomhnóirí nó cuairteoirí eile chun na scoile íomhána nó físeáin de dhaltaí nó baill foirne Scoil Aonghusa a uaslódáil chuig aon mheán sóisialta. Tá ceolchoirmeacha, searmanais reiligiúnda, imeachtaí srl san áireamh.

Níor chóir do thuismitheoirí/chaomhnóirí íomhána de bhall pobail Scoil Aonghusa a ghlacadh, a úsáid, a roinnt nó a dháileadh gan cead ón mball pobail.

Níor chóir do thuismitheoirí/chaomhnóirí a bheith páirteach i ngníomhaíochtaí bainteach leis na meáin shóisialta nó aon fhoirm den teicneolaíocht cumarsáide, a d'fhéadfadh droch-cháil a tharraingt ar Scoil Aonghusa.

Níor chóir do thuismitheoirí/chaomhnóirí a dtuairimí pearsanta féin a nochtadh mar thuairimí Scoil Aonghusa ar aon mheán sóisialta.

Ba chóir go gcinnteodh thuismitheoirí/caomhnóirí

Sanctions for the misuse of ICT and Internet by pupils

The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in the school's Code of Behaviour, Anti-Bullying

Policy. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges and, in extremely serious cases, suspension or expulsion.

The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie Gardaí, TUSLA. Office of the Data Commissioner etc.

Every step is taken by the school to ensure filtering of inappropriate content. Pupils have a responsibility to not search for inappropriate content online.

2. ACCEPTABLE USE POLICY FOR PARENTS/GUARDIANS & PARENTS' ASSOCIATION

Parents/Guardians must not use social media (including group messaging services eg Viber, Whatsapp, Messenger etc) or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.

Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of Scoil Aonghusa to any social media platform. This includes images from in-school concerts, religious ceremonies, events etc.

Parents/Guardians must not take, use, share, publish or distribute images of any member of the Scoil Aonghusa community without their expressed permission.

Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring Scoil Aonghusa into disrepute.

Parents/Guardians must not represent their own personal views as those of being of Scoil Aonghusa's on any social medium.

Parents/Guardians should ensure that pupils do not copy/share homework assignments or school

nach bhfuil daltaí ag cóipeáil/roinnt obair bhaile nó tionscnaimh scoile ag baint úsáide as seirbhísí teachtaireachta, meáin shóisialta nó aon fhoirm eile den chumarsáid teicneolaíochta.

Ba chóir go gcinnteodh tuismitheoirí/caomhnóirí go bhfuil a bpáistí ag cloí leis na riachtanais aoise íosta atá ag na seirbhísí teachtaireachta agus na meáin shóisialta.

NÓTA TÁBHACHTACH: Táthar ag súil go mbeidh tuismitheoirí/caomhnóirí freagrach as a bpáiste agus iad ag baint úsáide as TFC agus gléasanna leictreonacha (fóin phoca san áireamh) agus ba chóir dóibh monatóireacht a dhéanamh ar iompar a bpáiste ar líne taobh amuigh den scoil.

Cianfhoghlaim

I gcás dúnadh na scoile agus gá le cianfhoghlaim úsáidfídh Scoil Aonghusa Seesaw, Class Dojo nó Zoom le cead an tuismitheora. Níl cuntais ríomhphoist scoile ag na daltaí. Más mian le dalta a c(h)uid oibre a sheoladh chuig an múinteoir ranga ar ríomhphost, déanfar é seo le cuntas ríomhphoist an tuismitheora/caomhnóra, le cead an mhúinteora ranga.

Ní féidir le uadaráis na scoile a bheith freagrach as iompar dhaltaí ar líne agus iad taobh amuigh de thimpeallacht na scoile. Déanfaidh an scoil gach iarracht áfach, comhoibriú le tuismitheoirí/caomhnóirí agus iad ag plé le tuairiscí d'eachtraí mí-oiriúnacha ar líne a chuireann isteach ar shláinte agus folláine an pháiste/bhaill foirne. Rachfar i ngleic leis na cásanna mar is cuí tríd Cód Iompair agus polasaí Frithbhulaíochta na scoile.

Cuirfidh Scoil Aonghusa tuismitheoirí/caomhnóirí ar an eolas faoi eachtraí d'iompar mí-oiriúnach ar líne nuair is féidir.

3. POLASAÍ ÚSÁIDE INGLACTHA DO FHOIREANN NA SCOILE AGUS CUAIRTEOIRÍ CEADAITHE/GNÍOMHAIREACHTAÍ SEACHTRACHA

AN FHOIREANN/CUAIRTEOIRÍ: Rochtain Idirlín/ Brabhsáil Idirlín agus Íoslódáil
Caithfidh múinteoirí maoirseoireacht a dhéanamh ar dhaltaí agus iad ag úsáid an idirlín. Ba chóir don mhúinteoir breathnú ar shuíomhanna idirlíon roimh iad a thaispeáint don rang. Nuair is mian don

projects using instant messaging services, social networks or any other form of technological communications.

Parents/Guardians should ensure that their children adhere to the minimum age requirements for the use of messaging services and social networks.

IMPORTANT NOTE: *Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their children's online behaviour outside of school.*

Remote Learning

In the event of a school closure and the need to teach our pupils remotely Scoil Aonghusa will use Seesaw/ Class Dojo or Zoom with parental permission. If a pupil wishes to email their work to a class teacher this will be done through their Parent's/guardian's email account with the consent of the class teacher.

School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However the school will co-operate in so far as is possible with Parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.

Scoil Aonghusa will, where possible, inform Parents/guardians of reported incidents of inappropriate online behaviour.

3. ACCEPTABLE USE POLICY FOR SCHOOL STAFF & AUTHORIZED VISITORS/OUTSIDE AGENCIES

STAFF/VISITORS: Internet Access/Web Browsing and Downloading

Teachers must always supervise access to the Internet by pupils in Scoil Aonghusa and websites should always be previewed before presentation to the class. Where teachers seek to integrate a web Page into a lesson, the web Page must be fully

mhúinteoir leathanach idirlín a úsáid i rith ceachta, caithfidh an múinteoir breathnú ar an leathanach roimh ré le bheith cinnte nach bhfuil ábhar, íomhánna nó téacs mí-oiriúnach ann.

Cinntoidh an fhoireann nach scaoilfear le pasfhocail WiFi, Aladdin Pupil Management System nó pasfhocail riarachán le daltaí nó le daoine nach baill foirne iad (seachas nuair atá pasfhocal an WiFi ag teastáil ó chuairoteoir).

Ní cheadaítear riamh do bhaill foirne nó cuairteoirí/gníomhaireachtaí ceadaithe teacht ar nó íoslódáil a dhéanamh ar ábhar atá ionsaitheach nó mí-oiriúnach.

Ní cheadaítear do bhaill foirne nó cuairteoirí/gníomhaireachtaí ceadaithe roghanna scagaireachta leathanbhanda na scoile a athrú ar aon bhealach gan cead ón mBord Bainistíochta nó/agus an príomhoide.

Cheadaítear do bhaill foirne an t-idirlíon a úsáid ar bhonn pearsanta taobh amuigh d'am teagmhála idir an múinteoir agus na daltaí amháin.

Cheadaítear d'ábhair oide, daltaí na hidirbhliana nó mic léinn/daoine fásta ar thaithí oibre fearas ríomhaireachta a úsáid le cead óna gcomhairleoir nó múinteoir ranga amháin.

Caithfidh gach mac léinn ar chleachtadh múinteoireachta nó ar shocrúchán scoile cloí le Polasaí Úsáide Inghlactha Scoil Aonghusa.

AN FHOIREANN/CUAI RTEOIRÍ: Na Meáin Shóisialta

Ní cheadaítear don fhoireann nó cuairteoirí/gníomhaireachtaí ceadaithe na meáin shóisialta nó an t-idirlíon a úsáid in aon bhealach chun ciapadh, masla, mí-úsáid nó clúmhillleadh a dhéanamh ar dhaltaí eile, a mbaill clainne, foireann scoile, no baill eile an phobail scoile.

Ní cheadaítear don fhoireann nó cuairteoirí/gníomhaireachtaí ceadaithe eolas pearsanta a fhoilsiú nó a roinnt, íomhánna a ghlacadh, a úsáid, a roinnt, a fhoilsiú nó a dháileadh d'aon dalta, ball foirne nó baill eile de phobal Scoil Aonghusa ar aon chineál meán sóisialta srl.

Ní cheadaítear don fhoireann nó cuairteoirí/gníomhaireachtaí ceadaithe dul i mbun gníomhaíochtaí a bhaineann leis na meáin shóisialta nó cumarsáid teicneolaíochta a tharraingeodh droch-cháil ar Scoil Aonghusa.

previewed/evaluated to screen for inappropriate content, imagery, and text.

Staff will ensure that school WiFi, Aladdin Pupil Management System and network administrator passwords are not disclosed to pupils or non-staff members (except when the Wi-Fi code is specifically required by a visitor).

Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times.

Staff or authorised school visitors/agencies are not permitted to alter the school broadband filtering preferences in any form or manner without the consent of the BOM and/or principal.

Staff members may access the internet for personal purposes outside of pupil-teacher contact time only

Teaching practice students, transition year pupils or adults or students on a work experience/ placement may only access to the computer facilities with the permission of their mentor or supervising class teacher.

All teaching practice and placement students must adhere to Scoil Aonghusa's Acceptable Use policy.

STAFF/VISITORS: Social Media

Staff and authorised school visitors/agencies must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.

School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of Scoil Aonghusa's school community on any form of social media sites etc.

Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring Scoil Aonghusa into disrepute.

Staff and authorised school visitors/agencies must

Ní cheadaítear don fhoireann nó cuairteoirí/gníomhaireachtaí ceadaithe a gcuid tuairimí féin a nochtadh mar thuairimí Scoil Aonghusa ar aon mheán sóisialta. Ba chóir don fhoireann scoile a bpríobháideachas féin ar líne a chosaint agus iad ag baint úsáide as na meáin shóisialta (tá comhairle ar leith le fáil ar webwise.ie agus into.ie)

not represent their own personal views as those of being of Scoil Aonghusa on any social medium. All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see Webwise.ie and INTO.ie for specific advice on this)

Cloífidh an fhoireann agus cuairteoirí/gníomhaireachtaí ceadaithe le treoirínte na scoile ar úsáid fóin phóca agus gléasanna leictreonacha pearsanta i rith an lae scoile.

Staff and authorised school visitors/agencies will adhere to school guidelines on the use of personal Mobile Phones & Electronic Devices during the school day.

Comhairle faoi Shábháilteacht Ar Líne

Seo a leanas roinnt suíomhanna idirlíonta úsáideacha chun tuilleadh eolais a fháil ar theicneolaíocht cumarsáide:

- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (seimineáir shábháilteacht ar líne do scoileanna/tuismitheoirí)
- www.webwise.ie (eolas faoi réimse leathan de bhealaí inar féidir an t-idirlíon a úsáid)
- www.ncte.ie (eolas faoi TFC san oideachas)
- www.saferinternetday.ie (san áireamh tá eolas faoi Lá Sábháilteacht Ar Líne)

Internet Safety Advice

Useful websites for further information on online and communications technology.

- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage)
- www.ncte.ie (Information on ICT in Education)
- www.saferinternetday.ie (includes information on Safer Internet Day)

Nascanna le Polasaithe Scoile eile:

Tá an polasaí seo nasctha leis na polasaithe scoile seo a leanas:

- Polasaí Cosaint Leanáí
- Polasaí Cód Iompair
- Polasaí Frithbhulaíochta
- Polasaí um Chosaint Sonraithe, GDPR san áireamh 2018
- Polasaí Covid-19

Links with other School Policies

This policy is linked to the following school policies:

- *Child Protection Policy*
- *Code of Behaviour*
- *Anti Bullying Policy*
- *Data Protection Policy including GDPR 2018*
- *Covid-19 Response Plan*

Dhaingnigh an Bord Bainistíochta an polasaí seo ar 24/08/2020

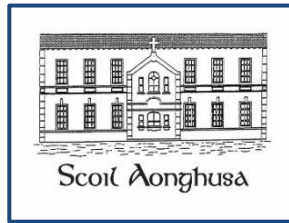
The Board of Management ratified this policy on 24/08/2020

**Sínte: Seamus Finegan
Cathaoirleach, An Bord Bainistíochta**

**Sínte: Edel Ní Bhroin
Príomhoide**

Dáta: 24 Lúnasa 2020

Scoil Aonghusa,
Geata an Domhnaigh,
Droichead Átha,
Co. Lú



19740 V

Freagrachtaí Bhaill Fóirne Scoil Aonghusa

- | | |
|---|--|
| 1. Leanfaidh baill fóirne na scoile na treoracha atá leagtha amach sa pholasaí Úsáide Inghlactha seo. | 1. <i>Employees will follow the guidelines set forth in this A.U.P.</i> |
| 2. Déanfaidh siad maoirseacht nuair a bhíonn an Idirlíon in úsáid ag na daltaí. | 2. <i>Employees will supervise student use.</i> |
| 3. Taispeáinfidh siad conas teicneolaíocht a úsáid i gceart i suíomh scoile. | 3. <i>Employees will model and provide instruction in the ethical and appropriate use of technology in a school setting.</i> |
| 4. Coimeádfaidh siad fócas ar an gCuraclam scoile. | 4. <i>Employees will maintain a curricular focus.</i> |
| 5. Coimeádfaidh siad a f(h)ocail faire scoile faoi rún. | 5. <i>Employees will keep their user passwords secure and confidential.</i> |
| 6. Cinnteoidh siad go bhfuil an ríomhaire in úsáid go dleathúil maidir leis na ceadúnais don bhogábhair atá suiteáilte ar an ríomhaire. | 6. <i>Employees will ensure that the computer is being legally used according to the the licences of software installed on the computer.</i> |
| 7. Ní lorgóidh siad, ní sheolfaidh siad agus ní ghlacfaidh siad le hábhair nach bhfuil i gcomhréir le misean, éiteas agus luachanna Scoil Aonghusa. | 7. <i>Employees will not transmit, request or receive materials inconsistent with the mission, ethos and values of Scoil Aonghusa.</i> |
| 8. Iarrann an scoil ar an bhfoireann scoile a chuid meán sóisialta pearsanta a bheith príobháideach don méid agus is féidir. | 8. <i>The school encourages the school staff to keep their own personal social media as private as possible.</i> |

Úsáid Inghlactha

Tá Ríomhairí agus líonra Scoil Aonghusa le bheith úsáidte i mbealach freagrach, éifeachtach, eiticíúil agus dleathach a

Acceptable Use

Scoil Aonghusa's computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in

thacaíonn le aidhmeanna oideachasúla na scoile. Tá ceart ag Bainistíocht na scoile monatóireacht a dhéanamh ar an úsáid seo.

Ceadaítear na ríomhairí a úsáid do úsáid phearsanta ó am go h-am chomh fada is nach gcuireann an úsáid sin isteach ar fhreagrachtaí, dhualgaisí agus comhlíonadh dhualgaisí, nó ar fheidhmiú an chórais nó ar úsáideoirí eile an chórais. Ciallaíonn “úsáid phearsanta ó am go h-am” ná “úsáid a bhaineann oibrí aonarach as na ríomhairí chun teachtaireachtaí pearsanta a chuir ó am go ham”. Cuirtear i gcuimhne d’fhostaithe go mbeidh orthu cloí leis an bpolasaí seo agus aon pholasaithe eile nó módhanna imeachta a bhaineann leis seo i gcás “úsáid phearsanta ó am go h-am”, agus nach féidir é seo a dhéanamh ach taobh amuigh de amanta oifigiúla oscailte na scoile.

Úsáid nach bhfuil ceadaithe

Clúdaíonn sé seo na rudaí a leanas, ach níl sé teoranta leo:

1. Ag teacht ar, ag cuir ar aghaidh nó ag glacadh le h-ábhair pornagrafaiciúil.
2. Ag glacadh páirt i gcnéamhaireacht nó bradáil “cyber”. Ciallaíonn bradáil ná go dtógann duine ábhar a chuir duine/daoine eile le chéile agus ag ligint orthu gur uathu féin a tháinig sé. (Déan tagairt i gcónaí don áit a fuair tú an t-ábhar áirithe).
3. Ag íoslódáil nó ag lódáil bogábhar nó fheidhmeanna gan chead ón bPríomhoide nó duine ainmnithe ag an bPríomhoide.
4. Ag teacht ar/ ag seoladh eolas faoi rún gan údarás.
5. Níl cead ag aon mhúinteoir aon phasfhocail a shábháil ar ríomhaire riamh.

Is treoir ginearálta na samplaí thuas de na h-úsáidí nach bhfuil ceadaithe, ach ní chlúdaíonn siad gach gníomhaíocht nach bhfuil ceadaithe sa scoil. Má tá ceistanna ag baill fóirne faoi ghníomhaíocht atá /nach bhfuil ceadaithe, ba chóir dó/di tuilleadh treoir a lorg ón bPríomhoide.

Toradh ar an bPÚI

I gcás nach gcloífear leis na treoirínte, nó go

support of the educational objectives of the school. Management reserve the right to monitor this usage.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employees job, duties and performance, with system operations or other system users. “Incidental personal use” is defined as “use by an individual employee for occasional personal communications”. Employees are reminded that such personal use must comply with this policy and other applicable policies, procedures and rules, and must take place outside of official school opening times.

Unacceptable Use

This includes but is not limited to the following:

1. *Accessing, transmitting, or receiving obscene or pornographic material.*
2. *Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as your own. (Always reference where you got the material from)*
3. *Downloading or loading software or applications without permission from the Principal or someone deputised by the Principal.*
4. *Accessing/transmitting confidential information without authorisation*
5. *No teacher may ever save any password on any school computer.*

The above provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Staff who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

Consequences of the AUP

n-úsáidfeá an teicneolaíocht i mbealach neamhoiriúnach nó neamheiticiúil, cuirfeá smachtbhannaí i bhfeidhm, mar shampla, pribhléidí a bhaint maidir le h-úsáid na hidirlíne, gníomhaíocht smachtúil nó gníomhaíocht oiriúnach dleathúil.

Inappropriate or unethical use or failure to adhere to guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

Déanfar athbhreithniú ar an bpolasaí seo mar is gá nó mar a thagann reachtaíocht amach a bhaineann leis. Cuirfeá aon pháirtithe lena mbaineann sé ar an eolas faoi aon athraithe ann i ndiaidh athbhreithniú.

This policy will be reviewed as necessary or as new legislation dictates. All Parties will be informed of any amendments necessary after such a review.

