**Polasaí Úsáide Inghlactha 2022**

**Ainm na Scoile: Gaelscoil Mhic Amhlaigh**

**Seoladh: Lána an Mhuilleora, Cnoc na Cathrach, Gaillimh**

Is é aidhm an Pholasaí Úsáide Inghlactha (PÚI) a chinntiú go bhfaighidh daltaí buntáistí as na deiseanna foghlama as acmhainní Idirlín na scoile ar bhealach sábháilte agus éifeachtach. Féachtar ar úsáid agus rochtain Idirlín mar acmhainn agus mar phribhléid scoile. Mura gcomhlíontar polasaí PÚI na scoile mar sin tarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí – mar atá leagtha amach san PÚI.

Tá sé i gceist go ndéanfaidh ionadaithe scoile agus tuismitheoirí athbhreithniú gach ceithre bliana ar an PÚI. Sula síneofar é ba chóir an PÚI a léamh go cúramach lena léiriú go dtuigtear agus go nglactar le coinníollach na húsáide.

# Straitéis na Scoile:

Bainfidh Gaelscoil Mhic Amlaigh leas as roinnt straitéisí an oiread agus is féidir le deiseanna foghlama agus le rioscaí a bhaineann leis an Idirlíon a laghdú.

Is iad seo a leanas na straitéisí seo:

1. Polasaí Úsáide Inghlactha (PÚI)
2. Oideachas
3. Scagadh/ Monatóireacht

# Go Ginearálta:

* + Úsáidfear an tIdirlíon do chúrsaí oideachais amháin.
  + Déanfaidh múinteoir maoirseacht ar sheisiúin Idirlín.
  + Bainfear leas as bogearraí scagtha agus/nó córais chomhionainn chun an riosca a bhaineann le nochtadh ábhar míchuí a laghdú.
  + Déanfaidh an scoil monatóireacht rialta ar úsáid Idirlín na ndaltaí.
  + Cuirfear oiliúint ar fáil do dhaltaí agus do mhúinteoirí maidir le sábháilteacht Idirlín.
  + Ní cheadófar íoschóipeáil nó uaslódáil a dhéanamh ar bhogearraí nach mbeidh ceadaithe.
  + Bainfear leas as bogearraí cosanta víreas agus tabharfar é cothrom le data go rialta.
  + Teastaíonn cead múinteora le maide cuimhne pearsanta, CD-ROManna nó stóráil dhigiteach eile a úsáid sa scoil.
  + Cleachtóidh na daltaí dea ‘netiquette’ (etiquette/ beasaíocht ar an Idirlíon) ag gach tráth agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an an scoil.
  + Ní féidir rochtain a fháil ar 'YouTube' (agus ar shuíomhanna comhchosúla) ach amháin faoi mhaoirseacht agus faoi threoir an mhúinteora.
  + Tá sé tábhachtach go mbeadh tuismitheoirí/caomhnóirí agus daltaí ar an eolas faoi pholasaí frithbhulaíochta Ghaelscoil Mhic Amhlaigh maidir leis na meáin shóisialta.

# Oideachas

Tabharfaidh Gaelscoil Mhic Amhlaigh faoi chlár oideachais chun oideachas a chur ar pháistí maidir le húsáid shábháilte fhreagrach an Idirlín. Tá an tIdirlíon ag éirí níos coitianta mar uirlis taighde agus cumarsáide sa bhaile agus ar scoil. D'fhéadfadh an tIdirlíon rochtain a cheadú do dhaoine agus do eolais áirithe atá mí-oiriúnach do dhaltaí agus a d'fhéadfadh tionchar diúltach a bheith acu ar dhearcadh, iompar agus folláine leanaí. Ag an am céanna ní mór dóibh foghlaim conas na rioscaí seo a aithint agus a sheachaint – le bheith ciallmhar ar an Idirlíon.

I measc na n-acmhainní a d'fhéadfaí a úsáid chun an clár seo a chur i bhfeidhm tá

* Físeán Feasachta sábháilteachta Idirlín NCTE
* Úsáid na rannóige 'Páistí' ar shuíomh gréasáin [www.webwise.ie](http://www.webwise.ie/)
* [www.webwise.ie,](http://www.webwise.ie/) [www.zeeko.ie](http://www.zeeko.ie/) & Lá na Sábháilteachta Idirlín

# Scagadh/ Monitoring

Tá bogearraí scagtha ag Gaelscoil Mhic Amhlaigh. Déanann an PDST monatóireacht agus athbhreithniú rialta ar an rochtain ar shuíomhanna gréasáin ó gach ríomhaire scoile. Ní cheadaítear láithreáin ghréasáin ach amháin trí fhíorú a dhéanamh ar a n- oiriúnacht.

Cuireann Gaelscoil Mhic Amhlaigh leibhéal (le cinntiú) i bhfeidhm maidir le scagadh ábhair ar Líonra Leathanbhanda na Scoileanna mar atá sainmhínithe thíos:

# Sainmhiniú le déanamh ar an léibhéal a n-úsáidtear i nGMA.

Le linn úsáid Seesaw nó aon ardáin dhigiteacha eile don chianfhoghlam sa bhaile, ní mór do thuismitheoirí agus do chaomhnóirí a chinntiú go ndéantar dóthain réamhchúraimí sábháilteachta idirlín.

# An Gréasán Domhanda:

* + Leanfaidh daltaí treoracha an mhúinteora i gcónaí maidir le dul ar shuíomh Idirlín.
  + Ní rachaidh mic leinn chuig láithreáin Idirlín ar a mbeidh ábhair ghraostacha, midhleathacha, fuatha nó a bheidh míchuí ar bhealach eile.
  + Beidh daltaí ar an eolas faoi saincheisteanna cóipchirt a bhaineann le foghlaim ar líne.
  + Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as an Idirlíon.
  + Ní dhéanfaidh daltaí nochtadh nó foilsiú ar eolas pearsanta.
  + Tá ioslódáil ábhair nó íomhanna nach mbaineann lena gcuid staidéir, ag sárú go díreach PÚI na scoile.
  + Beidh a fhios ag daltaí go bhféadfadh aon úsáid lena n-áirítear eolas a dháileadh nó a fháil, cibé obair scoile nó nithe pearsanta a bheith faoi mhonatóireacht ó thaobh ghníomhaíocht neamhghnách, slándáil, nó cúiseanna bainistíochta gréasáin.

# Ríomhphost:

* + - Úsáidfear ríomhphost do chúrsaí oideachais amháin.
    - Ní mór do leanaí comhaontú i scríbhinn a shíniú gach bliain, le tuismitheoirí agus le múinteoir ranga, i gcás go n-úsáideann gasúir cuntais ríomhphoist scoile.
    - Úsáidfidh daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó cead múinteora.
    - Ní sheolfaidh agus ní bhfaighidh daltaí aon ábhar a bheidh mídhleathach graostach ná míchlúiteach nó a bhfuil sé i gceist leis cur as do dhuine eile nó imeaglú a dhéanamh air.
    - Ní fhoilseoidh daltaí a sonraí pearsanta féin ná sonraí daoine eile, nithe mar sheoltaí nó uimhreacha fóin nó pictiúir.
    - Ní shocróidh daltaí cruinniú, casadh go fisiciúl le haon duine.
    - Is le cead óna múinteoir a fhéadfaidh daltaí aguisíní le ríomhphost a fháil agus a sheoladh.
    - Caithfidh páistí rá le múinteoirí má thagann aon ríomhphost spam isteach.

Comhrá Idirlín

* + - Ní bheidh rochtain ag daltaí ar sheomraí comhrá, ar fhóraim chomhrá agus ar fhóraim leictreonacha cumarsáide eile ach de réir mar a bheidh ceadaithe ag an scoil.
    - Ní bhainfear leas as seomraí comhrá, fóraim phlé agus fóraim chumarsáide leictreonacha eile ach amháin do chríocha oideachais agus beidh sin faoi mhaoirseachta 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.

# Suíomh Gréasáin na Scoile:

* + - Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar shuíomh Ghréasán na Scoile. ([www.gsmhicamhlaigh.ie](http://www.gsmhicamhlaigh.ie/))
    - Déanfaidh múinteoir comhordú ar fhoilsiú obair daltaí.
    - Foilseolfar obair dhaltaí í gcomhthéacs oideachais ar leathanaigh Gréasáin le fógra cóipchirt a choscfaidh cóipeáil obair den sórt sin gan cead sonrach i scríbhinn. m.sh griangraifeanna digiteach.
    - Fágfar amach eolas pearsanta faoi dhaltaí mar sheoladh baile agus sonraí teagmhála den leathanach gréasáin scoile.
    - Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a fhoilseofar.

# Suaitheantas pearsanta:

Níl cead fón póca a bheith ar siúl ar scoil nó ar thuras scoile. Féach polasaí fón póca. Tá mí-úsáid fón póca glan i n-aghaidh an Pholasaí Úsáide Inghlactha.

De réir Polasaí ‘Cód Iompair’ Ghaelscoil Mhic Amhlaigh - táthar ag súil nach mbeidh fón póca á úsáid í dtimpeallacht na scoile nó ag imeachtaí scoile m.sh turas scoile, cluichí & rl. Más gá do pháiste fón póca a bheith acu de bharr cúinsí áirithe caithfear é seo a chur i n-iúl don scoil i scríbhinn. Iarrtar ar an bpáiste an fón a fhágáil san oifig le linn am scoile agus é a bhailiú tar éis scoile. Ag imeachtaí scoile lasmuigh d’am scoile iarrtar an fón a thabhairt don mhúinteoir atá i gceannas go dtí go bhfuil an imeacht críochnaithe.

Spreag na daltaí go dearfach chun cloí le rialacha na scoile maidir le fón póca agus úsáid idirlín.

Tá coiste tuismitheoirí, "Sábháilteacht ar Líne" sa scoil, agus tabharfar cuireadh d'aoí chainteoirí teacht chuig na scoile chun labhairt le tuistí agus páistí.

Ní mór do thuismitheoirí an fhoirm ‘Úinéireacht Fóin Chliste agus Rochtain ar Mheáin Shóisialta & Chomhráití Grúpa i nGaelscoil Mhic Amhlaigh – Comhaontú an Tuismitheora a léamh agus a shíniú má tá said sásta cloí leis. Cuirfear an comhaontú ag tuismitheoirí nua na scoile gach bliain le deis a thabhairt dóibh é a shíniú.

# iPadanna Scoile

* + - Is iad na múinteoirí amháin a íoslódálfaidh aipeanna a mheastar go bhfuil luach oideachais ag baint leo.
    - Ba chóir do dhaltaí treoracha an mhúinteora a leanúint chun rochtain a fháil ar na aipeanna atá ar an iPad scoile.
    - Ní féidir na feidhmeanna ceamara agus taifeadta fuaime a úsáid ach amháin faoi threoir an mhúinteora.
    - Tá goid aitheantais (ag ligint ort gur duine éicint eile thú) ag sárú go díreach polasaí úsáide inghlactha na scoile.
    - Nuair a dhéanann dalta rochtain ar ábhar nó íomhánna míchuí le linn ceachta, brúfaidh an dalta an cnaipe baile láithreach agus tuairisceoidh sé/sí an eachtra don mhúinteoir gan aird daltaí eile a tharraingt.
    - Ní mór iPadanna a láimhseáil go cúramach i gcónaí.
    - Ní mór aon damáiste don iPad, nó aon locht atá ar an iPad, a chur in iúl láithreach don mhúinteoir.

# iPad Pearsanta

* + - Ní cheadaítear úsáid phearsanta iPad sa scoil, ach amháin do dhaltaí a bhfuil iPad ceadaithe dóibh do úsáid oideachais ón Roinn Oideachais.
    - Leanann chuile dhalta na treoracha céanna (féach thuas iPadanna Scoile) maidir le úsáid iPad.
    - I gcás daltaí ina bhfuil iPad ceadaithe dóibh do úsáid phearsanta oideachais, ní mór dóibh a chinntiú go bhfuil siad freagrach i gcónaí as an úsáid chuí a bhaintear as.
    - Lasmuigh d'am scoile, tá tuismitheoirí/caomhnóirí freagrach as monatóireacht a dhéanamh ar úsáid an iPad.

# Ardán digiteach don fhoghlaim ar líne

Úsáideann múinteoirí sa scoil 'Seesaw' an t-ardán digiteach comhaontaithe agus ‘Zoom’ cruinnithe ar líne, don chianfhoghlaim. Beifear ag súil go n-iompróidh baill foirne, teaghlaigh agus páistí iad féin ar bhealach oiriúnach, sábháilte, measúil agus cineálta ar líne. Ó am go chéile bíonn cruinnithe ar líne, ina mbeidh múinteoir ag múineadh páiste nó grúpa páistí ar líne.

# Is iad seo a leanas bunrialacha do cheachtanna ar líne

* + - Tá gach cruinniú cosanta ag pasfhocal.
    - Tá sé de fhreagracht ar thuismitheoirí agus ar chaomhnóirí an pasfhocal/ nasc a fháil, mar sin freisin tá sé de fhreagracht orthu gan an pasfhocal/ nasc a roinnt chun an chruinniú a chosaint.
    - Beifear ag súil go n-iompróidh chuile dhuine a bheidh páirteach sa chruinniú iad féin ar an mbealach céanna agus a bheifí ag súil leis sa seomra ranga.
    - Tá sé de cheart ag an múinteoir, mar óstach an chruinnithe, deireadh a chur leis an gcruinniú, má iompraíonn duine/páiste iad féin go míchuí.
    - Ba cheart go mbeadh tuismitheoir/ caomhnóir sa seomra céanna leis an bpáiste nuair atá cruinniú ar líne. Ba cheart dóibh a chinntiú go bhfuil gnáth rialacha na scoile i bhfeidhm.
    - Ní chasfaidh múinteoir go h-aonarach le páiste ar líne. Caithfidh tuismitheoir/caomhnóir a bheith i láthair má tá gá le cruinniú aonarach le páiste.

# Na Meáin Shóisialta

Aithníonn Gaelscoil Mhic Amhlaigh go mbaineann múinteoirí, daltaí agus tuismitheoirí úsáid pearsanta as na meáin shóisialta m.sh Facebook & Twitter & uirlisí eile ar line, taobh amuigh den scoil le cumarsáid a dhéanamh agus eolas a roinnt. Táthar ag súil go seasfaidh gach ball de phobal Ghaelscoil Mhic Amhlaigh le luachanna na scoile i ngach idirghníomhaíocht sna Meáin Shóisialta. Go n- úsáidfidh pobal na scoile na meáin shoisialta ar bhealach measúil & freagrach agus nach dtabharfaidh siad faoi aon ghníomh a tharraingeoirdh droch-cháil ar an scoil.

Suíomhanna na Meáin Shóisialta

* + - Molaimid do thuismitheoirí agus do chaomhnóirí gan ligean dá bpáistí cuntais phearsanta a bheith acu ar shuíomhanna na meáin shóisialta. Tá srianta aoise ar shuíomhanna meán sóisialta maidir lena n-úsáid, agus moltar cloí leis seo.
    - Moltar go láidir do thuismitheoirí nach mbeadh cúntas snapchat ag a bpáistí i rith a gcuid ama i GMA.
    - Moltar do thuismitheoirí agus do chaomhnóirí, gníomhaíocht ar líne/lorg digiteach a bpáiste a sheiceáil go rialta. Moltar do thuismitheoirí aipeanna meán sóisialta (m.sh Facebook, Snapchat & rl) a sheiceáil ar fhóin phóca agus ar ghléasanna leictreonacha lena chinntiú go bhfuil siad ar an eolas faoi idirghníomhú ar líne a bpáiste le daoine eile agus iad a cheadú.
    - Moltar do thuismitheoirí nach mbeadh a bpáistí ag baint úsáid as comhráití grúpa ar líne.
    - Ná déan "tag" ar grianghraif ná aon ábhar eile a thaispeánann páiste nó ball foirne sa scoil.
    - Cinntigh le do thoil go bhfuil meas ar theachtaireachtaí ar líne chuig an scoil. Caitear le teachtaireachtaí scríofa ar na meáin shóisialta ar an mbealach céanna le teachtaireachtaí scríofa chuig an scoil.

# Cibearbhulaíocht

De réir Pholasaí Frithbhulaíochta Gaelscoil Mhic Amhlaigh - Is iompar diúltach nach dteastaíonn, iompar briathartha, síceolaíoch nó fisiciúil, ag duine aonair nó ag grúpa i gcoinne duine eile (nó daoine) agus a dhéantar arís agus arís eile le himeacht ama.

# Áirítear leis an sainmhíniú seo cibearbhulaíocht.

Ní chuimsíonn an sainmhíniú seo ar bhulaíocht teagmhais aonraithe nó teagmhais aon uaire d'iompar diúltach d'aon turas, lena n-áirítear téacsteachtaireacht mhaslach nó goilliúnach aon uaire nó teachtaireachtaí príobháideacha eile agus ba cheart déileáil leo, mar is cuí, de réir chód iompair na scoile.

# Bainfidh an scoil úsáid as na Straitéisí Oideachais & Coiscthe seo a leanas.

* + - Oideachas a chur ar dhaltaí ar iompar iomchuí ar líne, conas a bheith sábháilte ar líne eg. www.webwise. agus [www.zeeko.ie](http://www.zeeko.ie/), Barnardos, Cybersafe Kids.
    - Cur i ngníomh ar fud na scoile ar cheachtanna maidir le bulaíocht ó chláir fianaise-bhunaithe e.g. an Clár Bí Sábháilte, An Clár Misneach, uirlisí feasachta Frithbhulaíochta do rang 2 go dtí rang 6, Feachtas Frithbhulaíochta do rang 3-6.
    - An Curaclam OSPS a chur i bhfeidhm ina bhfuil forálacha sonracha chun iniúchadh a dhéanamh ar bhulaíocht mar aon leis na réimsí a bhaineann le muintearas agus comhtháthú, cumarsáid, coimhlint, cairdeas, sábháilteacht phearsanta agus caidrimh a bhfuil ceangal eatarthu.
    - Na cláir Bí Sábháilte agus OCG a chur i bhfeidhm, ar cláir scileanna i sábháilteacht phearsanta iad ina bhféachtar le scileanna féinchosanta na leanaí a fheabhsú lena n-áirítear a gcumas bulaíocht a aithint agus déileáil leis. Is féidir le cláir oideachais sóisialta, sláinte agus meán eile cuidiú freisin chun dul i ngleic le fadhb na bulaíochta eg acmhainní i gcomhair feachtais frithbhulaíochta.
    - Ceachtanna a sheachadadh ar Fhorrántacht Chaidreamhach (Friends for Life), ar an gCibearbhulaíocht (Be Safe-Be Web wise, Web wise Primary teachers’ resources), ar an Éagsúlacht agus an Idirchultúrachas.
    - Cláir OSPS an Gharda Síochána a sheachadadh ar leibhéal bunscoile. Pléann na ceachtanna seo, a thugann Gardaí Pobail, ceisteanna a bhaineann le sábháilteacht phearsanta agus cibearbhulaíocht.
    - Forbairt Ghairmiúil Leanúnach don Fhoireann agus na cláir seo á seachadadh acu

# Suíomh Gréasáin na Scoile:

1. Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Scoile. (www.gsmhicamhlaigh.ie)
2. Déanfar an láithreán gréasáin a sheiceáil go rialta lena chinntiú nach bhfuil aon ábhar ann a chuimsíonn sábháilteacht na bpáistí nó na foirne.
3. Déanfaidh múinteoir comhordú ar fhoilsiú obair daltaí.
4. Foilseolfar obair dhaltaí í gcomhthéacs oideachais ar leathanaigh Gréasáin le fógra cóipchirt a choscfaidh cóipeáil obair den sórt sin gan cead sonrach i scríbhinn. m.sh griangraifeanna digiteach.
5. Fágfar amach eolas pearsanta faoi dhaltaí mar sheoladh baile agus sonraí teagmhála den leathanach gréasáin scoile.
6. Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a fhoilseofar.

# Reachtaíocht

Cuirfidh an scoil eolas ar fáil faoin reachtaíocht seo a leanas a bhaineann le húsáid an Idirlín ar chóir do mhúinteoirí, do dhaltaí agus do thuismitheoirí eolas a chur orthu féin:

Children First 2018

Treoirlínte Frithbhulaíochta do Bhunscoileanna (2013)? An tAcht um Chosaint Sonraí (Leasú) 2003

An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí 1998 An tAcht Idircheaptha 1993

An tAcht um Thaifeadtaí Físeáin 1989 An tAcht um Chosaint Sonraí 1988

Ciorclán 0045/2013 Gnásanna Frithbhulaíochta Bunscoile agus Iarbhunscoile

# Struchtúir Tacaíochta

Cuirfidh an scoil daltaí agus tuismitheoirí ar an eolas faoi phríomhstruchtúir tacaíochta agus eagraíochtaí a dhéileálfaidh le hábhar mídhleathach nó le húsáid dhíobhálach an idirlín.

Cuirfear oiliúint ar fáil do dhaltaí, do mhúinteoirí agus do thuismitheoirí i réimse an idirlín Sábháilteacht. (m.sh [www.webwise.ie](http://www.webwise.ie/) & [www.zeeko.ie](http://www.zeeko.ie), Barnardos agus Cybersafe Kids).

* Cuirfidh Gaelscoil Mhic Amhlaigh cainteanna Sábháilteachta Idirlín agus Cibearbhulaíochta ar fáil ó Rang 2 – Rang 6.
* Cuirfidh an scoil cainteanna sábháilteachta idirlín agus cibearbhulaíochta ar fáil do thuismitheoirí agus caomhnóirí do gach tuismitheoir sa scoil.
* Nasc na nGardaí Pobail le ranganna maidir le Sábháilteacht Idirlín & Cibear go bliantúil.
* Glacfaidh an fhoireann páirt go rialta i bhForbairt Ghairmiúil Leanúnach maidir le PÚI, sábháilteacht Idirlín agus Cibearbhulaíocht.

# Smachtbhannaí:

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

**Acceptable Use Policy:**

**School Name: Gaelscoil Mhic Amhlaigh**

**Address: Lána an Mhuilleora, Cnoc na Cathrach, Gaillimh**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school’s Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP/ Code of Behaviour – will be imposed.

It is envisaged that school and parent representatives will revise the AUP every four years. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

# School’s Strategy:

Gaelscoil Mhic Amlaigh will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet.

These strategies are as follows:

1. Acceptable Use Policy (AUP)
2. Education
3. Screening/ Monitoring

# General:

* + Internet will be used for educational purposes only.
  + Internet sessions will 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 will regularly monitor pupils’ internet usage.
  + Students and teachers will be provided with training in the area of internet safety. (m.sh [www.webwise.ie](http://www.webwise.ie/) and www.zeeko.ie)
  + 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-ROM’s or other digital storage media in schools require a teacher’s permission.
  + Students will observe good “netiquette” (etiquette on the internet), treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
  + ‘YouTube’ (and similar sites) can be accessed only under the supervision and direction of the teacher.
  + It is important that parents/guardians and pupils are aware of the Gaelscoil Mhic Amhlaigh Anti-Bullying Policy in relation to social media

# Education

Gaelscoil Mhic Amhlaigh will undertake an education programme to educate children on the safe, responsible use of the Internet. The Internet is becoming an increasingly popular research and communication tool at home and in school. The Internet may allow access to people and certain kinds of information that are unsuitable for children and may potentially have a negative impact on children’s attitudes, behaviour and well-being. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

* + - NCTE Internet Safety Awareness Video
    - Use of the ‘Kids’ section on the [www.webwise.ie](http://www.webwise.ie/) website
    - [www.webwise.ie](http://www.webwise.ie/) and Safer Internet Day

# Content Filtering

Gaelscoil Mhic Amhlaigh has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the PDST. Websites are only allowed by following a verification of their suitability.

Gaelscoil Mhic Amhlaigh implements level (TBC) on content filtering on the Schools’ Broadband Network as defined below: (Define Level used in GMA TBC)

When using Seesaw or other digital platforms for remote learning at home, it is imperative that parents and guardians ensure that adequate internet safety precautions are taken.

# World Wide Web

* + Students will always follow the teacher's instructions before visiting a website.
  + Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
  + Students will be familiar with copyright issues relating to online learning.
  + Students will use the Internet for educational purposes only.
  + Students will never disclose or publicise personal information.
  + Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.
  + Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

# E-mail

* + Email will be used for education purposes only.
  + Children must sign a written agreement annually, with parents and class teacher, in cases where they use school email accounts, prior to accessing these accounts.
  + Students will use approved class email accounts under supervision by or permission from a teacher.
  + Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
  + Students will not reveal their own or other person’s personal details, such as addresses or telephone numbers or pictures.
  + Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
  + Students will note that sending and receiving email attachments is subject to permission from their teacher.
  + If any spam email is received it will be reported immediately to the teacher.

# Internet Chat

* + Students will only have access to chat rooms, discussion forums, messaging 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 to avoid disclosure of identity.
  + Face-to face meetings with someone organised via internet chat will be forbidden.

# School Website

* + Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website.
  + The publication of student work will be co-ordinated by a teacher.
  + The website will be regularly checked to ensure that there is no content that comprises the safety of students or staff.
  + Pupils’ work will appear in an education 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 students will not be published on the school website, instead photographs, audio or video clips will focus on group activities. Video clips may be password protected.
  + Personal pupil information including home address and contact details will be omitted from school web pages.
  + The school website will avoid publishing the first name and last name of individuals in a photograph.
  + Pupils will continue to own the copyright on any work published.

# Personal Devices

* + Pupils using their own technology in school, such as leaving a mobile turned on or using it in class, sending nuisance text messages, or the unauthorized taking of

images with a mobile phone camera, still or moving is in direct breach of the school’s acceptable use policy.

* + In keeping with our Code of Behaviour’ - It is expected that mobile phones will not be used in the vicinity of the school or at school events e.g. school tours, games, etc. If a child is required to have a mobile phone in certain circumstances the school must be informed in writing. The child will be requested to leave the phone in the office during school hours and then to collect it after school. At school events and outside of normal school hours the child is requested to give the phone to the teacher in charge until such a time as the event is finished.
  + Encourage children to adhere to the school's rules on mobile phones and internet use.
  + Parents must read the GMA Smartphone Ownership and Access to Social Media & Group Chats - Parent Agreement and sign if they are happy to abide by the agreement. Each year, new parents in the school will be invited to sign the agreement.
  + There is an "Internet Safety Committee" run by parents, in the school. Various guest speakers will be invited to speak to parents, teachers and children on staying safe online.

# School iPads

* + Apps that are deemed of educational value will be downloaded by teachers only.
  + Pupils should follow the teacher's instructions to access the apps on the school iPad.
  + The camera and audio recording functions may only be used under the teachers’ direction.
  + Identity theft (pretending to be someone else) is in direct breach of the school’s acceptable use policy.
  + In the event of a pupil accidently accessing inappropriate material or images during a lesson, the pupil will immediately press the home button and report the incident to the class teacher without attracting the attention of class members.
  + iPads must be always handled with care.
  + Any damage to, or fault with the device must be reported immediately to the teacher.

# Personal iPad

* + Personal use of an iPad in the school is only permitted for pupils who have been approved an iPad for educational use by the Department of Education.
  + Each student follows the same instructions (see School iPads above) regarding use of an iPad.
  + Students who have an iPad approved for personal educational use, will be responsible at all times for its appropriate use.
  + Outside of school time, parents/guardians are responsible for monitoring the use of the iPad.

# Digital platform for online learning

Teachers in the school use 'Seesaw' the agreed digital platform for online learning. Online meetings occur, whereby a teacher speaks directly to the children live. All people involved in the meeting should conduct themselves in a suitable, safe, respectful and kind manner.

The ground rules for online lessons are as follows

* + All meetings are password protected.
  + It is the responsibility of parents and guardians to obtain the password/link, so it is also their responsibility not to share the password/link to protect the meeting.
  + Everyone involved in the meeting will be expected to behave in the same way as might be expected in the classroom.
  + The teacher, as host of the meeting, has the right to terminate the meeting, if a person/child behaves inappropriately.
  + A parent/guardian should be in the same room as the child when meeting online. They should ensure that the normal school rules are in place.
  + A teacher will not meet a child individually online. A parent/guardian must be present if an individual meeting with a child is required.

# Social Media

Gaelscoil Mhic Amhlaigh recognises that teachers, pupil’s and parents use social media in a personal capacity m.sh Facebook & Twitter and other online tools to communicate and share information. It is hoped that all members of Gaelscoil Mhic Amhlaigh's community will uphold the values of the school in all Social Media interactions, that the school community use social media in a respectful and responsible manner and that they will not take any action that would bring the school into disrepute.

# Social Media websites

* + We encourage parents and guardians not to allow their children to have personal accounts on social media sites. There are age restrictions on social media sites for use, and it is strongly recommended that the age restrictions are adhered to.
  + Parents and guardians are advised to check their child's online activity/digital footprint regularly. Parents are advised to check social media apps (e.g. Facebook, Snapchat etc.) on mobile phones and electronic devices to ensure they are aware of and approve of their child's online interactions with others.
  + It is strongly advised that children in GMA should not have a Snapchat account.
  + It is advised that children do not participate in online group chats.
  + Do not "tag" photographs or any other content which would identify any child or staff member in the school.
  + Please ensure that online messages and comments to the school are respectful. Written messages on social media are treated in the same way as written messages to the school.

# Cyber-Bullying

In accordance with the Gaelscoil Mhic Amhlaigh Anti-Bullying Policy bullying is defined as follows:

Bullying is unwanted 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**.

* + Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school’s code of behaviour.

# The school will use the following Education & Prevention Strategies.

* + Educating students on appropriate online behaviour, how to be safe online e.g. [www.webwise.ie](http://www.webwise.ie/) and [www.zeeko.ie](http://www.zeeko.ie/), Barnardos and Cybersafe Kids
  + School wide delivery of lessons on bullying from evidence based programmes e.g. Stay Safe Programme, Walk Tall Programme, Anti-Bullying awareness tools 2nd – 6th classes, Anti-bullying campaign 3rd – 6th classes.
  + Implementation of the SPHE Curriculum which makes specific provisions for exploring bullying as well as the inter-related areas of belonging and integrating, communication, conflict, friendship, personal safety and relationships.
  + Implementation of the Stay Safe & RSE programmes which are personal safety skills programmes which seek to enhance children’s self-protection skills including their ability to recognise and cope with bullying. Various other social, health and media education programmes can further help to address the problem of bullying behaviour e.g. anti- bullying campaign resources.
  + School wide delivery of lessons on Relational Aggression, Cyber Bullying (Be Safe, Be Web Wise, Friends for Life) Web Wise Primary Teacher’s Resources, Diversity & Interculturalism.
  + The work will be extended into many other areas such as Art, Drama, Religious Education and Physical Education. Co-operation and group enterprise can be promoted through team sports, school clubs and societies as well as through practical subjects.
  + Sporting activities in particular can provide excellent opportunities for channelling and learning how to control aggression. GAA and Olympic Handball coaching is offered to some classes from outside agencies and teachers.
  + Deliver Garda SPHE programmes at primary level. These lessons, delivered by Community Gardaí, deal with issues of personal safety and cyberbullying.
  + Continuous Professional Development for Staff in delivering these programmes.

# School Website:

* + Teachers will manage the publication of material on the school website.
  + Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding
  + the content that can be loaded to the school’s website.
  + The website will be regularly checked to ensure that there is no content that comprises the safety of students or staff.
  + The publication of student work will be co-ordinated by a teacher.
  + Pupils’ work will appear in an education 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 students will not be published on the school website, instead photographs, audio or video clips will focus on group activities. Video clips may be password protected.
  + Personal pupil information including home address and contact details will be omitted from school web pages.
  + The school website will avoid publishing the first name and last name of individuals in a photograph.
  + Pupils will continue to own the copyright on any work published.

# Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

Children First 2018

Anti Bullying Guidelines for Primary Schools (2013) Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998 Interception Act 1993

Video Recordings Act 1989 The Data Protection Act 1988

Circular 0045/2013 - Anti-Bullying Procedures for Primary and Post-Primary Schools

# Support Structures

The school will inform students and parents of key support structures and organisations that will deal with illegal material or harmful use of the internet. Students, parents and teachers will be provided with training in the area of internet Safety ([www.webwise.ie](http://www.webwise.ie/) and [www.zeeko.ie](http://www.zeeko.ie/), Barnardos and Cybersafe Kids).

* + Gaelscoil Mhic Amhlaigh will provide Internet Safety & Cyber Bullying talks from 2nd – 6th class.
  + The school will provide Internet Safety and Cyber Bullying talks for parents and guardians in the school.
  + Community Gardai link in with classes re Internet Safety & Cyber Bullying annually.
  + Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety & Cyber Bullying.

# Sanctions:

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.