**SCOIL SHÉAMAIS NAOFA, BEARNA (19803T)**

**SÁBHÁILTEACHT IDIRLÍON/INTERNET SAFETY**

**Polasaí Úsáide Inghlactha/Acceptable Usage Policy**

***Scríobhadh an leagan seo den PUI ar an******6/4/2017******le inchur Daltaí, Foireann, Tuismitheoirí agus Bord Bainistíochta******Scoil Shéamais Naofa, Bearna. Roimh shíniú, ba chóir do thuismitheoirí an PUI seo a léamh go cruinn, chun na coinníollacha a thuiscint agus glacadh leo.***

*This version of the AUP was created on the above date by the Pupils, Staff, Parents and Board of Management of Scoil Shéamais Naofa, Bearna. Before signing, parents should read this AUP carefully, to ensure that the conditions of use are accepted and understood.*

Is é aidhm an Pholasaí Úsáide Inghlactha (PUI) a chinntiú go bhfaighidh daltaí buntáistí as deiseanna foghlama a fháil as acmhainní idirlín na scoile ar bhealach sábháilte agus éifeachtach. Is acmhainn iontach scoile agus pribhléid í an idirlíon. Mura gcomhlíontar polasaí PUI/AUP na scoile, tarraingeofar siar an phribhléid seo agus gearrfar píonóis cuí – mar atá leagtha amach sa PUI/AUP seo agus/nó i gCód Iompair na scoile.

**Straitéis na Scoile**

Bainfidh an scoil leas as roinnt straitéisí chun cur le deiseanna foghlama ón idirlíon, agus contúirtí a bhaineann leis an idirlíon a laghdú. Is iad na straitéisí ná a leanas:

**Go Ginearálta**

* Beidh duine ón bhfoireann scoile i gcónaí ag maoirsiú seisiúin idirlín daltaí.
* Bainfear úsáid as bogearraí scagtha agus/nó córais eile chun an contúirt a bhaineann le nochtadh d’ábhar mí-fheiliúncah 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 bhfuil ceadaithe.
* Bainfear leas as bogearraí cosanta víreas agus tabharfar é suas-go-dáta go rialta.
* Beidh cead ón múinteoir riachtanach chun cipíní cuimhne pearsanta, CD-ROM, 7rl a úsáid ar scoil.
* Taipeánfaidh daltaí meas ar a chéile i gcónaí agus ní bheidh baint acu le tada a thabharfadh droch-cháil ar an scoil.

**An Gréasán Domhanda**

* Ní rachaidh mic léinn d’aon ghnó chuig suíomhanna idirlín ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó ábhar mí-fheiliúnach ar bhealach eile.
* Inseoidh daltaí don Múinteoir má thagann siad ar ábhar mí-fheiliúnach de thimpist.
* Úsáidfidh daltaí an t-idirlíon don oideachas amháin.
* Ní dhéanfaidh daltaí cóip ar eolas ón idiríon gan a rá cárbh as a tháinig an t-eolas sin (bradaíl agus cóipcheart a shárú).
* Ní roinnfear eolas pearsanta ach amháin le cead, agus faoi stiúr, Múinteora – mar shampla ag scríobh ríomhphost chuig *pen-pal* mar obair ranga.
* Níl cead íoslódáil a dhéanamh ar eolas ná pictiúir nach mbaineann le obair scoile.
* Ba cheart go mbeadh daltaí ar an eolas go ndéanfar seiceáil ó am go chéile ar úsáid na hidirlín sa scoil, chomh maith leis an Múinteoir bheith ag faire amach le linn an ranga.

**Riomhphost**

* Ní úsáidfidh daltaí cuntais ríomhphoist ach nuair atá sé ceadaithe & faoi mhaoirseacht/cead múinteora ar scoil.
* 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 picitiúir – ach amháin i gcásanna mar nuair atá ríomhphost á sheoladh ag rang chuig rang i dtír eile, mar shampla, faoi threoir an múinteora/tuismitheora/SNA.
* Ní shocróidh daltaí casadh go fisiciúil le haon duine nach bhfuil aithne acu orthu ach tríd an idirlíon.
* Tabharfaidh daltaí ar aird gur le cead múinteora amháin a fhéadfaidh daltaí aguisíní le ríomhphoist a fháil agus a sheoladh ar scoil.

**Cumarsáid Idirlín**

* Ní bheidh cead ag daltaí dul 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 mhaoirseacht foirne i gcónaí.
* Bainfear úsáid as ainmneacha úsáideoirí chun fíorchéannacht a cheilt, nuair ba chóir.

**Gníomhaíochtaí Míchuí**

* Níl cead ag úsáideoirí dul ar suíomhanna idirlín a bhaineann leis an liosta a leanas; ná eolas, tuairimí, smaointe, nó eile a dhéanamh, a chur ar líne, a íoslódáil, a uaslódáil, ná a chur ar aghaidh, a bhaineann leis an liosta céanna: íomhánna de mhí-úsáid ghnéasach ar leanaí; cur chun cinn nó iompar gníomhartha mídhleathacha, m.sh. faoi chosaint leanaí, graostacht, mí-úsáid ríomhaire agus calaois reachtaíocht; ábhar ciníocha; pornagrafaíocht; cur chun cinn de chineál ar bith idirdhealú in aghaidh daoine eile; cur chun cinn fuath ciníoch nó reiligiúin; bagairt iompar, lena n-áirítear cinn foréigin fhisiciúil nó díobháil intinne; aon fhaisnéis eile a d’fhéadfadh bheith maslach do chomhghleacaithe nó a sháraíonn sláine ar éiteas na scoile nó a thabharfaidh droch-cháil ar an scoil.
* Níl sé ceadaithe ach an oiread tabhairt faoi na gníomhaíochtaí seo a leanas: córais scoile a úsáid chun gnó príobháideach a reáchtáil; córais, iarratais, láithreáin ghréasáin nó meicníochtaí eile a úsáid chun na scagadh nó cosaintí eile in úsáid ag SWGfL agus/nó an scoil a shárú; uaslódáil, íoslódáil nó aon ábhar cóipcheart a bhaineann le tríú páirtithe a úsáid, gan na ceadanna is gá a fháil; nochtadh nó poibliú a dhéanamh ar fhaisnéis rúnda nó dílsithe (m.sh. faisnéis airgeadais/pearsanta, sonraí, cóid ríomhaireachta/rochtain agus pasfhocail); víris ríomhaire nó comhaid dochrach eile a chruthú; trácht trom líonra a chruthú (íoslódáil/comhaid móra a uaslódáil) a chuireann isteach ar úsáid na hidirlíne do dhaoine eile; *online-gambling*.

**Suíomh Idirlíon Scoile & meáin sóisialta scoile eile**

* Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Domhanda, i gcomhairle le polasaithe na scoile agus faoi threoir na foirne scoile.
* Déanfaidh múinteoir comhordú ar fhoilsiú obair daltaí agus déanfar seiceáil ar an suíomh idirlíon go rialta, chun a chinntiú nach bhfuil tada air nach mbeadh go maith do shábháilteacht daltaí nó foireann na scoile.
* Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltaí aonair ar an ngréasán scoile, ach amháin le cead tuismitheora. Díreoidh grianghraif agus clipeanna éisteachta agus físe ar ghníomhaíochtaí grúpaí.
* 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.

**Gléasanna Leictreonacha Pearsanta (m.sh. fóin póca, taibléid, 7rl.)**

Níl cead de ghnáth ag daltaí a ngléasanna leictreonacha pearsanta a thógáil ar scoil. Corr-am, beidh sé seo ceadaithe (mar shampla le haghaidh tionscnaimh griangraifeadóireachta), ach beidh cead an gléas a úsáid le cead múinteora amháin agus faoi threoir múinteora. Caithfear an gléas a úsáid faoi pholasaí PUI/AUP na scoile an t-am ar fad le linn an tréimhse scoile.

**Reachtaíocht**

Soláthróidh an scoil eolas ar an reachtaíocht seo a leanas maidir le húsáid an Idirlín agus ba chóir do dhaltaí, do mhúinteoirí agus do thuismitheoirí iad féin a chur ar an eolas faoi:

* [An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí 1998](http://www.oireachtas.ie/documents/bills28/acts/1998/a2298i.pdf)
* [An tAcht Tascartha 1993](http://www.irishstatutebook.ie/eli/1993/act/6/enacted/en/html)
* [An tAcht um Fhístaifeadtaí, 1989](http://www.oireachtas.ie/documents/bills28/acts/1998/a2298i.pdf)
* [An tAcht um Chosaint Sonraí 1988](http://acts.oireachtas.ie/ga.act.1988.0025.1.html)

**Structúir thacaíochta**

Cuirfidh an scoil eolas do dhaltaí agus tuismitheoirí faoi structúir thacaíochta agus eagraíochtaí a phléann le ábhar mídhleathach agus droch-úsáid idirlín.

**Smachtbhannaí**

D’fhéadfadh píonóis theacht as mí-úsáid idirlín, i dtaca le cód iompar agus smachta na scoile. Tá sé de cheart ag an scoil freisin  aon ghníomhaíochtaí mídhleathacha a  thuairisciú chuig na húdaráis chuí.

**SCOIL SHÉAMAIS NAOFA, BEARNA (19803T)**

**SÁBHÁILTEACHT IDIR**

**LÍON/INTERNET SAFETY**

**Polasaí Úsáide Inghlactha/Acceptable Usage Policy**

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

**School’s Strategy**

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

**General**

* Internet sessions will always be supervised by a staff member.
* 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.
* 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 in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

**World Wide Web**

* Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Pupils will tell a teacher if they mistakenly come across inappropriate material.
* Students will use the Internet for educational purposes only.
* Students will never disclose or publicise personal information without a teacher’s permission and under direction from a teacher – for example, in the case of a class writing an email to a class or to approved pen-pals in another country.
* 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.

**Email**

* 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, defamatory or that is intended to annoy or intimidate another person.
* Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures – except in exceptional cases and with teacher’s permission, such as when writing to a pen-pal as a class activity and under the direction/supervision of a staff member.
* 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.

**Inappropriate Activities**

* Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to: child sexual abuse images; promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation; rasict material; pornography; promotion of any kind of discrimination; promotion of racial or religions hatred; threatening behaviour, including promoting of physical violence or mental harm; any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute.
* It is also unacceptable to carry out the following activities: use school systems to run a private business; use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by NCTE and/or the school; uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licencing permissions; revealing or publicising confidential or proprietary information (eg financial/personal information, databases, computer/network access codes and passwords); creating or propagating computer viruses or other harmful files; carrying out sustained or instantaneous high volume network traffic (downloading/uploading files) that cause network congestion and hinders others in their use of the internet; online gambling.

**School Website and other school social media**

* Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with this policy and with their teacher’s approval regarding the content that can be loaded to the school’s website
* Teachers will ensure that pupils’ work is appropriately posted and not in a manner which might cause hurt or upset or intimidation to staff, other pupils or anyone else.
* Pupils’ work will appear in an educational context on Web pages.
* Images, video clips, etc. on school webpages will focus on group activities. No individual photos will be posted of pupils without parental permission.
* Pupils’ personal details such as home address will not be posted on the web.
* The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.
* Pupils will continue to own copyright of any of their work which is posted.

**Personal Devices (such as mobile phones, tablets, etc.)**

Pupils are not normally permitted to bring mobile phones or other personal electronic devices to school. In exceptional circumstances – eg for a project involving photography – a teacher may give temporary permission for use of these devices in school. Any such use is only allowed with prior teacher permission, under strict staff-supervision and in accordance with this policy.

Pupils abusing any technology, their own or otherwise, in school - such as sending nuisance text messages, or the unauthorized taking of images (still or moving) with a mobile phone camera, is in direct breach of the school’s acceptable use policy.

**Legislation**

The school provides here links to legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

* [Data Protection (Amendment) Act 2003](https://www.dataprotection.ie/documents/legal/act2003.pdf)
* [Child Trafficking and Pornography Act 1998](http://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/print)
* [Interception Act 1993](http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/print)
* [Video Recordings Act 1989](http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html)
* [The Data Protection Act 1988](http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html)

**Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. This information may take the form of class work, parent emails, links on school website, workshops for parents and for pupils.

**Sanctions**

Misuse of the internet may result in disciplinary action, in accordance with the school’s discipline policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Daingnithe ag an mBord Bainistíochta 6/4/2017**

**Ratified by the Board of Management 6/4/2017**