

Gaelscoil na Bóinne

Baile Átha Troim, Co na Mí

Tel: 046 9437872

eolas@gaelscoilnaboinne.ie

www.gaelscoilnaboinne.ie



Rolla: 20051f

Acceptable Digital Technology usage policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources in a safe environment. Therefore, if the school AUP is not adhered to by pupils appropriate sanctions, outlined in the AUP, will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of ICT use are accepted and understood.

This version was reviewed and updated with the addition of the distance learning section. It will be subsequently reviewed as issues and matters arise relating to the acceptable use of IT.

By Cindí Uí Bhuachalla

School Strategy

Pupil Access to the Internet

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

ICT research skills are now fundamental to preparation for living and working in this information age. The school will integrate such skills as appropriate in classroom teaching within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of Digital learning tools and devices, as outlined in this policy.

The school will employ 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 teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- 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.
- The use of personal memory keys or CD-ROMS in school requires a teacher's permission.
- Students will observe internet safety rules at all times and will not undertake any actions that may bring the school into disrepute.
- You tube (and similar sites) can be accessed only under the supervision and direction of the teacher.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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 with 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.
- Students will never arrange a face to face meeting with someone they only know through email.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Parents and staff should only communicate through the official school email address (@gaelscoilnaboinne.ie) rather than teachers personal email addresses.

Internet chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school. (Currently seesaw and google classroom)
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- All class teachers are responsible for their own class page using it to display the work of the class e.g. Art Projects, Creative Writing, Science week activities etc..
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- Permission to publish a student's work will be sought from pupils/parents/guardians at the Induction Day in Junior Infants. This permission may be withdrawn at any time.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Google Hangouts, SeeSaw, or other platforms approved by the Principal as “Online Platforms” to assist with remote teaching where necessary.

The individual teacher using the Online Platform has signed up to the terms of service of the Online Platforms on behalf of the school and has enabled the most up to date security and privacy features which these Online Platforms provide.

In the case where Google Classroom and Google Meet is used parents/guardians provide an email address that can be used by the student for the purposes of accessing lessons.

In the case of zoom lessons an invitation will be sent to the email address provided by the parent/guardian. The teacher will use the waiting room facility to ensure only known participants are able to access the lesson/meeting.

Parents/guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms. It is strongly recommended that the students participate in these lessons in a public part of the home.

Teacher approved links to some YouTube videos that are deemed useful to explain or compliment work set may also be used as part of teaching and learning.

Gaelscoil na Bóinne’s Twitter account

The purpose having of a school Twitter account is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school & enrolment dates
- Communication with wider audience of school life via photos of pupil’s projects, notice boards, etc.
- Communication with other schools and accounts with similar educational interests

Gaelscoil na Bóinne's Facebook page

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with wider audience of school life via possible communication tours - photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive - inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become "friends" with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

Filtering

The school will use the Internet provided and filtered by the PDST Technology in Education. 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed.

In Gaelscoil na Bóinne we are aware of the risks the internet poses however, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

Laptops

Teachers may check computer logs of all information accessed by pupils. An audit of internet usage may be run at any time.

Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Ipads

The class suite of ipads are managed by a central system and all applications are pre-approved before download. The pupils will use the ipads under the supervision of a teacher.

Education and Internet Awareness

Gaelscoil na Bóinne will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. 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 website
- Crime Prevention Presentation on Cyberbullying

Legislation

The school's AUP is guided by the legislation below. Parents are recommended to familiarise themselves with the objectives of these Acts.

- General Data Protection Regulation (EU) 2016/679
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1998
- Child Protection procedures for Primary and Post primary schools 2017
- Children First: National Guidelines for the Protection and Welfare of Children 2017

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

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.

This Acceptable Use Policy was revised and ratified by the Board of Management on 20th September 2021.

Signed: Moira Leydon

Signed: Cindí Uí Bhuachalla

Chairperson of Board of Management

Principal

Date: 20 September 2021

Date: 20 September 2021

A Thuistí

Maidir le: Foirm Cheada Idirlín/Internet Permission Form

Mar chuid de chlár oideachais na scoile tairgimid rochtain faoi mhaoirsiú do dhaltaí ar an Idirlíon. Tabharfaidh sé seo rochtain ar go leor acmhainní oideachais ar-líne do dhaltaí agus creidimid go gcuirfidh sé seo go mór le taitní fhoghlama na ndaltaí.

Mar sin féin, caithfidh an t-úsáideoir agus an scoil a bheith freagrach I rochtain agus in úsáid an Idirlín. Cuirtear síos ar na freagrachtaí seo i mBeartas Úsáide Inghlactha na scoile (faoi iamh). Tá sé tábhachtach go léitear an cháipéis seo go cúramach, go síneoidh tuismitheoir nó caomhnóir I agus go seoltar ar ais chuig an scoil í.

Cé go ndéanann an scoil na bearta cearta chun úsáid shábháilte an Idirlín a chur chun cinn, ta a fhios aici gur féidir le daltaí rochtain trí thimpiste nó d'aon turas a fhail ar ábhar míchuí nó ábhar conspóideach.

Tá meas ag an scoil ar cheart an teaghlaigh a chinneadh cead a thabhairt dá leanaí rochtain a fháil ar an Idirlíon mar a shonraítear i mBeartas Úsáide Inghlactha na scoile nó gan cead a thabhairt.

I ndiaidh na téarmaí i mBeartas Úsáide Inghlactha na scoile a léamh, b'fhéidir go mbeifeá ag iarraidh smaoineamh ar úsáid an idirlín sa bhaile, agus féachaint chuige ma tá aon bhealach gur féidir leat é a dhéanamh níos sábháilte do do theaghlach féin.

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your home, and see if there is any way you could make it safer for your own family.

Le deá-mhéin,

Foirm Cheada Idirlín

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher.

Ainm an pháiste/na páistí: _____

Rang /ranganna: _____

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph *I do not accept the above paragraph*

(Please tick as appropriate)

In relation to the school website, Facebook and social networking sites. I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph *I do not accept the above paragraph*

Mar thuismitheoirí/Caomhnóir dlíthiúil an dalta thuas tá an Polasaí Úsáide Inghlactha léite agam agus tugaim cead do mo phaiste rochtain a dhéanamh ar an Idirlíon. Tuigim go bhfuil rochtain Idirlín leagtha amach chun críocha oideachais. Tuigim freisin go bhfuil gach réamhchúram réasúnach glactha ag an scoil chun soláthar a dhéanamh do shábháilteacht ar líne ach ní féidir freagracht a bheith ar an scoil má dhéanann daltaí rochtain ar ghréasáin mhí-oiriúnacha.

Glacaim leis an alt thuas *Ní ghlacaim leis an alt thuas*

(Cuir tic sa bhosca cuí)

Maidir le gréasán na scoile tuigim gur féidir obair bhaile mo linbh a roghnú le cur ar ghréasán na scoile. Tuigim téarmaí an Pholasaí Úsáide Inghlactha agus glacaim leo maidir le hobair leanaí a fhoilsiú ar ghréasán na scoile.

Glacaim leis an alt thuas *Ní ghlacaim leis an alt thuas*

(Cuir tic sa bhosca cuí)

Síniú : _____

Dáta: _____

Foirm Cheada Idirlín

Daltaí Rang 3, Rang 4, Rang 5, Rang 6

Rialacha Idirlíne

1. Ní rachaidh mé ar suíomhanna ‘social media’ ná ar mo ríomhphost.
2. Ní roinnfidh mé aon eolas pearsanta ar an idirlíon.
3. Ni dhéanfaidh mé íoslódáil ar aon rud gan cead.
4. Ní chuardóidh mé físeáin gan maoirseacht.