



Internet Safety: Acceptable Usage Policy (AUP)

School Name: Scoil Mobhí

Address: Mobhí Rd., Glasnevin, Dublin 9.

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

Introduction

The youth of today are growing up in a digital world whereby technology encompasses all areas of their lives. Digital media and the Internet are powerful resources for teaching and learning, as they open up a remarkable range of resources, to both students and teachers alike. Their use is an integral part of the revised curriculum and a necessary tool for education, as they help students learn, create and communicate.

Despite the vast range of opportunities provided by the use of technology, parents and teachers need to be mindful of the risks/challenges involved.

We have a duty of care to help our children/students to use new digital technologies in a safe and responsible way. We need to teach our children/students how to be safe online and we need to reinforce internet safety warnings with them regularly. We endeavour to be involved in a monitoring process, whenever and wherever they are online.

The aim of this Acceptable Use Policy is to ensure that pupils, parents and teachers will benefit from the learning opportunities offered by modern technology and the Internet, in a safe and responsible manner.

School's Strategy

Scoil Mobhí employs a number of strategies in order to maximise learning opportunities and to reduce risks associated with the use of digital media and the Internet.

These strategies are as follows:

General

- Filtering software and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material
- Virus protection software is used and updated on a regular basis
- Uploading/downloading of non-approved software is prohibited
- Pupils access our school server through a 'Pupil' user account which has limited access and permissions.
- The school regularly monitors students' Internet usage and history
- Students, parents and teachers are provided with training in the area of Internet safety

World Wide Web

- Internet sessions are supervised by teachers
- Students will use the Internet for educational purposes only
- Downloading by students of materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials to a teacher or member of staff
- Students will never disclose or publicise any personal information online
- Students will not undertake any actions that may bring the school into disrepute
- Students should not copy information directly into assignments without acknowledging the source (plagiarism and copyright infringement)
- We strongly advise against the use of GoogleTranslate for written work in Irish
- Students will be aware that any usage, school-related or personal, may be monitored for security and/or network management reasons
- All members of the school community will treat others with respect at all times and will practise good 'netiquette' (i.e. etiquette on the net)

Email

- Students will use approved email accounts under supervision by or permission from a teacher
- Students will note that sending and receiving emails and/or attachments is subject to 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, telephone numbers or pictures
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet

School Website

- The website will be checked frequently to ensure that there is no content that compromises the safety of students, families or staff
- Personal student information, including full names, home address and contact details, will be omitted from all school web pages
- If student work/news is to be published on the school website, this process will be co-ordinated by a teacher, with prior consent from parents/guardians
- The school will endeavour to use digital photographs, audio or video clips which focus on group activities or collaborative work
- Content focusing on individual students will only be published on the school website with parental permission
- The school will avoid publishing the full names of individuals in a photograph
- Students will continue to own the copyright on any work published

Internet Chat

- Students are not currently permitted to use any internet chat rooms, instant messaging services or any other electronic communication fora on school computers
- Skype video calls may be organised (for educational purposes) between classes/schools, under strict teacher supervision

Personal Devices

- Students are not permitted to use their own technology in school (e.g. mobile phones, wireless or communication devices, digital cameras or other recording equipment)
- The use of personal memory sticks (USBs) or other digital storage media in school is subject to permission from a teacher

Legislation

The school recommends that all Internet users (teachers, students and parents) should be familiar with the following legislation relating to use of the Internet:

- Data Protection (Amendment) Act, 2003
<http://www.irishstatutebook.ie/2003/en/act/pub/0006/>
- Child Trafficking and Pornography (Amendment) Act, 2004
<http://www.acts.ie/framed/2004.act.017.00.frameset.html>
- Postal and Telecommunications Services (Amendment) Act, 1999
<http://www.acts.ie/framed/1999.act.005.00.frameset.html>
- Video Recordings Act, 1989
<http://www.acts.ie/en.act.1989.0022.1.html>

Support Structures

The following is a selection of support structures and organisations that offer advice in the area of Internet Safety and deal with illegal material or harmful use of the Internet:

- NCTE - www.ncte.ie/InternetSafety/
- Webwise - www.webwise.ie/
- Make IT Secure - www.makeitsecure.org/en/index.html
- Ins@fe - www.saferinternet.org/
- Office for Internet Safety - www.internetsafety.ie
- Watch Your Space - www.watchyourspace.ie

Sanctions

Internet access and use is considered a school privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

Misuse of the Internet may result in disciplinary action, in accordance with the school's Code of Conduct and/or Anti-Bullying Policy and/or Child Protection Policy (including withdrawal of access privileges, notification of parents, written warnings and, in extreme cases, suspension or expulsion). Please refer to our Code of Conduct, Anti Bullying Policy and Child Protection Policy for further information.

The school also reserves the right to (and is obliged to) report any illegal activities to the appropriate authorities.

This version of the AUP was ratified by the Board of Management on:
21/5/2014.

It is envisaged that the school will revise this AUP annually.

Signed: _____ **Chairperson**

Date: _____

As the parent/guardian of the following children:

Pupil: _____	Class: _____
_____	Class: _____
_____	Class: _____
_____	Class: _____
_____	Class: _____

I confirm that I have read this Acceptable Use Policy and grant my permission for the above named pupil(s) to access the Internet at school.

I understand that school internet usage is intended for educational purposes only.

I understand that every reasonable precaution will be taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable material.

In relation to the school website, I accept that, if the school staff considers it safe and appropriate, my child's schoolwork or a photograph of my child in group situations, may be chosen for inclusion on the school website/blog. I understand and accept the terms outlined in this Acceptable Use Policy relating to the publishing of children's work/photographs on the school website.

I accept my own responsibility for the education of my child(ren) on issues of Internet Safety and responsible internet usage.

Signed: _____ **(Parent/Guardian)**

Date: _____



Ríomhshábháilteacht: Polasaí Úsáide Inghlactha (PÚI)

Ainm na Scoile: Scoil Mobhí

Seoladh: Bóthar Mobhí, Glasnaíon, Baile Átha Cliath 9.

Is gá an polasaí seo a léamh go cúramach roimh é a shíniú le bheith cinnte go dtuigtear is go nglactar leis na gcoinníollacha.

Réamhrá

Tá páistí an lae inniu ag fás aníos i ndomhan digiteach agus tá an teicneolaíocht mórthimpeall orthu i ngach gné dá saol. Is acmhainní cumhachtacha iad na meáin dhigiteacha agus an tIdirlíon don teagasc agus don fhoghlaim, a chuireann raon suntasach achmhainní ar fáil do mhúinteoirí agus daltaí ar aon. Is cuid lárnach don churaclam athbhreithnithe agus is uirlisí riachtanacha iad don oideachas mar tugann siad cúnaimh do dhaltaí conas foghlaim, cruthú agus cumarsáid a dhéanamh.

In anneoin an réimse fhairsing deiseanna atá le fáil trí úsáid na teicneolaíochta, tá ar thuismitheoirí agus ar mhúinteoirí a bheith eolach mar gheall ar na baoil/dúshláin atá i gceist. Tá dualgas cúraim orainn cabhrú lenár gcuid páistí/daltaí úsáid shábháilte fhreagrach a bhaint as teicneolaíochtaí nua digiteacha. Caithfidimid oideachas a chur ar pháistí/dhaltaí conas a bheith sábháilte ar líne agus caithfidimid rabhaidh sábháilteacha Idirlín a threisiú go rialta leo. Déanaimid iarracht a bheith páirteach i gcóras monatóireachta, cibé am nó cibé áit a théann siad ar líne.

Is é aidhm an Pholasaí Úsáide Inghlactha seo a chinntiú go mbainfidh daltaí, tuismitheoirí agus múinteoirí leas as na deiseanna foghlama atá ar fáil trí theicneolaíochtaí nua-aimseartha agus an tIdirlín, ar bhealach sábháilte agus le freagracht.

Straitéis na Scoile

Baineann Scoil Mobhí leas as roinnt straitéisí chun deiseanna foghlama a chur chun cinn agus chun rioscaí a bhaineann leis na meáin dhigiteacha agus leis an Idirlíon a laghdú.

Is iad na straitéisí seo a leanas a bhíonn in úsáid:

Go Ginearálta

- Baintear leas as bogearraí agus/nó córais scagtha chun an riosca a bhaineann le h'ábhar míchuí a laghdú
- Baintear leas as bogearraí cosanta víris agus déantar nuashonrú ar an mbogearraí go rialta
- Níl cead uaslódáil/íoslódáil a dhéanamh ar aon bhogearraí nach bhfuil ceadaithe
- Ní éiríonn le daltaí rochtain a fháil ar an bhfreastalaí scoile ach amháin tríd an gcuntas úsáideora 'Pupil'. Níl ach cead agus rochtain teoranta acu leis an cuntas úsáideora seo.
- Déantar monatóireacht rialta ar úsáid agus ar stair idirlín na ndaltaí
- Cuirtear oiliúint ar fáil do dhaltaí, do thuismitheoirí agus do mhúinteoirí maidir le sábháilteacht Idirlín

An Gréasán Domhanda

- Déanann múinteoirí maoirseacht ar seisiúin Idirlín
- Is chun críche oideachais amháin a bhainfidh daltaí úsáid as an Idirlíon.
- Má dhéanann aon pháiste íoslódáil ar aon ábhair nó íomhánna nach mbaineann go díreach le hobair scoile, téann sé i gcoinne Pholasaí Úsáide Inghlactha na scoile
- Ní rachaidh mic léinn chuig láithreáin Idirlín ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó a bheidh míchuí ar aon bhealach eile
- Má thagann páiste ar aon ábhar atá míchuí trí thimpiste, beidh orthu é sin a lua le múinteoir
- Ní dhéanfaidh daltaí nochtadh nó foilsíú ar aon eolas pearsanta ar líne
- Ní thabharfaidh daltaí faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil
- Beidh ar dhaltaí cloígh le saincheistean na bradaíola agus an chóipchirt a bhaineann le foghlaim ar líne
- Molaimid go láidir nach mbainfeadh daltaí úsáid as GoogleTranslate agus iad ag scríobh as Gaeilge
- Beidh a fhios ag daltaí go bhféadfadh aon úsáid, a bhaineann le hobair scoile nó nithe pearsanta, a bheith faoi mhonatóireacht ó thaobh slándála nó cúiseanna bainistíochta gréasáin
- Taispeánfaidh muintir na scoile meas dá chéile agus bainfidh siad úsáid as dea-'netiquette' (i.e. etiquette ar an Idirlíon) i gcónaí

Ríomhphost

- Bainfidh daltaí úsáid as cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó cead múinteora
- Is faoi réir cead múinteora amháin a fhéadfeadh le dalta ríomhphoist nó aguisín a sheoladh nó a fháil
- Ní sheolfaidh agus ní bhfaighidh daltaí aon 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 pearsanta aon daoine eile, mar shampla, seoltaí nó uimhreacha fóin nó picitiúir
- Ní shocróidh aon dalta aon chruinniú casadh go fisiciúil le haon duine nach bhfuil aithne acu orthu ach amháin trí ríomhphost nó tríd an Idirlíon

Suíomh Gréasáin na Scoile

- Déanfar monatóireacht rialta ar shuíomh gréasáin na scoile chun a chinntiú nach bhfuil aon ábhar ann a chuirfeadh sábháilteacht daltaí, teaghlach nó foirne i mbaol
- Ní bheidh eolas pearsanta na ndaltaí ar fáil ar leathanaigh ghréasáin na scoile, mar shampla, sheoladh baile agus sonraí teagmhála
- Má tá obair/nuacht na bpáistí le foilsiú ar shuíomh gréasáin na scoile, déanfaidh múinteoir comhordú ar an bhfoilsitheoireacht seo le cead tuismitheora roimh ré
- Déanfar iarracht grianghraif dhigiteacha, clipeanna éisteachta nó físe atá dírithe ar obair ghrúpa nó ghníomhaíochtaí grúpaí amháin a fhoilsiú ar an ngréasán scoile.
- Ní fhoilseofar grianghraif nó clipeanna a bhaineann le daltaí aonair ach amháin le cead ó thuismitheoir/chaomhnóir
- Má fhoilseofar grianghraif ar shuíomh gréasáin na scoile, ní fhoilseofar ainmneacha iomláin na bpáistí atá ann leis
- Beidh úinéireacht ag daltaí fós ar an gcóipcheart ar aon obair a fhoilseofar

Comhrá Idirlín

- Faoi láthair, níl cead ag daltaí ríomhairí scoile a úsáid chun dul ar aon seomra comhrá, aon seirbhís teachtaireachtaí meandracha nó ar aon fhóiraim leictreonacha cumarsáide eile.
- Ar son críocha oideachais amháin, d'fhéadfeadh le múinteoir glaoch físe Skype a eagrú le rang/scoil eile. Is fé mhaoirseacht docht oidí amháin a bheidh a leithead ar siúl.

Gléasanna Pearsanta

- Níl cead ag daltaí scoile a gcuid teicneolaíochta pearsanta a úsáid ar scoil (m.sh. fóin phóca, gléasanna WI-FI nó cumarsáide, ceamaraí digiteacha nó gléasanna taifeadta eile)
- Is faoi réir cead múinteora amháin a fhéadfeadh le aon pháiste a gcuid dioscaí cuimhne pearsanta (USBs) nó stóráil dhigiteach eile a úsáid sa scoil

Reachtaíocht

Moltar do dhaltaí, do thuismitheoirí agus do mhúinteoirí a chinntiú go bhfuil siad ar an eolas mar gheall ar an reachtaíocht seo a leanas maidir le húsáid an Idirlín:

- An tAcht um Chosaint Sonraí (Leasú), 2003
<http://www.oireachtas.ie/documents/bills28/acts/2003/a603i.pdf>
- An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí (Leasú), 2004
<http://www.acts.ie/framed/2004.act.017.00.frameset.html>
- An tAcht Seirbhísí Poist agus Teileachumarsáide (Leasú), 1999
<http://www.acts.ie/framed/1999.act.005.00.frameset.html>
- An tAcht um Fhístaifeadtaí, 1989
<http://www.acts.ie/ga.act.1989.0022.1.html>

Eagraíochtaí agus Struchtúir Tacaíochta

Sa liosta seo a leanas, tá réimse eagraíochtaí agus struchtúir tacaíochta a thugann comhairle mar gheall ar shábháilteacht idirlín agus a dhéileálann le ábhar neamhdhleathach agus le húsáid idirlín díobhálaigh:

- NCTE - www.ncte.ie/InternetSafety/
- Webwise - www.webwise.ie/
- Make IT Secure - www.makeitsecure.org/ie/index.html
- Ins@fe - www.saferinternet.org/
- An Oifig Sábháilteachta Idirlín - www.internetsafety.ie
- Watch Your Space - www.watchyourspace.ie/ga/

Smachtbhannaí

Is pribhléid scoile iad úsáid agus rochtain idirlín. Mar sin, mura gcomhlíontar Polasaí Úsáide Inghlactha na scoile, tarraingeofar siar an phribhléid agus gearrfar smachtbhannaí cuí.

D'fhéadfadh gníomh smachtaithe teacht as mí-úsáid idirlín i gcomhréir lenár gCód Iompair, ár bPolasaí ar Fhrithbhulaíocht agus ár bPolasaí um Chosaint Leanaí (m.sh. pribhléidí rochtana a chailliúint, tuismitheoirí a chur ar an eolas, rabhaidh scríofa nó, i gcáis fhoircneacha, fionrí nó díbirt ón scoil). Féach ar ár gCód Iompair, ár bPolasaí ar Fhrithbhulaíocht agus ár bPolasaí um Chosaint Leanaí i gcomhair níos mó eolais.

Tá sé de cheart ag (agus mar iachall ar) an scoil, aon ghníomhaíochtaí mídhleathacha a thuairisciú chuig na húdaráis chuí.

Daingnithe ag an mBord Bainistíochta ar an **21/5/2014**.
Déanfar athbhreithniú ar an PÚI seo go bliantúil.

Síniú: _____ **Cathaoirleach**

Dáta: _____

Mar thuismitheoir/caomhnóir na bpáistí seo a leanas:

Daltaí: _____	Rang: _____
_____	Rang: _____
_____	Rang: _____
_____	Rang: _____
_____	Rang: _____

Dearbhaím gur léigh mé an Polasaí Úsáide Inghlactha (PÚI) seo agus go dtugaim cead do na daltaí thuasluaite an tIdirlíon a úsáid ar scoil.

Tuigim go mbainfear úsáid as Idirlíon na scoile i gcomhair cuspóirí oideachasúla amháin.

Tuigim go ndéanann an scoil na bearta cearta chun úsáid shábháilte an Idirlín a chur ar fáil ach nach féidir leis an scoil a bheith freagrach má thagann páiste ar ábhair mhíchuí trí thimpiste.

Mar gheall ar shuíomh Idirlín na scoile, tuigim go bhfuil seans go gcuirfear grianghraif de mo pháistí nó dá gcuid oibre, ar shuíomh Idirlín nó ar bhlag na scoile, nuair a mheasann foireann na scoile go mbeidh sé oiriúnach agus sábháilte. Tuigim agus glacaim le coinníollacha an Pholasaí Úsáide Inghlactha seo maidir le foilsitheoireacht ghrianghraf/obair na bpáistí ar shuíomh Idirlín na scoile.

Glacaim go bhfuil dualgas orm féin i leith oideachas mo pháiste/í maidir le sábháilteacht agus úsáid fhreagrach an Idirlín.

Síniú: _____ (Tuismitheoir/Caomhnóir)

Dáta: _____