

Polasaí Úsáide Inghlactha Coláiste Íde

Réamhráiteas

Is é aidhm an Pholasaí Úsáide Inghlactha 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 bliain 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 an scoil leas as roinnt straitéisí chun cur chomh mór agus is féidir le deiseanna foghlama agus le rioscaí a bhaineann leis an Idirlíon a laghdú. Is iad na straitéisí na cinn seo a leanas

Go Ginearálta

- Beidh múinteoir/feitheoir i gcónaí ag maoirsiú seisiúin idirlín.
- Bainfear leas as bogearraí scagtha agus/nó córais chomhionann chun an riosca a bhaineann do nochtadh d'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 dáta go rialta.
- Beidh cead ón múinteoir/feitheoir riachtanach chun dioscaí flapacha pearsanta nó CD-ROM ann a úsáid sa scoil.

- Cleachtóidh na daltaí deá “netiquette” (i.e., etiquette ar an Idirlíon) ag gach tráth agus ní thabharfaidh siad faoi aon ghníomh a tharraingeoidh droch-cháil ar an scoil.

An Gréasán Domhanda

- Ní rachaidh mic léinn chuig láithreáin Idirlín ar a mbeidh ábhair ghraostacha, mídhleathacha, fuatha nó a bheidh míchuí ar bhealach eile. Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as an idirlíon.
- Beidh eolas ag daltaí ar cheisteanna cóipchirt a bhaineann le foghlaim ar líne.
- Ní dhéanfaidh daltaí nochtadh nó foilsíú ar eolas pearsanta.
- 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

- Úsáidfidh daltaí cuntais ríomhphoist cheadaithe faoi mhaoirseacht nó cead múinteora/feitheora.
- 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 fisiciúil le haon duine.
- Tabharfaidh daltaí ar aird gur faoi réir chead óna múinteoir a fhéadfaidh daltaí aguisíní le ríomhphoist a fháil agus a sheoladh.

Comhrá Idirlín

- Ní bheidh rochtain ag daltaí ar sheomraí comhrá, ar fhóiraim chomhrá agus ar fhóiraim 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 ag gach tráth.
- Bainfear úsáid as ainmneacha úsáideoirí chun fíor chéannacht a cheilt.
- Beidh cosc iomlán ar chruinniú duine le duine trí chruinniú a bheidh eagraithe via comhrá Idirlín.

Gréasán Scoile

- Tabharfar deis do dhaltaí tionscadail, obair ealaíne nó obair scoile a fhoilsiú ar an nGréasán Domhanda.
- Déanfaidh múinteoir/feitheoir comhordú ar fhoilsiú obair daltaí.
- Foilseofar obair dhaltaí i gcomhthéacs oideachais ar leathanaigh Gréasáin le fógra cóipchirt a choscfaidh cóipeáil obair den sórt sin gach cead sonrach i scríbhinn.
- Ní fhoilseofar grianghraif dhigiteacha, clipeanna éisteachta nó físe de dhaltaí aonair ar an ngréasán scoile. Díreoidh grianghraif agus clipeanna éisteachta agus físe ar ghníomhaíochtaí grúpaí. D'fhéadfadh clipeanna físe cosaint pasfhocal a bheith ag dul leo.
- 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.

Reachtaíocht

Soláthróidh an scoil eolas ar an reachtaíocht seo a leanas maidir le húsáid an Idirlín agus ar chóir do dhaltaí, do mhúinteoirí agus do thuismitheoirí dul i dtaithe uirthi:

- An tAcht um Gháinneáil ar Leanaí agus Pornagrafaíocht Leanaí 1998
- An tAcht Tascartha 1993
- An tAcht um Fhís taifeadtaí, 1989
- An tAcht um Chosaint Sonraí 1988

Struchtúir Thacaíochta

Cuirfidh an scoil eolas ar fáil do dhaltáí agus do thuismitheoirí faoi phríomh struchtúir agus eagraíochtaí tacaíochtaí a bhíonn ag déileáil le hábhar mídhleathach agus úsáid dhochrach an Idirlín.

Smachtbhannaí

D'fhéadfadh gníomh disciplín teacht as mí-úsáid a bhaint as an Idirlíon, lena n-áirítear tarraingt siar pribhléidí 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.

Foirm Cheada

Féach le do thoil ar an bPolasaí Úsáide Inghlactha, sínigh agus cuir ar ais an fhoirm cheada seo chuig an bPríomhoide.

Coláiste Íde

Ainm an Dalta: _____

Rang/Bliain: _____

Dalta

Comhaontaím Polasaí Úsáide Inghlactha na scoile a leanúint maidir le húsáid an Idirlín. Bainfidh mé úsáid as an Idirlíon ar bhealach freagrach agus comhlíonfaidh mé na rialacha ar fad a mhíneoidh an scoil dom.

Síniú an Dalta _____ Dáta: _____

Tuismitheoir/Caomhnóir

Mar thuismitheoir/Caomhnóir dlíthiúil an dalta thuas tá an Polasaí Úsáide Inghlactha léite agam agus tugaim cead do m'iníon 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 sa chás gur cuí leis an scoil sin gur féidir obair scoile mo linbh nó grianghrafanna d'imeachtaí scoile 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: _____

Seoladh: _____

Teil: _____

Seicliosta AUP

Le go mbeadh dealramh le AUP ba chóir é a athbhreithniú agus a thabhairt cothrom le dáta go rialta ag glacadh san áireamh ceisteanna feidhmithe a d'fhéadfadh teacht chun cinn. Seo a leanas seicliosta is féidir a úsáid nuair a bhítear ag forbairt nó ag athbhreithniú AUP.

1. Ar tháinig aon saincheisteanna feidhmithe AUP chun cinn ó rinneadh an AUP a dhearadh/a athbhreithniú?
2. An ndearnadh na saincheisteanna sin a phlé le tuismitheoirí, le daltaí agus le múinteoirí agus a ionchorprú san AUP cothrom le dáta?
3. Ag glacadh leis go bhfuil AUP bunaithe an bhfuil an scoil in ann aghaidh a thabhairt go muiníneach ar na nithe seo a leanas?
 - Tagtar ar leanbh ag úsáid an seomra comhrá chun cruinniú ceart a shocrú le cara.
 - Baineann an scoil leas as bogearraí scagtha ach tagann leanbh de thimpist ar ghréasán pornagrafaíochta agus é faoi do chúram.
 - Foilsíonn leanbh eolas clúmhillteach ar ghréasán pearsanta faoina chomhaois
4. An bhfuil tionchar dearfach ag an AUP ar sheachadadh an churaclaim?
5. Ar chuidigh saineolas inmheánach nó seachtrach chun an AUP a chumadh nó a athchumadh?
6. Ar phléigh an scoil úsáid an Idirlín le tuismitheoirí agus le caomhnóirí?
7. Ar aistrigh an AUP mar chód d'úsáid an Idirlín chuig an mbaile?
8. An mbíonn dialóg oscailte idir daltaí agus múinteoirí maidir mí-úsáid Idirlín agus saincheisteanna sábháilteachta?
9. An bhfuil freastal á dhéanamh ar riachtanas oiliúna sábháilteachta Idirlín múinteoirí agus daltaí?

Acceptable Use Policy Template

Coláiste Íde, An Daingean, Co. Chiarraí

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 – will be imposed.

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

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School's Strategy

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.
- 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 floppy disks or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

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 permission from a teacher/supervisor.
- 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 emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher/supervisor.

Internet Chat

- Students will only have access to chat rooms, discussion forums 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.
- The publication of student work will be co-ordinated by a teacher/supervisor.
- 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. Video clips may be password protected.
- 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.

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:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

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.

Permission Form

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

Coláiste Íde

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care 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, I accept that, if the school considers it appropriate, my child's schoolwork and photographs of school activities 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

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____

Telephone:

A Thuismitheoir/Chaomhnóir,

Maidir le: Foirm Cheada Idirlín

Mar chuid de chlár oideachais na scoile tairgimid rochtain faoi mhaoirsiú do dhaltáí ar an Idirlíon. Tabharfaidh sé seo rochtain ar go leor acmhainní oideachais ar-líne do dhaltáí agus creidimid go gcuirfidh sé seo go mór le taitheí 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 í 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, tá a fhios aici gur féidir le daltaí rochtain trí thimpiste nó d'aon turas a fháil 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 má tá aon bhealach gur féidir leat é a dhéanamh níos sábháilte do do theaghlach féin.

Dear Parent/Guardian,

Re: Internet Permission Form

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 own home, and see if there is any way you could make it safer for your own family.

Is mise, le meas,

Áine Ní Chearbhaill
Príomhoide

AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
 - A child is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software but a child accidentally accesses a pornographic website while in your care.
 - A child publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?

7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' Internet safety training needs being met?