Gaelscoil na gCloch Liath

Na Clocha Liatha
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Polasaí Gléas Cliste

Smart Device Policy

Réamhrá *Introduction*

Cuireadh an polasaí seo le chéile trí chomhairliúcháin le Foireann na Scoile, Bord Bainistíochta agus Coiste na dTuismitheoir. Cuireadh le chéile é chun eolas agus treoirlínte a thabhairt maidir le sealbhú agus le húsáid teicneolaíocht chliste na bpáistí i gcomhthéacs Gaelscoil na gCloch Liath.
This policy was written in consultation with the Staff, Board of Management and Parents' Association. It was created in order to provide information and guidelines regarding the children's possession and use of smart technology in the context of Gaelscoil na gCloch Liath.

Más rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúcháin.
Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

Sainmheon na Scoile *School Ethos*

Tá an teaghlach agus an baile lárnach i bhforbairt shóisialta agus intleachtach an pháiste agus i gcothú luachanna maithe morálta. Tuigimid go bhfuil gá le fóin phóca/gléas cliste ag páistí áirithe ionas gur féidir leo cumarsáid a dhéanamh le tuismitheoirí/caomhnóirí ar an mbealach ar nó ón scoil. Tá sé mar aidhm againn go bhfoghlaimeoidh páistí conas iad a úsáid ar bhealadh a léiríonn meas ar dhaoine eile agus go gcloíonn siad leis na rialacha atá leagtha síos sa pholasaí seo.
The family and home are central to the social and intellectual development of the child and the nurturing of good, moral values. We understand that in certain circumstances, children may need to bring mobile phones/smart devices to school in order that they can communicate with parents/guardians on their way to and from school. We would aim that children who need to bring mobile phones to school would learn to use them in a respectful manner and adhere to the regulations outlined within this policy.

Séard is Gléas Cliste ann? *What is a Smart Device?*

Séard is gléas cliste ann ná gléas leictreonach, a bhíonn ceangailte le gléasanna éagsúla de ghnáth tríd bprótacail gan sreang ar nós *Bluetooth*, Wi-Fi, líonraí ceallacha, srl., agus a fheidhmíonn go hidirghníomhach tríd teachtaireachtaí agus/nó glaochanna a fháil is a sheoladh. I measc gléasanna cliste, tá leithéidí fóin póca, uaireadóirí chliste, Kindle, i-pad, i-pod, taibléid, srl.
A smart device is an electronic device, generally connected to other devices via different wireless protocols such as Bluetooth, Wi-Fi, cellular networks, etc, and that can operate to some extent interactively by sending and receiving messages and/or calls. Smart devices can include, but are not limited to, devices such as phones, smart watches, Kindles, i-pads, i-pods, tablets, etc.

Aidhmeanna *Aims*

- Rialacha a leagadh síos maidir le gléasanna cliste a thugtar ar scoil
- Smachtbhannaí a bhaineann le briseadh na rialacha a leagadh síos.

- *To outline the regulations relating to smart devices that are brought to school*
- *To outline what happens should these regulations not be adhered to.*

Nósanna Imeachta *Procedures*

Más gá do thuismitheoirí/caomhnóirí teagmháil práinneach a dhéanamh leis na páistí i rith an lae, ba chóir é seo a dhéanamh trí oifig na scoile. Tá an áis chéanna ar fáil do na páistí nuair a bhíonn teagmháil práinneach le tuismitheoirí/caomhnóirí i gceist. Má mhothaíonn tuismitheoir/caomhnóir go bhfuil sé riachtanach go mbeadh gléas cliste ag an bpáiste, glacfar leis faoi na coinníollacha seo leanas:
If parents/guardians need to contact their child(ren) urgently during the course of the school day, such contact should be made through the school office. The same facility is available to the children where urgent contact with a parent/guardian is required. However, if a parent/guardian feels it is absolutely necessary for their child(ren) to have a smart device in school the following conditions will apply:

- Is gá an fhoirm cheada in Aguisín 1 a líonadh agus a chur ar scoil sula thógann an páiste gléas cliste ar scoil.
- *The permission slip in Appendix 1 must be completed and submitted prior to the child bringing a smart device to school.*

- Ba cheart é a thabhairt faoi deara gur chúis choiriúil é gléas cliste a úsáid chun bagairt a dhéanamh ar aon duine, chun iad a chrá nó a ghortú. Má tharlaíonn a leithéid agus mura n-éiríonn leis an scoil deileáil leis go héifeachtach, seans go dtabharfaidh an scoil na Gardaí nó Tusla isteach sa scéal.
- *It should be noted that it is a criminal offence to use a smart device to menace, harass or offend another person. If such circumstances prevail and measures taken by the school are deemed to be ineffective, the school may consider it appropriate to involve the Gardaí or Tusla.*

- Ní bheidh an scoil freagrach as aon ghléas cliste caillte, goidte nó briste. Beidh daltaí/tuismitheoirí/caomhnóirí go hiomlán freagrach as sábháilteacht agus slándáil na ngléasanna cliste.
- *School will not accept responsibility for smart deives that are lost, stolen or damaged. The safety and security of smart devices is wholly a matter for pupils/parents/guardians.*

- Má úsáidtear gléas cliste chun bulaíocht nó teachtaireachtaí maslaithe a chur le linn am scoile, ag gníomhaíochtaí iar-scoile nó ag gníomhaíocht scoile lasmuigh de huaireanta scoile, tabharfar na daltaí seo faoin bpróiséas leagtha amach i bPolasaí Frith-bhulaíochta na scoile.
- *Pupils using smart deivces to bully others or send offensive messages, during school times, during after-school activities or during school activities outside of the regular school hours, will be subject to the procedures detailed in the school's Anti-Bullying Behaviour Policy.*

- Ba cheart go mbeadh an gléas múchta roimh theacht ar shuíomh na scoile ar maidin agus a bheith múchta i rith an lae scoile agus gan é a chasadh air go dtí go mbeidh suíomh na scoile fágtha. Ní mór cinntiú go bhfuil alaraim/meabhrúcháin múchta sa gcaoi nach mbeidh siad ar siúl i rith uaireanta scoile.
- *Devices must be switched off before children enter the school grounds in the morning, remain switched off for the duration of the school day and may only be switched on again once the children have vacated the school grounds. Pupils should ensure that alarms/reminders are turned off to avoid activation during school hours.*

- Is gá an gléas cliste a choimeád i mála scoile an pháiste i rith an lae scoile.

- *Each child's smart device must be kept in their school bag during the school day.*

- Ní bheidh cead an gléas a úsáid riamh i bhfoirgneamh na scoile, i gclós na scoile, i rith ghníomhaíochtaí iarscoile sa scoil nó ag gníomhaíochtaí taobh amuigh, m.sh. gníomhaíochtaí spóirt, turais scoile agus ar uile.
- *Devices must not be used for any purpose on school premises, school grounds, during extra-curricular activities facilitated by the school or during off-site school activities, e.g. sports activities, school outings/tours etc.*

- Má bhíonn gléas cliste ar siúl, nó in úsaid i bhfoirgneamh na scoile, ar shuíomh na scoile nó ag aon ghníomhaíocht scoile, tabharfar an gléas don Phríomhoide agus is gá don tuismitheoir/caomhnóir é a bhailiú.
- *If a device is found to be on, in use or activated on the school premises or the school grounds or at any school-related activity, the device will be given to the Principal and must be collected by the child's parents/guardians.*

- Moltar go mbeadh an gléas múchta ar an mbus scoile. Tá tuismitheoir/caomhnóir freagrach as seo a chinntiú.
- *It is recommended that the device should be turned off while the child is travelling on the school bus; it is the parent's responsibility to ensure that this has been completed.*

- Ba chóir ainm an pháiste a bheith ar an ngléas cliste.
- *The child's name should be on his/her smart device.*

- Moltar go láidir go mbeadh focail faire/uimhir pearsanta in úsáid sa chaoi nach féidir le daltaí eile é a úsáid nó sa chás go goidtear é. Ba chóir na focail/uimhreacha seo a choinneáil faoi rún.
- *It is strongly advised that pupils use a password/pin number to ensure that other children cannot make use of their device or in the case of the device being stolen. These should be kept confidential.*

- Má tá cúis amhrais ag múinteoir go bhfuil ábhair mhí-fheiliúnach nó maslach ar ghléas, beidh ar an dalta an gléas a thabhairt suas, cuirfear fios ar na tuismitheoirí/caomhnóirí agus caithfidh an páiste a bhfuil ar an ngléas a thaispeáint d'údaráis na scoile os comhair na dtuismitheoirí/caomhnóirí. Má tá cúis mhaith ann le tuiscint go bhfuil fianaise ann a bhaineann le cúis choiriúil cuirfear fios ar na Gardaí. Baineann sé seo le Treoirlínte ar Chaomhnú Páistí agus ár bPolasaí Caomhnú Páistí.
- *If a teacher has good reason to suspect that a smart device may contain unsuitable or offensive material, the child will be required to hand over their device, the child's parents/guardians will be notified and the child will be required to allow the contents of the device to be inspected by the school authorities in the presence of a parent/guardian. If there is good reason to suspect that a smart device may contain evidence relating to a criminal offence the Gardaí will be notified. This is in keeping with Child Protection Guidelines and the school's Child Protection Policy.*

- Ba cheart aon ghléas cliste aimsithe ar scoil a thabhairt do bhall foirne scoile.
- *Smart devices which are found in the school should be handed to a member of staff.*

- I gcásanna eisceachtúla do pháiste le riachtanais speisialta a mbeadh na gléasanna cliste mar bhuntáiste aici/aige faoi stiúir dhuine fásta ag am sosa agus am lóin, ba cheart iarratais faoi na heisceachtaí sin a chur i scríbhinn chuig an mBord Bainistíochta.

- *Where a child has been diagnosed with special needs and that it is felt that they would benefit from using smart devices under an adult's supervision at break and lunch time such requests for exceptions should be made in writing to the Board of Management.*

Rólanna agus Freagrachtaí (*Roles and Responsibilities)*

A. Páistí/*Children*:

- An conradh a léamh is a shíniú leis na tuismitheoirí/caomhnóirí,
- Cloí leis na rialacha atá leagtha amach.
- *Read the contract and sign it with parents/guardians,*
- *Adhere to the rules as laid out.*

B. Tuismitheoirí/Caomhnóirí/*Parents/Guardians*:

- An conradh a léamh is a shíniú leis an bpáiste,
- Míniú don pháiste cad a tharlaíonn muna gcloíonn sé/sí leis na rialacha atá leagtha amach,
- Tacú leis an scoil i gcásanna nach gcloítear leis na rialacha.
- *Read the contract and sign it with the child,*
- *Explain to the child what will happen if he/she does not stick to the rules as laid out,*
- *Support the school in cases where the rules are not adhered to.*

C. Múinteoirí/*Teachers*:

- An polasaí seo a chur i bhfeidhm,
- Meabhrú do pháistí ag tús na bliana gur gá conradh sínithe a bheith ag éinne a bhfuil gléas cliste acu ar scoil.
- *To implement this policy,*
- *To remind children at the beginning of the year that anyone with a smart device at school needs to have a signed contract/agreement.*

D. Príomhoide/Principal:

- An polasaí seo a chur i bhfeidhm,
- Cinntiú go bhfuil conradh sínithe ag éinne a bhfuil gléas cliste acu ar scoil,
- Teagmháil a dhéanamh le tuismitheoirí/caomhnóirí más rud é nach gcloítear leis an bpolasaí seo.
- *To implement this policy,*
- *To make certain that anyone with a smart device at school has a signed contract/agreement,*
- *To contact parent/guardian if this agreement is not adhered to.*

Critéir Ráthúlachta*(Success Criteria)*

- Go bhfuil conradh sínithe acu siúd a bhfuil gléas cliste acu,
- Nach gá don mhúinteoir/príomhoide gléas cliste a bhaint ó pháiste.
- *That the school holds a signed contract from each child who has a smart device in school,*
- *That the teacher/principal does not have to remove a smart device from any child.*

Athbhreithniú *(Review)*

Déanfar athbhreithniú ar an bpolasaí i 2022 nó níos luaithe más gá. *This policy will be revised in 2022 or earlier if necessary.*

Daingniú *(Ratification)*

Daingnithe ar an 28 Bealtaine 2019. *Ratified on 28 May 2019.*

Sínithe: ____ Dáta ______________
Cathaoirleach

Aguisín 1 - Foirm Cheada Fóin phóca/Gléas Cliste

Tá an Polasaí Gléas Cliste léite agam agus pléite agam le mo pháiste. Tugaim cead dó/di fón póca a bheith aige/aici ar scoil agus aontaím leis na coinníollacha thíos:
I have read the Smart Device Policy and discussed it with my child. I give him/her permission to bring his/her mobile phone to school and we agree with the following conditions:

- Ní bheidh an scoil freagrach as aon ghléas caillte, goidte nó briste,
- Ní cheadaítear gléas clilste a úsáid chun bagairt a dhéanamh ar aon duine, chun iad a chrá nó a ghortú,
- Beidh an gléas múchta i rith an lae scoile agus na páistí ar láthair na scoile,
- Beidh an gléas i mála scoile mo pháiste i rith an lae scoile,
- Níl cead an gléas a úsáid riamh i bhfoirgneamh na scoile, ar shuíomh na scoile, i rith ghníomhaíochtaí iarscoile sa scoil nó ag gníomhaíochtaí scoile taobh amuigh,
- Má úsáidtear gléas cliste chun bulaíocht nó teachtaireachtaí maslaithe a chur tabharfar na daltaí seo faoin bphróiséas leagtha amach i bPolasaí Frith-bhulaíochta na scoile,
- Má tá cúis amhrais ag múinteoir go bhfuil ábhair mhí-fheiliúnach nó maslach ar ghléas cliste, beidh ar an dalta an fón a thabhairt suas, cuirfear fios ar na tuismitheoirí/caomhnóirí agus caithfidh an páiste a bhfuil ar an bhfón a thaispeáint d'údaráis na scoile os comhair na dtuismitheoirí/caomhnóirí,
- Má bhíonn an gléas ar siúl, in úsáid i bhfoirgneamh na scoile, ar shuíomh na scoile nó ag aon ghníomhaíocht scoile, tabharfar an fón don bPríomhoide agus is gá domsa/dúinne é a bhailiú.

- *The school will not accept responsibility for devices that are lost, stolen or damaged,*
- *It is not acceptable to use a smart device to menace, harass or offend another person,*
- *The device will be switched off for the duration of the school day and while the children are on the school site,*
- *The device will be kept in my child's school bag during the school day,*
- *The device will not be used for any purpose on school premises, school grounds, during extra-curricular activities facilitated by the school or during off-site school activities,*
- *Pupils using smart devices to bully others or send offensive messages will be subject to the procedures detailed in the school's Anti-Bullying Behaviour Policy,*
- *If a teacher has good reason to suspect that a smart device may contain unsuitable or offensive material, the child will be required to hand over their device, the child's parents/guardians will be notified and the child will be required to allow the contents of the phone to be inspected by the school authorities in the presence of a parents/guardians,*
- *If a device is found to be on, is used or activated on the school premises or the school grounds or at any school-related activity, the device will be given to the Principal and must be collected by the child's me/us, the child's parents/guardians.*

Síniú an Pháiste:____

Síniú Tuismitheora/Caomhnóra:___________________________________

Dáta:______________________