



St. Patrick's Comprehensive School
Shannon, Co. Clare
ICT Acceptable Use Policy
September 2022

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1. Introducing the guidelines

This policy covers the following areas:

- The standards of behaviour that shall be observed by each student, staff member and parent/guardian when engaging with the school's digital learning and communication platforms.
- It is complemented and supported by St Patrick's Comprehensive School Code of Good Behaviour & School Values and the school's Anti-Bullying Policy.

The ICT Acceptable Use Policy of St Patrick's Comprehensive School has been developed in using guidance from the PDST & Webwise.

1.1 Aims

The ICT Acceptable Use Policy of St Patrick's Comprehensive School aims to: -

- Ensure that Students will benefit from the learning opportunities offered by the school's internet resources, communication and learning platforms in a safe and effective manner.
- Promote a safe and caring environment conducive to effective teaching and learning.
- foster a spirit of self-discipline when using the school's learning platform, communication networks and internet access.
- Enlist the co-operation, involvement and modeling of parents/guardians and staff in supporting the Acceptable Use Policy.
- Promote personal and community responsibility in the use of digital media and the internet so that students, staff and parents/guardians recognise and understand that their engagement with the internet and digital media can have both positive and negative effects on themselves and others.
- Build a school community where the rights of all students and staff are respected.

- Encourage all members of the community to be aware of their responsibilities as well as their rights.
- Promote understanding of the rationale behind the rules governing the ICT acceptable use policy.
- Employ the philosophy and techniques of Restorative Practice to encourage greater understanding of the impact of negative behaviours on the individual and others and through that greater understanding to promote empathy and community responsibility.

1.2 Scope

- This policy has been drawn up in consultation with the Board of Management, staff, students and parents and in the context of the school's aims and values.
- This policy applies to all students of St. Patrick's Comprehensive School, to their parents/guardians and to all members of the school staff and management; and relates to all school activities both during and outside of normal school hours.
- This ICT Acceptable Use Policy incorporates accessing the school's online learning platform Microsoft 365 which includes school email, Teams and Class Notebooks.
- It includes standards of behaviour/communication expected in relation to email & 'chat' correspondence between staff and students; between students, between staff and between staff and parents/guardians.
- It includes engagement with/communication through the school's social media platforms and websites.
- It applies to Students and staff who have access to and are users of the internet in St Patrick's Comprehensive School.
- In line with the school's Anti-Bullying Policy and Code of Good Behaviour & School Values this policy will address behaviours in the digital/cyber space which are found to be harmful to the wellbeing of students or staff and which are in breach of the school's Anti-Bullying Policy and Code of Good Behaviour & School Values -

this includes but is not limited to online bullying or harassment on social media, through text or email.

- It includes the wearing of 'Smart Glasses' in school - 'Smart Glasses' are considered the same as Mobile Phones for the purposes of school. Therefore the wearing of Smart Glasses must comply with the Mobile Phones/Electronic Devices section (Section 2.2.3.1) of the Code of Good Behaviour and School Values. In summary the wearing and use of 'Smart Glasses' in school is not permitted at any time without the express permission of a member of staff.

1.3 Relationship to school's mission, vision, aims.

Mission Statement

St Patrick's Comprehensive School is committed to excellence.

We provide equality of opportunity for all students in a disciplined and caring environment.

We encourage individual students to achieve their full potential and to relate positively to one another and to the community in which they live.

This policy has been developed in line with our mission statement which has the care of students at its core. ICT facilities, tools and resources offer valuable opportunities for enhancing teaching and learning and supporting students and staff in achieving their full potential. The school believes that respect for the individual is essential to the smooth and efficient running of a school in both the physical and digital environment. We strive to achieve this in healthy, safe and inclusive physical and digital environments where learning is valued and the rights and responsibilities of all are respected.

1.4 Rationale

St. Patrick's Comprehensive School values the rights and responsibilities of all staff and students. In order that effective teaching and learning can take place the school has formulated this ICT Acceptable Use Policy. Students are expected to always show respect and courtesy for each other, for their teachers, for the staff of the school and for

all members of the wider community. Staff are expected to always treat the student body, parents/guardians and their colleagues with dignity and respect. Parents/guardians are expected to model the principles of the school's ICT Acceptable Use Policy in all their engagements with the school and school staff.

1.5 Goals

- To create a safe learning environment.
- To encourage positive behaviour.
- To correct unacceptable behaviour by offering guidance and support.
- To ensure that all members of the school community are treated with equity and fairness.
- To promote a greater understanding that the inappropriate use of ICT can have long-term and determinantal effects for both victim and perpetrator.

2. Policy Content

2.1 Roles and Responsibilities

St. Patrick's Comprehensive School acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimizing negative behaviour in relation to ICT Acceptable Use.

1. All members of staff have a responsibility to model good behaviour and to correct misbehaviour in relation to ICT Acceptable Use.
2. St Patrick's Comprehensive School have adopted a Restorative Practice approach to breaches of the Code of Good Behaviour & School Values/ Anti-Bullying Policy and ICT Acceptable Use. All staff have a responsibility to apply restorative practice techniques consistently when working with students.

3. The school will use Restorative Practice techniques in promoting greater understanding for students who negatively impact on others through breaches in the school's ICT Acceptable Use Policy.
4. Misuse of the ICT may result in disciplinary action, including written warnings, Student Support Card System, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
5. Subject teachers will ensure that their students know how to access Teams, engage with resources and upload work.
6. The class teacher monitors students' engagement and use of ICT during class.
7. The class teacher is expected to address negative behaviour issues in ICT use including in the use of the school's online learning platform Office 365; persistent negative behaviour should be reported on the student's VSWare Behaviour tab for parents and Year Heads to monitor – the report should also record the Action Taken by the class teacher to address the behaviour.
8. Students are responsible for their own behaviour and must always endeavor to uphold the ICT Acceptable Use Policy of our school.
9. St Patrick's Comprehensive School has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 3 for the students and level 5/6 for staff.

- Students taking steps to bypass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.
10. The co-operation of parents/guardians is considered fundamental to the implementation of the school's ICT Acceptable Use Policy. Parents/guardians and their students must indicate agreement with and support for the aims and ethos of the school's ICT Acceptable Use Policy.
 11. Parents/Guardians are expected to monitor behaviour reports on VSWare regularly – these are critical communication links between school and home.

Parents/Guardians are expected to monitor and address negative behaviour incidents reported on VSWare with their students to support the school in preventing the repetition of such behaviours.

12. Parents/Guardians are expected to be familiar with and monitor their student's ICT use.
13. Parents/Guardians are expected to engage positively with the school in all matters in relation to ICT Acceptable Use Policy and to recognise the challenges for the school in addressing ICT issues that occur outside school time.
14. The school's Pastoral Care Team will support students who have negative experiences because of cyber-bullying/online activity.
15. Acceptable use and internet safety will be included as part of the school's well-being programme.
16. This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, teaching staff, support staff, Students, parents/guardians
17. This policy has been developed by a working group including: Principal, Deputy Principal, Communications Bealach Team; Student Council and Parents Association.
18. The school will monitor the impact of the policy using: Surveys of students, staff and parents. Logging of incident reports.
19. Should serious online safety incidents take place, the relevant Year Head or School Management (Principal/Deputy Principal) should be informed.
20. The implementation of this Internet Acceptable Use policy will be reviewed as needed by the Communications Team of Bealach.
21. The Board of Management is the ultimate decision-making body of the school. The school acknowledges its role in the development and operation of our ICT Acceptable Use Policy. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not involved in the day-to-day procedures, they are the body to whom parents and students over 18 can initially appeal in cases of suspension or expulsion.

2.2 School Rules/ Behaviour Expectations in the Acceptable Use of ICT

The rules of the school are kept to a minimum and are based on common sense. They have been drawn up in accordance with the stated aims of the ICT Acceptable Use Policy. We have high expectations of the students in terms of their engagement with ICT including but not limited to access to the internet, engagement with the school's online learning platform, communication with other members of our school community and external agencies. Parents/guardians are asked to co-operate with the school to make sure the rules are kept.

The rules of the school are designed to promote:

2.2.1 Respectful behaviour by all members of our school community. Respect for self, for others and for school facilities.

Students are expected to:

- Show respect by communicating courteously to & of each other and all members of the school staff when engaging online either through email, through Teams, through the school website or on social media platforms.
- Adhere to our school's Anti-Bullying Policy and our school's Code of Good Behaviour & School Values.
- Take full responsibility for his/her personal property
- Pay for any damage done to school property.

2.2.2 Positive and constructive engagement with teaching and learning.

Students are expected to:

- Actively engage with the teaching and learning process both in-person and online.
- Know their username and password for Office 365.
- Students are responsible for protecting their password and not sharing it with others.
- Complete class work and homework assignments to the best of their ability

- Be attentive and behave in class, both in the physical & digital environment so that they and others can benefit fully from the teaching and learning experience.

2.2.3 Adherence to school policies as formulated and agreed by all members of our school community

2.2.3.1 Mobile Phone, Electronic Devices and SocialMedia (as per the school's Code of Good Behaviour & School Values)

Students are expected to:

Turn off their mobile phone and all electronic devices and store them out of sight while on school grounds, unless permission has been granted by a member of staff.

Take off/out earphones/headphones when on school grounds.

Never use their mobile phones or other audiovisual equipment to hurt or embarrass others.

Immediately hand over their mobile phone, earphones and other audio-visual/electronic equipment if requested to do so by a staff member.

Adhere to three simple guiding principles when engaging online/through social media with other students:

1. To only post a comment they would be happy to see in reference to themselves.
2. To only post a comment that they would be prepared to say to another student in person.
3. To only use language that is appropriate and respectful.

2.2.3.2 Online privacy

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where

such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions warrant such sanctions.

2.2.3.3 Internet Use:

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in the classroom to their teacher.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to their relevant Year Head.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students and staff 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.

Students will use the Internet for educational purposes only.

Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

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 never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons.

- Use of file sharing and torrent sites is allowed with staff permission.

2.2.3.4 Email and Messaging:

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is only allowed at St Patrick's Comprehensive School with expressed permission from members of the teaching staff.

Students will use approved school email accounts.

Students should not under any circumstances share their email account login details with other students.

Students should not use school email accounts to register for online services such as social networking services, apps, and games.

Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

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

Students will not forward email messages or screenshots of emails or "reply all" without the permission of the originator

- Students must only use their school email for school related activities and for registering on school-based activities only. The use of personal email addresses is not allowed for school-based work.

- Students should report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Students should report any such communications to a teacher.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school

2.2.3.4.1 Email Etiquette at St Patrick's Comprehensive School

Timing:

- Keep your emails within school hours.
- Students and staff should only be contacted outside of school hours in exceptional and urgent circumstances.
- The arrow on the send button allows you to schedule your delivery time.
- Students, parents/guardians must recognise that staff are entitled to 'switch off' from work and are under no obligation to respond to email/Teams Chat communication outside of school time or when 'On Leave.'
- Staff must recognise that it is important to upload/communicate homework/classwork/ resources in a timely fashion when operating online – students are not expected to continue to monitor Teams/email outside school hours.

Text:

- Ensure you include a topic in the Subject Line.
- Always include a greeting and a sign off in your email.
- Ensure your email is polite and to the point – use proper, full sentences; don't use 'text speech'; never use inappropriate language.
- Check your spelling and grammar.
- Use 'bcc' to protect the privacy of multiple addresses.

Reply:

- Try to reply as promptly as possible.
- Always check to see who you are responding to in the email.
- Does everyone need to see your response or one specific person?
- Do you need to add someone new to your reply?

2.2.3.5 Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St Patrick's Comprehensive School:

- Use of instant messaging services and apps including Snapchat, WhatsApps, G Chat etc. is not allowed in St Patrick's Comprehensive School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in St Patrick's Comprehensive School with express permission from teaching staff.

Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

- All members of the school community must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the St Patrick's Comprehensive School community.
- Staff and students must not discuss personal information about students, staff and other members of the St Patrick's Comprehensive School community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring St Patrick's Comprehensive School into disrepute.

Staff and students must not represent your personal views as those of bring St Patrick's Comprehensive School on any social medium.

- Teachers can read further information about the use of Social Media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest->

[news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html](https://www.stpatrickscatholic.com/news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html)

2.2.3.6 Personal Devices

Students using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St Patrick's Comprehensive School:

- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Students are not allowed to use personal internet-enabled devices during social time.

2.2.3.7 Digital Learning Platforms (including video conferencing)

St Patrick's Comprehensive School digital learning platform is owned and managed by the school. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

- Each user of the platform will be provided with their own unique login credentials. Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on digital platforms.

- In the event of an unexpected whole school closure e.g. Covid 19 closure the school where possible will revert to Remote Online Learning. See appendix 4.2 Remote Learning Policy

2.2.3.8 Images & Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At St Patrick's Comprehensive School students must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of Students are published on the school website.

Students must not share images, videos or other content online with the intention of harming another member of the school community regardless of whether this happens in school or outside.

- Sharing explicit images and in particular explicit images of Students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other Students automatically incurs suspension as a sanction.

2.2.3.9 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, e.g. under the child protection, obscenity, computer misuse and fraud legislation
 - racist material
 - pornography
 - promotion of any kind of discrimination
 - promotion of racial or religious hatred
 - threatening behaviour, including promotion 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
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- Use school systems to run a private business
 - Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school
 - Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing 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 causes network congestion and hinders others in their use of the internet
 - On-line gaming
 - On-line gambling

- On-line shopping / commerce
- File sharing
- Use of social networking sites

2.2.3.10 School Website:

Students will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

Students will continue to own the copyright on any work published.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

St Patrick's Comprehensive School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on St Patrick's Comprehensive School web pages.

St. Patrick's Comprehensive School will avoid publishing the first and last name of students in video or photograph captions published online

- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

2.2.3.11 Cyberbullying

When using the internet Students, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and Students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Measures are taken by St Patrick's Comprehensive School to ensure that staff and Students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

3. Sanctions

- ICT use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.
- Where behaviours are found to be in breach of the school's Code of Behaviour & Good Values & School Values/or the school's Anti-Bullying Policy then sanctions will be applied in line with these policies.
- The school reserves the right to report any illegal activities to the appropriate authorities.
- St Patrick's Comprehensive School will deal with incidents that take place outside the school that impact on the wellbeing of Students or staff under this policy and associated codes of behaviour and anti-bullying policies.
- In such cases St Patrick's Comprehensive School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

The school recognises its limitations in determining the veracity and source of such incidents but is committed to using Restorative Practice techniques and the resources available to establish the facts, support victims, educate perpetrators and restore relationships where possible.

The school recognises that some incidents will require engagement with other agencies including the Gardaí.

The school also recognises the rights of parents/guardians to report such incidents to the Gardaí; on behalf of their students who are under 18. In such incidents the school is committed to working in partnership with Gardaí and within the parameters of data protection and the rights of students.

Where such behaviour is found to be in breach of the school's Code of Behaviour & School Values &/or the school's Anti-Bullying Policy then the sanctions detailed in those policies may apply.

The school encourages parents/guardians to accept their responsibility in mentoring and monitoring their student's internet and social media use.

The school will, where appropriate, inform TUSLA of any child protection or welfare concerns arising out of internet or social media use.

**St Patrick's Comprehensive School ICT Acceptable Use Policy ratified by the
Board of Management.**

Signed: Sean T Ruane* Date:26/9/22

Chairperson, Board of Management

**Actual signed version is available in the Principal's Office*

4. Appendix

4.1 Permission Form



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

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 Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015Harassment,
- Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991
- **Student:**
- 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.

Parent/Guardian:

- As the parent or legal guardian of the above student/s, I have read the Acceptable Use Policy and grant permission for my son/s &/or daughter/s 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 students access unsuitable websites.
- In relation to the school website, 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 students' work on the school website.

Year	Teaghlach	Students Name (BLOCK CAPITALS)	Signature	Date

Parent/Guardian

Signature: _____ Date: _____

4.2 Remote Learning Policy

- Remote Learning will be delivered through the school's digital learning platform Office 365.
- Remote Learning will include live online classes; pre-recorded lessons; assignment of work; demonstrations or a combination.
- Remote Learning will only take place during designated periods of remote learning or in situations where a staff member is delivering classes off-site.
- Students who are absent from school are encouraged to continue to monitor Teams to access resources, classwork & homework and should also engage with classmates to ascertain work missed.

School Closure:

- In the event of a sudden/unplanned school closure e.g. weather conditions, remote learning may not be feasible.
- Where a school closure is planned e.g. COVID:
 - If the closure is sudden and immediate, remote learning will follow the regular school timetable.

- Where possible, a contingency timetable will operate which reflects the learning from the first period of extended and unexpected school closure.

Contingency Timetable Philosophy:

The contingency timetable will hopefully address some of the following concerns:

- Subject clashes
- No switch off
- Overwhelmed with volume of work
- Busy work/corrections/feedback
- Communication challenges
- Student Engagement

1-hour classes may consist of:

- Teaching element maybe live/prerecorded/PowerPoint/video/audio/written instruction
- Time to ask questions through chat/email which teachers will monitor and respond (at that time if at all possible)
- Time to apply learning through completing tasks/homework

When not scheduled, use time to prepare/complete tasks/study

Shape of contingency timetable:

Flexibility required:

- Use of daily 9 am - 4 pm time slots
- SENIOR CYCLE - Core Subjects X 3 1-hour classes (Maths X 4 in 6th Year); Option Subjects X 3 1-hour classes; LCVP X 1-hour class (6TH Year)
- JUNIOR CYCLE - Core Subjects X 3 1-hour classes; Option Subjects X 2 1-hour classes; MFL, History, Geography X 2 1-hour classes
- RE; CSPE; SPHE; PE & LCVP (5TH YEAR) - not timetabled

Subjects not timetabled:

- CSPE & LCVP (5th year) - please assign work through Teams weekly.

- RE - source/develop resources for spiritual/mental wellbeing for the Stay Positive section of the Remote Learning space on the website; daily reflection/prayer space/ meditations, positive affirmations, thought for the day
- PE - source/develop resources for physical wellbeing for the Stay Active section of the Remote Learning space on the website; daily workout, exercise of the day/weekly challenges, healthy diet ...

Communication of Contingency Timetable:

- Year group specific timetables will be emailed to all student emails.
- Year Group specific timetables are also available for view on the school website
- Any difficulties accessing timetables - email your Year Head.
 - Presentation by management to students and parents though online assemblies.

Guidelines for online teaching and learning:

- If possible, have a designated work area
- Apply a daily routine as if attending school/work i.e. scheduled meals, get up and dressed; avoid distractions -; phones/TV/social media etc.
- Apply a workday – i.e. start at 9 - finish at 5/5:30 -; have scheduled breaks
- Keep on top of your workload; don't put things off
- Alert someone if you are experiencing difficulties
- Normal school rules apply
- Disrupting online classes impacts the learning of others
- Be polite and respectful in all communication
- No recording, in any form, unless by the teacher for the purposes of uploading to Teams for students' benefit.
- Be patient with technology
- Mute your microphone unless directed otherwise
- Use the Hands Up function to ask a question.
- Alert teacher by email/chat if you will be late submitting work

Student Engagement:

- Devices will be made available where possible
- Attendance will be taken for scheduled classes

- Teacher to email student directly if they have missed 2 scheduled classes/not submitted work
- If student does not attend scheduled classes x 3 times then it is recorded as a negative Behaviour Record on VSWare & Year Head is notified - unless teacher has received an acceptable explanation for absence e.g. illness etc.
- Year Head will text parents/guardians as to attendance issue - parent/guardian should liaise with Year Head through email if there are challenges, we should be aware of.
- If there is not an improvement in attendance/engagement the Year Head will phone parents/guardians.

SEN/Resource Classes:

- Students who have been assigned resource classes in school will receive online support classes
- Online resource classes will be scheduled asap - SEN staff will have to schedule when they & their assigned students are free
- Online resource classes will be 30 minutes in duration
- If you are experiencing difficulty alert your SEN teacher by email for support.
- Additional Resources are available on the Useful Links section on our Remote Learning page of our website

Pastoral Care/Wellbeing:

- Student & Staff Wellbeing is central
- Stay Active/Stay Positive sections of our website
- Pastoral Care Team -are available to support students experiencing difficulty
- Student who were engaging with Pastoral Care before closure will be contacted directly
- If you feel you would benefit from additional support, please email the relevant Year Head - parents/guardians can request a referral through the relevant Year Head
- Please note:
 - we are not psychologists or counsellors

- We will offer a listening/supportive ear and can offer advice on strategies and wellbeing techniques
- High level Wellbeing concerns should be directed first to a GP or if already with Services through CAMHS, Social Worker, Key Worker etc.
- Do not suffer in silence - if we cannot offer the necessary support w

• 4. Useful Links

- Data Protection Acts 1988 to 2018
<https://enterprise.gov.ie/en/Who-We-Are/Corporate-Information/Data-Protection/>
- General Data Protection Regulations (GDPR)
<https://www.dataprotection.ie/>
- Copyright and Related Rights Act 2000
<https://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html>
- Child Trafficking and Pornography Act 1998
<https://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html>
- Criminal Law (Sexual Offences) Act 2017
<https://www.irishstatutebook.ie/eli/2017/act/2/enacted/en/html>
- Children First Act 2015Harassment,
<https://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/html>
- Harmful Communications and Related Offences Act 2020 (Coco's Law)
<https://www.irishstatutebook.ie/eli/2020/act/32/enacted/en/print>
- Criminal Damage Act 1991
<https://www.irishstatutebook.ie/eli/1991/act/31/enacted/en/html>
- Webwise
<https://www.webwise.ie/welcome-to-webwise/us/>

