



Whole School

Information and Communication Technologies

Acceptable Use Policy

Introductory Statement

The Management and Staff of Presentation College, Carlow recognise that access to Information and Communication Technology (ICT), including the internet, gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. We expect students to use such technologies and the internet in a safe, ethical and responsible manner at all times and for educational purposes, both in school and off-campus. Use of digital technologies and internet should be conducted within the parameters of internet safety, the Acceptable Use Policy, student and staff well-being, and in an educational context. The Acceptable Use Policy has been developed following consultation between staff, parents, students, Principal and the Board of Management. In this policy document the term 'parent' is taken to include 'guardian'.

The school permits students to use their own, school-approved, iPad devices within the school setting to assist with their education, subject to their own safety and that of other individuals. iPad devices are to be used by students for educational use only. Apple School Manager will be used to manage such devices, which must be purchased through the Wriggle online-store.

The Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using their personal devices or school-owned devices / personal computers / recording equipment on the school campus, at school organised activities and in relation to off-campus use of devices. At all times Child Protection and Data Protection are of paramount importance in the implementation of this policy.

All members of the school community are expected to familiarise themselves with the contents of this policy.

Aim

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital technologies, portable technologies and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed, as per the Code of Behaviour. Internet access is intended for educational purposes and every reasonable precaution will be taken by the school to provide for online safety. However, the school cannot be held responsible if students access unsuitable websites or material, or use them inappropriately.

It is envisaged that school and parent representatives will revise the Acceptable Use Policy annually. The Acceptable Use Policy should be read carefully by parents and students so that the conditions of use are fully accepted and understood.



School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet for students. These strategies are as follows:

General

- Internet sessions will be supervised by a teacher, where possible.
- 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 students' internet usage.
- Students and teachers will be provided with training in the area of internet safety and digital literacy.
- 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 digital storage media (e.g. Cloud storage, memory sticks/cards, personal USBs, CD-ROMs etc.) in school requires a teacher's permission.
- Students will treat others with respect at all times, including online, and will not undertake any actions that may bring the school into disrepute.
- Students may only access device applications when instructed by a teacher to do so. Students are forbidden from opening apps in class or going online, unless instructed to do so, and only for the purposes instructed by a teacher.
- Cyberbullying in any form is a very serious issue and will not be tolerated. Any student who experiences cyberbullying must report it appropriately (e.g. using the 'Report' feature in a social media app, to their parents and to the Dean of Discipline). Any report of cyberbullying will be taken seriously by the school authorities and appropriate investigative procedures followed, in keeping with the school's Anti-Bullying Policy and Cyber-Bullying Policy. Sanctions will be applied and guidance/counselling offered to students involved in cyber-bullying, in the interest of their well-being.

Internet

- The school's internet access is provided by PDST NCTE (School-Filtered Broadband). The school's Wi-Fi will be available to all students and staff. The Wi-Fi is code protected for security reasons and to help ensure child and data safety. During the COVID-19 pandemic students will be permitted to access the school's WiFi network using their smartphones, subject to certain safety conditions outlined in Addendum I. This decision is designed to support students' learning, and to avert the need for parents/students to purchase data in order to access online content advised by teachers.
- Respectful engagement is expected of all internet users, with due diligence for both the positive benefits of internet use, and the potential for harm, including reputational harm, that must be avoided.
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise explicit or objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.



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- Students will use the internet for educational purposes only, not only as part of Computer Studies / Digital Media Literacy but in all internet sessions on school grounds and as part of any school activity.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). Students will be required to exercise care and attention in citing sources, references, photos / images and to acknowledge copyright if some material is used in their work. When downloading material from the internet, students will take reasonable care to ensure that the material is from safe sources, copyright-free (where possible) and referenced appropriately.
- Students will never disclose or publicise personal information in relation to themselves or others.
- Downloading by students of materials or images not relevant to their studies is in direct breach of this Acceptable Use Policy.
- 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.
- School Computers may be available to students on a limited basis, due to COVID-19 restrictions. Computer keyboards and touchpoints around the computer (e.g. computer mouse) must be fully sanitised by individual students before and after use for their own safety and that of others. At all times, students must use their school log-in details and their own storage area on the school server. Access to the school VLE, School Wise, or Microsoft 365 apps will be encouraged.
- It is strictly forbidden for students to delete the work or files of other students from folders on the school network. It is strictly forbidden for any student to attempt any act of hacking or other form of sabotage that could compromise the security of the school's network and digital data. Any such action will result in a serious sanction being imposed, including the option to suspend or expel the student involved.
- Students must log out of their own accounts at the end of each internet session. Students are not permitted to access the school accounts of other students. In the event where a student accesses a school device and finds another student has not logged out, the student accessing the device must log the other student out before proceeding to use the device. The student should also inform the relevant teacher.

E-mail

- Students will use approved school e-mail accounts under supervision by or 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 / mobile phone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through e-mails or the internet.
- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.
- Students will use their school email account for educational use, and will not use their personal email accounts to communicate with teachers.



Social Media / Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging 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 be supervised, where possible.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat will be forbidden.
- Only official school social media accounts, or social media as instructed by a teacher, may be accessed by students on school grounds or as part of a school activity. Students' personal social media accounts may not be accessed during the school day or using the log-in details ascribed by the school.
- Students will not attempt at any time to connect with any member of staff on that staff member's own personal social media account(s).
- Students will use social media for positive, responsible communications and not engage in any form of online behaviour that may be considered disrespectful, intrusive of privacy, harmful or defamatory of another person or group.

School Website / Media Accounts

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website / media accounts.
- The website / media accounts will be regularly checked by the relevant co-ordinating teachers to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be coordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focussing on group activities. Content focussing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal student information, including home address and contact details, will be omitted from school web pages.
- The school website and social media accounts will avoid publishing the first name and last name of individuals in a photograph. Exceptions to this may be made by newspaper reporters.
- The school will ensure that the image files are appropriately named and will not use students' names in image files or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.
- It is considered a serious breach of this policy for a student or member of staff to create and / or use a fake social media account.

Recordings

- Only recordings permitted by a teacher are allowed. Students are forbidden from using any device to make an unauthorised recording of any sort in class, on a school outing or as part of a school activity.



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- Students are forbidden from taking photos, video or sound recordings of anyone in the school (including students, staff, parents and visitors) unless instructed by a teacher to do so, and even then only with the consent of the individual(s) involved. Students must not share such material online without the clear permission of a teacher and only for educational or school promotional purposes.
- Students may be digitally recorded for educational purposes throughout their time in Presentation College. Such purposes include Classroom-Based Assessments, Leaving Certificate Vocational Programme, extra-curricular activities and participation in educational activities and outings.
- Recordings will be made on school devices (e.g. camcorders, digital cameras, school smart phones, Microsoft Surface devices) and reasonable care will be taken to store recordings securely on the device and on the school's network. This includes both subject-related recordings and recordings of extra-curricular activities in which students are engaged.
- Some recordings will be brought to Subject Learning and Review Meetings by teachers in order to discuss and determine appropriate grade descriptors. Where it is necessary to store such recordings on portable devices such as USB keys or external hard drives, reasonable care will be taken by teachers to ensure the safe-keeping of such recordings. Where cloud storage is used, this will be secure cloud storage and school-approved.
- All recordings will take place in cognisance of the Child Safeguarding Statement and Child Protection Procedures and will be in line with the Acceptable Use Policy.
- While most recordings will be deleted soon after a Subject Learning and Review Meeting, some recordings may be stored for a period of up to seven years and used for educational purposes (e.g. demonstration of descriptor examples of highly effective practice).
- Recordings (e.g. photographs, short video clips) may also be used for promotional purposes of the school, e.g. via the school's official social media accounts. Reasonable care will be taken by teachers to ensure that recordings used for demonstration purposes, or shared via social media, are appropriately consented to by the student(s) involved (See Data Protection Policy).
- Any parent or student who does not wish for a recording (including photographs) of the student to be made or shared within the school for educational purposes, must so inform the Principal in writing. Students must notify the relevant teacher in such situations, in advance of any recording being made or shared.

Personal Devices

- Only school-approved Apple iPad devices may be used by students in Presentation College for e-books. Parents will be advised by the school in relation to the required or recommended device specification as well as the purchasing procedures for iPads.
- However, an exception will be made during the COVID-19 pandemic to allow students access the school WiFi network using their smartphones for educational purposes only, and under the supervision and direction of the teacher (See Addendum I).
- Wriggle will open an online store over the summer months preceding students' entry or return to school. All ebooks and hard copies of books must be purchased as a bundle through this store, for those who wish to use an iPad in school.
- The (optional) iPad device will also be purchased via the Wriggle online store, and the hard protective cover is available to buy via the online store if a parent so wishes. **The Apple**



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School Manager management system will be applied to all iPads and students may only use them for educational purposes at all times, both in school and in out-of-school hours, including weekends and holiday periods.

This is to ensure that iPads are used only for educational purposes and to provide the most effective safeguarding system within reason. It is a serious breach of school rules to delete this management app and appropriate sanctions will apply, as per the Code of Behaviour. The Management System is designed to ensure that no inappropriate apps are downloaded by students, and to help ensure the online safety of students. A parent may wish to discontinue the use of the school iPad at any time by so-informing the Principal in writing, after which time the management app will be removed from the device. The student will no longer be permitted to use the device in school.

- **Parents and students must be aware that the iPad is an educational tool, and the educational settings will be applied on a twenty-four hour basis.** All iPads will be set up technically by Wriggle and managed by Wriggle throughout the course of students' studies in this school.
- The student's first and last name and year of entry must be entered as the iPad name in the phone settings, and this must not be changed e.g. John Clear 1819 (1819 is the academic year of entry to First Year in September 2018).
- It is the responsibility of students to ensure that their devices are fully charged before coming to school each morning. Charging facilities will not be offered by the school. Repeated breaches of this requirement will result in sanctions being imposed.
- Students may store their mobile phones securely in their school bags / pockets but they must be powered off throughout the school day (including before school starts, break times and after school), unless a teacher requests students to use their phones for educational purposes. Where a smartphone is being used for educational purposes by a student during the COVID-19 pandemic, the phone must be kept in 'Silent' mode and all notifications switched off in Settings. Please see Addendum I for further information.
- Students using their own technology in school, such as using a mobile phone in school without a teacher's explicit permission, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera / iPad camera, still or moving, or sound recordings, are in direct breach of this Acceptable Use Policy and the school's Code of Behaviour. Sanctions may be applied in such cases, as per the school's Code of Behaviour. Use of cameras on digital devices is only permitted with a teacher's permission. Where a phone is confiscated by a teacher it will be given to the Principal for safe-keeping and returned to the student, usually after a period of one week. Students will be reminded of responsible device use and sanctions for misuse from time-to-time via the school intercom and at Assemblies.
- Students must take care of their digital devices and not leave them unattended. iPads must be insured and kept in a protective case and stored securely by students.
- Games are not permitted on iPad devices, unless a teacher has authorised the ICT Co-Ordinator to arrange for particular educational apps to be downloaded to devices. In such cases the apps will be pushed out to devices by Wriggle or the ICT Co-Ordinator. Similarly, students must not engage in gaming activities online during the school day, unless such games are educational and are instructed and supervised by a teacher.
- Students will ensure that screensavers are appropriate. Screensavers of an inappropriate nature (e.g. obscene, hateful, sexual, objectionable, defamatory) will not be permitted on school or personal devices.



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- Student devices, including mobile phones, must be powered off and stored in students' school bags while an exam is taking place. School bags will be stored underneath students' chairs, and students will not be permitted to access or use their mobile phone or during exams.
- In certain circumstances it may be necessary for a teacher / school management to inspect a student's device (e.g. where there are reasonable grounds to believe that the student has not complied with this policy).
- Irresponsible or unethical use of mobile devices or the internet will be considered a serious infringement of the Code of Behaviour and disciplinary action will be taken where this applies.
- Smart watches may only be used with the permission of a teacher.
- 'Airdrop' must be switched off all student devices while on school premises and not used by students during the school day, except with the permission and supervision of a teacher.
- Any student wishing to use a school computer in an open area (e.g. Fifth Year area) during school time must have the written consent of the relevant teacher in their school journal. The journal must be presented on the desk beside the computer being used. Sanitising computer touchpoints (e.g. keyboard, mouse, desk, chair) is the responsibility of the student using the computer.

Staff

- Staff will model good practice and ethical, responsible use of digital technologies and the internet with students.
- In keeping with the Teaching Council's Code of Professional Conduct, staff will ensure that any communication with students, colleagues, parents and others is appropriate, including communication via electronic media, such as e-mail, texting and social media [par.3.7].
- Staff should ensure that the privacy settings on their social media accounts are robust. Reasonable care should be exercised not to allow any social media communication with students using their personal social media accounts, personal e-mail accounts or personal mobile phones. Staff and students are permitted to communicate for educational purposes via the official school's social media accounts. Personal mobile numbers, email addresses or social media details should not be shared by teachers with students. Teachers should not 'Friend' students on social media platforms, or accept a Friend request from a student on the teacher's personal social media account. Staff will only use their school email (not personal email) addresses and school accounts to communicate with students and parents.
- All social media accounts that claim to represent the school's activities must first be approved by the Principal by the teacher overseeing the activity. The teacher will ensure that a trustworthy person (either the teacher or a student) is nominated to monitor the account. Staff will comply with agreed procedures for the setting up and monitoring of school-approved social media accounts.
- Staff must ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format [par 3.8].
- Staff will only access student data using school devices (e.g. school smart phones / MS Surface devices). Personal smart phones or other digital devices will not be used by staff to access student data.
- School devices used by staff are for school business only. Staff will not store personal data on school devices.



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- Staff will provide a signature for the borrowing of a school smart phone, ensure that the device is stored securely and used for school purposes, and return the device in a timely manner to the school office.
- Staff will take reasonable care of digital devices on which student data can be accessed, and endeavour to protect student data securely. Devices must be password-protected and stored securely. Particular care will be taken by staff to log out of the data management system (VSware) after each session, and out of their Microsoft Office accounts on school devices.
- Staff will not disclose the Wi-Fi code to anyone outside of Presentation College.
- Staff will familiarise themselves with relevant Department of Education and Skills circulars pertaining to the use of digital technologies.

Parents

- As the primary educators of children, parents are encouraged to be positive role models in their use of social media platforms, in order to foster good example for their children. Parents are advised against using social media in ways that are not supportive of the school or its policies. We encourage all parents to use social media for positive and ethical purposes to promote the good name of the school and of the school community.
- Parents are respectfully reminded of their responsibilities to supervise their children's internet access and use at home, and to ensure that adequate parental controls are in place to reduce the risk of children accessing inappropriate material.
- Since there is no appeals process for descriptors awarded to students for their Classroom-Based Assessments, the decisions of the Subject Departments are final.
- Where possible, parents will be invited to the school at the start of the academic year in First Year. Due to COVID-19 restrictions in place, visitors are discouraged from entering the building currently, so in-person meetings are not currently encouraged. Advice will be given on recommended educational apps that may be downloaded by Wriggle or the ICT Co-Ordinator to students' devices (e.g. Educreations, Go Formative, Google Earth, Kahoot, Maths Mix, Padlet, See-Saw, Socrative). Advice will also include some inappropriate apps that are not permitted on student devices at any time. Inappropriate or dangerous apps include anonymous apps (e.g. AskFm). Anonymous sites, VPN settings, proxy servers are banned from devices in the school. Inappropriate use of technology will incur serious sanctions, including detention, withdrawal of internet privileges, withdrawal of permission to use a digital device, suspension and expulsion. An overview of key points of this policy will be presented, where possible, at this induction meeting. All parents should make every effort to attend, whether or not their child will use an iPad in school subject to Public Health advice and COVID-19 restrictions.
- Parents are strongly advised to familiarise themselves with support materials for parents on www.webwise.ie and follow the guidance given therein.
- It is the responsibility of parents to ensure that devices are covered by an appropriate insurance policy. Presentation College is not responsible for the damage, theft or loss of any device. A small number of replacement iPads are available in the school where an iPad is under repair.
- Any parent or student who does not wish for a recording (including photographs) of the student to be made or shared for educational purposes, must so inform the Principal in writing. Students must notify the relevant teacher in such situations, in advance of any



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recording being made or shared. Any parent who has a concern in relation to any aspect of this policy should contact the Principal in writing. Any parent who wishes to withhold consent to the above must indicate this in writing to the Principal and an appointment will be made to discuss the concern.

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, through the following links:

- Data Protection Act 1988 and Data Protection Amendment Act 2003
<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>
<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html>
<https://www.dataprotection.ie/docs/Data-Protection-Acts-1988-and-2003:-Informal-Consolidation/796.htm>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html>
- Non-Fatal Offences Against the Persons Act 1997
<http://www.irishstatutebook.ie/eli/1997/act/26/enacted/en/html>
- Interception of Postal Packets and Telecommunications Messages (Regulation) Act, 1993 (Interception Act 1993)
<http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html>
- Video Recordings Act 1989
<http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html>

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. Several sites and national bodies offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following sites:

www.webwise.ie, www.internetsafety.ie, www.education.ie, www.thinkb4uclick.ie, www.bully4u.ie

Sanctions

Misuse of the internet may result in disciplinary action as per the school's Pastoral and Disciplinary Procedures (Code of Behaviour), 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.

The attendance by students in this school implies acceptance by them and their parents of this school's Information and Communications Acceptable Use Policy.



Addendum I

Student Access to School WiFi using Mobile Phones

As an exceptional measure during the COVID-19 pandemic, students will be given mobile phone access to the school's WiFi network for educational purposes only. However, the preferred device for students is a Wriggle-managed iPad on Apple School Manager - a system that is safe and secure. At all times students must comply with the usual conditions and behaviours expected in the Code of Behaviour and in the Acceptable Use Policy. It is important that all students accessing the school's WiFi network (or using his/her own data in school) understand that the following conditions apply. If any student feels that he/she cannot or will not comply with the following, he/she must not access the school WiFi network or use his/her own data on his/her mobile phone:

- Access to the school WiFi network by students on their mobile phones is granted as a **temporary and limited** measure during the COVID-19 pandemic, and is not to be expected as a long-term measure.
- The **safe and ethical** use of digital technology is required of all students at all times, both in school and beyond. All students should be familiar with the requirements outlined in the **Acceptable Use Policy** (see school website).
- Access to the school WiFi network, or using a mobile phone in school, is a **privilege**, based on a trust agreement between School Management and students, for as long as the Principal sees fit, and **may be withdrawn** from any student at any time at the discretion of the Principal. The purpose is to support students' **learning** in circumstances where students have no access to a Wriggle-managed iPad. Students do not have an automatic right to use their mobile phone for educational purposes, or to use the school's WiFi.
- Students may only access the school's WiFi, or use a mobile phone, under the **clear instruction of a teacher and with the supervision of that teacher**. Access to WiFi and mobile phone use is for **educational purposes only**, as determined by the teacher.
- **Students must not jeopardise their own safety, the safety of others or the teaching and learning process** by any misuse of the WiFi or mobile phone.
- Students must **switch off all push notifications in the phone settings** before coming to school in the morning, to prevent any distraction from teaching and learning.
- If a student is using a mobile phone under a teacher's instruction and supervision, the phone must be kept **face down on the desk** at all times until the teacher instructs its use, and returned to the face down position after use. The teacher may issue the instruction '**Over and Down**' to indicate that all phones are to be face down on the desk while the lesson is taking place.
- **Students must not use their mobile phones for any other reason**, including checking the time or timetable, including at break time, lunch time or during the transition between classes.
- Students must be aware that student and staff safety is of paramount importance at all times. Therefore, in using a mobile phone in school and accessing the school WiFi, the students' **right**



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to privacy will be secondary to the rights of students and staff to safety. If a teacher has reasonable grounds for suspecting that a student is not using the mobile phone or school WiFi for the purposes instructed, the teacher (including the Principal) has a right to inspect that student's phone to clarify if it has been used inappropriately. This may lead to the phone being switched off, confiscated and presented to the Principal.

- Students must not attempt to access **social media** sites (e.g. Snapchat, Instagram, TikTok) on a mobile phone at any time in school. Students must not attempt to download **music files or video files** using the school's WiFi.
- Any **unauthorised recording** of a student or member of staff (e.g. audio recording, video recording, photo) by a student using a mobile phone or iPad is a serious breach of the Code of Behaviour and Acceptable Use Policy and a serious sanction will be imposed.
- Students using a mobile phone for educational purposes must keep the phone on **'Silent' mode** during the school day.
- Infringement of any rule involving the use of the mobile phone will incur **a slip on VShare** and will be treated as part of the Six Slip system. Examples of when a slip may be given: If a student is seen using a mobile phone during any break time or class transition, not following a teacher's instruction, using the phone for any purpose other than directed by the teacher, accessing any site, app or search engine not instructed by a teacher etc. If there is a serious breach, or if a student fails to comply with these rules or the conditions of the Acceptable Use Policy, a Behaviour Slip or further disciplinary action may be taken.
- The access code to the WiFi network will be shared with students by teachers. **This password is not to be shared with anyone outside of Presentation College.**

Addendum II

Online Teaching and Learning during Full or Partial School Closure

In the event of a partial or school closure, teachers and students will be required to engage in either a blended learning or remote learning practice. **Blended learning** refers to 'the thoughtful integration of classroom face-to-face learning experiences with online learning experiences' (*Blended Learning: Uncovering Its Transformative Potential in Higher Education*, Garrison and Kanuka (2004) p. 96). Using an Enriched Visual model of digital learning, learners explore topics in the classroom or at home at their own pace. The face-to-face sessions in the classroom can be used to introduce content and expectations or, alternatively, to provide active learning opportunities for learners to discuss and apply their knowledge and understanding of content viewed at home. The home-based activities may introduce learners to new content or may extend, support or reinforce classroom learning. Blended Learning operates when there is a combination of students/staff being on-site in school and teaching and learning from home, or where particular students or groups of students learn from home for a period of time and learn in school for a period of time. This scenario could arise on the basis of public health advice in relation to COVID-19. **Remote learning** operates



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during a full school closure where teaching, learning and assessment are done online as the norm throughout the school day, reflecting, insofar as is reasonably practicable, the normal school timetable. This scenario could arise on the basis of public health advice in relation to COVID-19.

Digital Platforms: The key digital platform to be used by staff and students alike is SchoolWise. Teachers may also wish to use Microsoft 365 apps, e.g. Teams. In Computer Studies and Digital Media Studies lessons students will learn about the functionality and use of these two platforms, and gain proficiency in their use. All students have login credentials and school email that they should check each evening. In the event of a partial or full school closure, every effort will be made to support communication with stakeholders, including parents. Regular updates will be posted on the school website www.presentationcollegearlow.com and parents may also be contacted by the school via text message, email or phone calls to support students' engagement and learning. Use of SchoolWise and Microsoft 365 will be in keeping with the school's Data Protection Policy, and parents and students should be aware of the need to share some personal student data in order to establish student profiles on such platforms. The Code of Behaviour and Anti-Bullying Policy continue to apply to all students engaged in online and remote learning.

Planning: Teachers and students will be mindful and respectful of copyright issues and use Creative Commons content that is copyright-free, or send links to images rather than sharing web images that are copyright protected. Teachers and students will respect GDPR and Child Safeguarding issues, and foster wellbeing as they work together in an online space. Insofar as is reasonably practicable, members of subject departments will work in a supportive and collaborative manner, and members of Senior Management will communicate with Subject Department Co-Ordinators regularly to support remote and blended teaching, learning and assessment. The School Self-Evaluation model will be applied to monitoring and reviewing the implementation of online teaching, learning and assessment, and teachers, students and parents will be invited to participate in opportunities to provide helpful feedback on the process. Online surveys will be conducted during the process to gather satisfaction rates by teachers and students, to review student engagement statistics, to seek teacher, parent and student feedback and to identify support needs and work towards improvements where needed. Insofar as possible teachers will set assignments for students in a manner which will not overwhelm students, and endeavour to establish fair deadlines for assignments in consultation with other subject teachers. Subject teachers will decide, if a blended learning model is used, what content should be delivered face-to-face and what will be delivered online. Teachers will review and comply with relevant privacy setting to enhance student and teacher safety.

CPD: Informal CPD opportunities are provided regularly in school by Digital Leaders and communicated to staff in advance. These opportunities build digital knowledge, skills and competencies among teachers and help to establish clear expectations for online teaching and learning. Formal CPD has been provided in the use of SchoolWise and MS Teams. Links and updates on PDST Technology in Education have been shared with teachers to encourage them to engage in online courses for teachers in this area, and to use the support materials available on Scoilnet and on PDST Technology in Education's portal. Teachers are also encouraged to engage with digital



learning opportunities provided on [TeacherCPD.ie](https://www.teachercpd.ie) and [Wriggle](https://www.wriggle.com) and to access Webwise for helpful supports also.

Practice: Teachers will use a suite of apps, technologies and digital practices as they see fit in order to support learners. These practices may include, but are not limited to, screencasts, online bookmarking, online conferencing / live remote teaching, creating video, setting assignments and providing feedback, recording demonstrations and referring students to sites and sources to help their learning e.g. YouTube videos, TedEd Talks etc. Practice will include both face-to-face teaching and learning (synchronous online learning) and independent student reading, completion of assignments and self-paced work (asynchronous learning). Teachers will model activities for students and model responsible online behaviour.

Guidelines for Remote Teaching and Learning:

- Students and teachers should be respectful in their communication and online interactions at all times. Teachers will endeavour to model positivity, reassurance and motivation. Teachers will use a step-by-step approach and set reasonable expectations of themselves and students, and communicate such expectations to students, taking care not to overwhelm students with assignments and deadlines.
- Hours of digital contact between students and teachers are those of normal school hours. Students may turn in work out-of-school hours, but should not expect a response from a teacher out-of-school-hours. Teachers may upload / share materials with students outside of school hours at their own discretion. Students are not expected to respond out of school hours.
- Teachers will make use of suitable online materials to support their practice.
- Students must not make a recording of a lesson or part of lesson, including of images or sound.
- Parents who wish to contact a teacher for essential purposes may do so through the school office, during school hours, and should not make email contact with subject teachers unless the teacher has so consented to such communication in advance.
- Students and teachers are advised to log out of SchoolWise and Teams out of school hours if not working on schoolwork.
- SchoolWise and Microsoft 365 are the approved safe and secure online platforms and only these will be used for communication between students and teachers and as a medium for remote teaching and learning.
- **Expectations:** Reasonable expectations are set for students and teachers alike. Teachers will be mindful that some students may have difficulty accessing internet and/or a digital device, and that there may be other people in the home and the student may have care-taking responsibilities at time. Online learning practices should be kept simple and uncomplicated, involving students in the process. Teachers will clarify expectations of students at the outset regarding online learning. Teachers will set out clear expectations of students' online protocol
- s and etiquette and allow students ask questions to see clarification. Online etiquette involves addressing issues such as the following:
 - Respecting the privacy of others who may be the in the home of the students or teachers. Screens or data from a device should not be shared by students in a virtual classroom. A



quiet location should be used, if possible – headphones may be used if there are distractions / background noise,

- Muting student microphones at the start of each lesson and showing students how to do so,
- Turning off cameras at the start of the lesson if appropriate and showing students how to do so,
- Decide if the chat function is to be used, and for what purposes,
- Raising the hand during the lesson,
- Teachers will address students by name and welcome them into the group individually where possible,
- Showing students how to select a suitable background to help maintain privacy,
- Dress code – students and teachers alike should be properly dressed in day-wear and not in night-wear,
- Location of online instruction – where possible spaces such as bedrooms should be avoided. Where it is necessary, a suitable background should be selected instead to obscure the real background.

▪ **Timetable:** The normal school timetable will be used for remote teaching and learning. At least half of the teacher's normal contact time with each class should be spent in real-time, synchronous teaching and learning. Synchronous activities involve real-time video conferencing / live teaching / webinars. The teacher will use his/her professional judgment in determining the duration and pacing of such sessions and may assign tasks to be completed by students during some of the session and afterwards. Teachers may encourage students to ask questions, engage in discussion, work in breakout groups and provide feedback during such sessions. Teachers may use 'Screenshare' to show worked examples or other documents / diagrams etc. to students. A teacher may wish to record such sessions to revisit. Asynchronous activities include those that are not in real-time / live. Teachers may sometimes pre-record lessons or presentations e.g. using voice-over-PowerPoint presentations and share with students. These may be of approximately six minutes durations, and students may be asked to complete tasks after them, ask questions or engage in discussion or follow-up research. Teachers may source online podcasts, videos and other materials to support this process and will not be expected to create all content individually. Teachers will endeavour to find a good balance between live-teaching and follow-up activities by students, allowing sufficient time to complete tasks (e.g. twenty-minutes of real-time contact and twenty minutes of students completing assignments). There may be unforeseen circumstances where a teacher is unable to connect with students at the scheduled time. He/she will endeavour, if possible, to send a message through SchoolWise/Teams in advance, or inform the Deputy Principal who may relay a message to students. On occasions, some teachers may need to prepare screencasts / recorded lessons and share with students in situations where it is not possible for the teacher to be present. In situations where teachers do not have access to home broadband, and subject to Public Health advice, some teachers may opt to come into school to engage in remote teaching. Teachers will endeavour to follow-up with students who do not meet deadlines or who are struggling to complete tasks, where possible. Online and offline activities will be balanced and measured, with



a common-sense approach being adopted by teachers, mindful of the workload expected of students by a number of other teachers.

▪ **Assessment and Feedback:** Teachers will make use of regular formative feedback to help support learning. Each new session is likely to involve a brief recap on the last session, and the lesson may finish with a short recap on what was done in the lesson. Learning intentions and success criteria will be shared with students. Teachers will check in regularly with students. Feedback will be effective and timely, with a record kept by teachers of same. Some feedback will be provided to the whole class group, highlighting common strengths and areas needing improvement, along with guidance on the next steps to take to improve learning. Some feedback may be voice-recorded or annotated on individual students' work. Some feedback will be verbal or done in the form of quizzes. Teachers will be mindful of differentiation and pacing during this process, with particular attention to the learning needs of students with additional learning needs.

▪ **The Virtual Classroom – Routines:**

- The teacher will schedule the lesson and invite the class group to join at the designated time,
- The teacher will join the lesson a couple of minutes before the students to set up and foster punctuality,
- Ensure that students have audio and video connections set correctly, muted to begin with at least,
- Outline the agenda / plan for the lesson,
- Monitor online attendance,
- Speak as if face-to-face with the class,
- Inform students if microphones / cameras are to be on/off. If a lesson is recorded, students should give consent or turn off their cameras if they do not wish to be recorded (they may use the chat function instead of speaking, if they so wish),
- Teachers will check their content in advance,
- Give a moment for students to open documents etc.
- Foster communication and interaction, either verbally or using the chat function. Teachers may set a target of e.g. two comments per student per lesson etc. Questions may be best posted in the chat function rather than allowing students to interrupt the flow of teaching,
- Involve students – after some time, students may be invited to present and share their content and presentations with the class.

Fostering Digital Wellbeing – Guidelines for Teachers:

- Greet students by name, where possible,
- Begin a lesson with a check in with students,
- Allow time for students to interact with each other – promote engagement, using clear instructions,
- You don't have to know everything - it's ok to ask for help. Students are great at helping out,
- If students are using a break-out room be sure to visit each room and check in with the groups,



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- Encourage students to use the chat feature or raise the virtual hand to ask questions,
- Differentiate content, questions, tasks etc. being mindful of inclusion of students with additional learning needs. Set reasonable expectations and communicate clearly and compassionately with students who have anxiety or other emotional / behavioural needs (e.g. ADD / ADHD / ASD). Adhere to a routine insofar as possible. Provide extension activities for the students who are gifted learners. Don't overload students with work. Refer to Student Support Plans for students who are working towards specific targets.
- At the end of the lesson do a recap and allow time for students to express a question or key point of learning,
- Allow stretch-breaks for lessons longer than forty minutes,
- Create a healthy balance between online and offline activities for learners,
- Share slides, notes, materials for students to access and possibly read in advance of the lesson, or after the lesson, and set homework/assignments with reasonable deadlines,
- Adhere to all Child Safeguarding and GDPR Privacy requirements. The Digital Age of Consent is sixteen. If new services are introduced and students are required to sign-up, use school emails and check that the service is GDPR compliant.
- Take care on social media.
- The Teaching Council Code of Professional Conduct (3.7) requires that communication between teachers, students, parents, colleagues, school management and others is appropriate, including communication via electronic media e.g. e-mail, texting and social media,
- The AUP and Code of Behaviour continue to apply and the referral procedures for dealing with misconduct, including digital misconduct, should be followed,
- Teachers are encouraged to study the government's webpage 'Be Safe Online' on www.gov.ie/en/campaigns/be-safe-online/
- Year Heads will check in with a variety of students, with particular emphasis on those who are in danger of disengaging. Teachers will inform relevant Year Heads of student non-engagement. They will follow up with parents where there is evidence of non-engagement, and report same to the Principal. Year Heads will endeavour to determine the cause of non-engagement and explore possible supports that may be needed for the student. Disciplinary matters / sanctions will continue to be implemented by the Dean of Discipline and Principal, as required.
- Senior Management will check in with Subject Co-Ordinators and teachers throughout the process of blended learning and remote learning, to support communication and wellbeing. Invitations to digital coffee breaks will be issued at regular intervals by Senior Management to staff to foster collegiality and support teachers' wellbeing. Staff will be encouraged to meet online regularly in real-time to foster collegiality, communication and a culture of support also.

Students Emailing Teachers – Guidelines:

- Your school email account must be used for all email communication with teachers,
- Only contact your teachers during normal school hours. If you turn in work after school hours or ask a question of your teacher online, do not expect a response out-of-hours. Teachers will respond usually during school hours and when in a position to do so,
- Do not 'Reply All' to an email sent to the class – just reply to the teacher,
- Type a clear topic in the subject line of your email so the teacher knows what the email is about,



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- If attaching work, mention what is attached. Do not just attach documents or images of work with no subject to the email or other information. Explain why it is attached.
- Name or re-name the document you are sending – don't name it Document 1 etc.
- Be polite in your communication,
- Be careful that you are sending the email to the correct person,
- Start the email with 'Dear Ms / Mr'...or 'Hi Ms / Mr....'
- Finish your email politely. Remember to include your name and class group,
- The guidance offered here also applies to communication with teachers via Chat on Teams or SchoolWise.

Digital Devices – Staff and Student Guidelines:

- Device security is very important during remote teaching and learning,
- Do not lose or damage your device, USB etc. Back up materials in the school-approved cloud (e.g. SchoolWise / One Drive),
- Keep your device updated by running a weekly update in Settings,
- Use your device in a safe location where others cannot view the screen during live classes or if working with sensitive/personal data,
- Lock your device if you have to leave it unattended for any reason,
- Turn off and lock your device and store it carefully when not in use,
- Always use a strong password to restrict access to your device to reduce the risk if it is lost or stolen. Teachers may not use or store school-devices for personal purposes,
- Where there is a genuine need, and access to a digital device is problematic for a student, the parent should contact the Year Head as soon as possible and inform them of the difficulty. Every effort will be made to put in place a device-loan system in cases of genuine difficulty and need. Borrowing procedures will be set out by the Principal who will liaise directly thereafter with parents in this circumstance. Students with special educational needs will be prioritised in the first instance. Exam students (Sixth Year and then Third Year) will be prioritised after students with Special Educational Needs if the limited supply of digital devices are to be borrowed by students.

The Role of Parents

- Parents should ensure that your child actively engages with all of their remote lessons on a daily basis, insofar as possible, maintaining routine and encouragement of learning.
- Parents should discuss responsible online behaviour with your child, ensuring that he/she understands fully and behaves accordingly with expectations set out by teachers, and shows respect at all times online.
- Parents should notify the Year Head as soon as is reasonably practicable if there are any difficulties in accessing a digital device for remote learning.

Reviewed and ratified by the Board of Management on: 14th January 2021

Date of next review: January 2022 or sooner, at the discretion of the Principal.

Signature (Chairperson): _____

For and on behalf of the Board of Management