Mount Temple Comprehensive School

Information and Communication Technologies Acceptable Use Policy

February 2021

The aim of this policy is to ensure that all users will benefit from the learning opportunities offered by the school's digital resources in a safe and effective manner. This policy covers the use of digital technologies in Mount Temple and has been drawn up to protect students and teachers.Mount Temple Comprehensive School recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

1.1 Purpose

This policy establishes rules and prohibitions that define acceptable use. Unacceptable use is prohibited and is grounds for loss of computing privileges as well as possible disciplinary or legal sanctions.

1.2 Technologies used in Mount Temple

These may include but are not limited to the following and other technologies which may arise:

- Laptops

- Desktops

- Tablets

- Printers

- Projectors

- Emails/Apps

- Audio Devices

- Smart Phones

1.3 Mount Temple Comprehensive School email and online collaboration

Mount Temple recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Mount Temple provides students with email accounts for the purpose of school-related communication. Email accounts should be used with care. Email usage may be monitored and archived. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

1.4 Mount Temple Comprehensive School's own mobile devices

Mount Temple may provide students with digital devices to promote learning inside and outside the school. Students should abide by the same expected use policies when using school devices off the school network, as on the school network. Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their class teacher immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.

1.5 Mobile devices in the possession of Mount Temple Comprehensive School Students

Students may use personally-owned devices (e.g.laptops, tablets-computers, digital-cameras, and smart-phones) for educational purposes, if allowed by their classroom teacher. Appropriate online behaviour and adherence to the I.C.T. Acceptable Use Policy should always be used. See guidelines below:

Guidelines:

· Students may use digital devices to take notes in the classroom.

· Students may access books on their devices.

· Students may make audio recordings under the supervision of the teacher.

· Students may use educational apps.

· The use of digital devices to take photographs of other students and/or teachers is **strictly forbidden** unless specifically authorised**.**

· Calculators not phones must be used in the classroom**.**

· Using someone else's phone without their permission is **strictly forbidden.**

· At house exams if students have their phone with them they turn it off and place it on the floor. If a student is caught looking at their phone it will be confiscated and their exam will not be corrected

1.6 Mount Temple Comprehensive School Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or untrusted origin. Use common sense if you think a website does not look right inform your teacher. Think twice before you click on anything you feel is not right. If you believe a computer or digital device you are using might be infected with a virus, please alert your teacher. Do not attempt to remove the virus yourself or download any programmes to help remove the virus. Students should not download or attempt to download or run programmes over the school network or onto school resources. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

1.7 Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. Students should always use online network resources, and online sites in a courteous and respectful manner. Students should also recognise that among the valuable content some online content is unverified, incorrect, or inappropriate. Students should use trusted sources when conducting research via the internet. **Students need to be conscious of their digital footprint and should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.** Once something is online, it is out there - and can sometimes be shared and spread in ways never intended.

https://www.mounttemple.ie/policies/anti-bullying/

https://www.mounttemple.ie/policies/code-of-behaviour/

1.8 Plagiarism

Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be

appropriately cited, giving credit to the original author. The school may check for plagiarism using relevant tools.The school will encourage students who create original content to claim ownership of it using a Creative Commons license.

1.9 Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the immediate attention of a teacher if you are at school or a parent / guardian if you are at home. Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the internet without adult permission. Students should never agree to meet someone they meet online in real life without parental permission.

1.10 Student Responsibilities

- · No food or drink allowed in the computer rooms.

- · All computers must be logged off when not in use.

- · Students will use the digital devices for educational purposes only

- · Student internet sessions will always be supervised by a teacher.

- · Filtering software or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.

- · The teacher will regularly monitor students' internet usage.

- · Teachers and students will be provided with guidelines in internet safety.

- · Uploading and downloading of unauthorised software will not be permitted.

- · Cyberbullying will not be tolerated and will be dealt with in accordance with the school's anti-bullying policy and code of behaviour.

- · Virus protection software will be used and updated on a regular basis.

- · The use of personal USB sticks or other external memory devices in school by students is **not** permitted without the permission of the computer teacher.

- · Students will use Google drive where possible to minimise harmful files being transmitted to the school computers by USB sticks.

1.11 School Website

Pupils will be given the opportunity to publish projects, artwork or school work on the school website. The publication of student work will be coordinated by a designated teacher in an educational context.. No photographs, audio or video clips of individual pupils will be published on the public gallery of the school website without the permission of student and parent/guardian. Instead photographs, audio or video clips will focus on group activities, achievements and student's work. Personal pupil information including surnames, home address and contact details will not be used on school web pages. Pupils will continue to own the copyright on any work published.

1.12 Legislation

The school will provide information on the following legislation relating to use of the internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Children First Act 2015
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 2018 (EU 2016)

1.13. Related School Policies

- Code of Behaviour
- Anti-bullying
- Child Protection
- Dignity in the Workplace
- GDPR

1.14 Staff Practices

All staff are subject to legislation listed above.

All staff must adhere to the guidelines related to email communication as outlined below.

Usage of emails need to follow these guidelines

Each member of staff has access to a school email address as part of his/her work, protected by the use of a confidential password, which should be kept secure.

It is recommended that teachers change their password for email on a regular basis to ensure confidentiality.

Emails should be checked on a regular basis (at least daily Mon – Fri during term time and business hours 9am – 5pm)

No teacher should send an email to 'all staff' or 'teaching staff' when discussing confidential or sensitive information pertaining to students.To ensure this does not happen, please use VSWare to find the appropriate teachers to communicate with about the student/s.

Do not respond to parental emails without consulting Year Heads or Management.

If communicating with a parent by email, please cc the Form Teacher, Year Head or Management.

Emails to students should only be engaged in if filtered through an educational tool (Google Classroom) and with parental consent. Emails should be sent during at reasonable hours i.e not after 9pm or weekends/holidays.

1.15. Assistive technology for students with Additional Educational Needs (A.E.N)

All students that are sanctioned laptops must sign the conditions of use form (see **Appendix 1**). All students will have a laptop that has the software appropriate to their needs..The I.T. Department will liaise with the A.E.N Department to ensure that any necessary educational or assistive technology is acquired and made available to the students with A.E.N.

1.16 Violations of this expected use policy

Violations of this policy in Mount Temple may have disciplinary repercussions in line with our Anti-bullying Policy and our Code of Behaviour. These may include

- Suspension of network and computer privileges.
- Notification to parents.
- Detention.
- Suspension from school and/or school-related activities.
- Expulsion
- Legal action and/or prosecution.

1.17 In the event of a need for Remote Teaching and Learning during the Covid Pandemic

Remote Learning - Education Rationale
In Mount Temple, remote teaching involves a blend of live and self directed learning. We have developed the system from previous experience, student/parent feedback, best practice from working with other schools, the ACCS (Association of Community and Comprehensive Schools), the PDST (ProfessionalDevelopment Service for Teachers), and research from other jurisdictions.

Our system involves for junior cycle students at least two live lessons per subject per week during normal timetable hours and for senior cycle students three live lessons with self directed learning during the remaining class time for all students. Some subjects/teachers may find more time is needed for live classes, while others use a variety of methods - voice over google slides, recorded videos (e.g screencast), quizzes, text book exercises, links to online videos etc many of which would be part of face to face classes if we were in school.

No one system works perfectly for all students or teachers and this is what we need to remember - we have to cater and care for all, so variety is key.

Wellbeing considerations for remote learning
● Not every student has access to technology all the time (device or internet connection). Everyone is working from home and access may need to be shared with others in the household.
● Not many students are capable of actively engaging with a screen for hours on end and consideration must be given to the screen use required.
● It is hoped with adequate notice (we're working on this) that households can plan around live lessons and asynchronous work as it is not practical to be online from 9-4 each day.
● Teaching classes involve more than lecturing. Many methods are used to improve attention and understanding. A teacher in a face to face class would always encourage students to work independently and to the best of their own ability.
● There are issues with online teaching that don't arise in the classroom - poor /disruptive behaviour may be more difficult to deal with online including risks such as incidents of outsiders entering lessons, sharing of recordings of teachers online etc. Everyone needs to be cognisant of our 'Acceptable Usage Policy' and to be aware that normal school rules apply.

The DES guidelines we are working to are in **Appendix 2**

1.18 Protocols and Procedures for students for Live Video Conferencing Lessons and Recorded Lessons -

This is an additional learning tool for Google Classroom which teachers may use to support the continuity of learning for our students and to enable teachers and students to have more face to face communication and engagement during a school closure.

In order to ensure that these video conferencing lessons happen in an effective, appropriate and productive manner, we advise students of the following etiquette and procedures.

We expect the full cooperation of all students with these procedures and ask parents to support the school in this, in the best interests of students.

1. **Appropriate clothing** should be worn during lessons - items of clothing such as pyjamas are not appropriate.
2. Students should **be prepared for the lesson** - this means having pens, books, copies or any other items required before the lesson begins. Teachers will advise students in advance of the materials they will need for the lesson.
3. Where possible students should **sit at a desk/table/counter - top or a similar solid work surface** during the lesson and not on beds, floors, couches etc.
4. A live video lesson will take place during the time stated by the class teacher. Students will be notified of this at least 24 hours in advance via google classroom. The link to the conference call will be posted on Google Classroom just before the start of the meeting. Under no circumstances should this link be distributed to anyone else, the sharing of login details for online classes is strictly prohibited and is illegal.
5. Live video lessons will be **a maximum of 40 minutes** duration but may take less time.
6. **Before entering the video lesson, students should ensure their microphone is muted and it should be kept muted unless advised to unmute by the teacher**. Individual teachers will advise students how to ask questions in the virtual classroom in a similar way to how they would manage a physical classroom.
7. The lobby function will be active for live classes. **Students will only be admitted to classes if they are using their Mount Temple google domain account**. Access to the class will be denied if a student uses an account outside of our domain.
8. Students must not change the name that appears on their screen under any circumstances.
9. For both educational and security reasons **all cameras must be turned on for classes**. If there is a reason why this cannot occur due to the device being used or other circumstances at home, the parent or guardian must email the relevant year head with this information. The Year Head will then forward on this list to the relevant teachers. Where a student has the camera turned off there may be doubt over the identity of the person who has logged in. The staff member will ask for the camera to be turned on. If this does not occur the individual may be removed from the class.
10. **Students should not leave the video conference lesson** until it has officially ended. Students should leave the lesson immediately when the teacher has advised them to do so. **Students should not move around the room or make distracting noises** that interrupt the lesson for themselves or other students.

11. **School Policies** are in effect during school related activities such as VideoConferences. In particular, students should pay attention to the following policies which apply during school related Video conferences;
    - *Code of Behaviour*
    - *ICT Acceptable Use Policy*
    - *Anti-Bullying Policy*
    - *Data Protection Policy*

    The above policies are available on the school website. Where there is inappropriate behaviour in a class that is disruptive to teaching and learning, the person/s will be removed from the class. The teacher will report any incidents and a member of staff from the school will contact parents/guardians about the incident.

12. **Students are not permitted to make a recording** of any kind either during a video conference lesson or a recorded lesson posted by the teacher. Recording and or sharing of recordings is strictly prohibited; this includes capturing still images, video recording and audio recording.
13. Individual **teachers will record** the lesson for the safety and security of all, as well as for teaching and learning purposes. Teachers may post the lesson within Google Classroom to allow students to review the lesson.
14. **Polite, patient and respectful behaviour** is expected during the lessons - between students and between students and teachers.
15. In order to avoid disruption to the lesson students should only use the device that they are using, to access the lesson, any other devices should not be active. If they are using their phone to access the meeting they should ensure they have turned off all other notifications on the device.
16. **Students should let other household members know** before they connect to a video conference lesson as they will need some space and quiet for a period of time.
17. **Pets can be a distraction if brought to a video conference,** so students should leave them to enjoy other pet activities while they are at a video conference.
18. The **use of headphones and a separate microphone** will assist in the quality of sound (this could be as simple as a pair of earphones that come with a smartphone with a built in microphone) - but please note - **this is not a requirement for joining a videoconference.**

1.20 Parent's/Guardian's responsibilities in the context of Mount Temple's Digital Acceptable Usage Policy

Parents/Guardians are expected to promote the safe use of digital devices at home and in school, while also supporting the school's policy regarding pupil's use of mobile phones and personal devices.

In line with child protection and GDPR guidelines, parents/guardians must seek permission from the school before taking photos, video recordings or audio recordings on the school premises (including classrooms) or at any school related events.

It is understandable that parents/guardians may wish to take photographs or video recordings of their child at official school events such as graduations or sports matches/activities. Such recordings are only permissible for personal and private use. It is not permissible to upload photographs, videos or audio material, taken at school events that contain images and/or recordings of people other than the parents' own child/children to any social media platform without the prior consent of those persons' parents/guardians.

Digital communication sent from the school or a member of the school's staff either via email or posted on the school app must not be shared on any social media platform or forwarded to a third party.

1.21 Ratification by Mount Temple Board of Management

Chairperson of the Board: _____

Date: _____

Principal : _____

Date: _____

Appendix 1

MOUNT TEMPLE COMPREHENSIVE

LAPTOPS: /CHROMEBOOKS TERMS OF USE

- All laptops/ chromebooks and chargers remain the property of Mount Temple Comprehensive School.
- Once you have been given a laptop/chromebook, it is your responsibility to ensure it is kept secure in school and at home
- If you have any problems with the laptop/chromebook please inform admin@mounttemple.ie immediately
- If the laptop/chromebook is damaged in any way, you may be responsible for the cost of repairs or replacement.
- The laptop/chromebook must be returned to the school not later than May 30th in the year of issue for all students other than sixth years.
- Sixth years must return laptops/chromebooks upon completion of external examinations

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Please sign below if you agree with the above terms of use for the laptop. Return the form to the Principal.

NAME:_____ FORM:_____

STUDENT SIGNATURE:_____

PARENT/S SIGNATURE_____
_____

DATE:_____

Schools should ensure that emergency remote teaching and learning is characterised by:
Regular engagement with students: Teachers should, as far as possible, engage with students as per the normal school timetable. Special education teachers (SETs) should also, as far as possible, continue to engage with students on their caseload as frequently as they would under normal circumstances. The assignment of tasks to be completed is not, of itself, sufficient because students need direct teaching inputs from their teachers in order to feel connected to the school, to stay motivated, and to make progress in their learning.
A blend of guided and independent learning tasks/experiences:
Teacher/student engagement should involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the students. Teachers should ensure, as far as practicable, that direct instruction is provided for aspects of learning that require it, using a variety of approaches, for example video, audio, presentation software and written instructions. Regular engagement with students when they are out of school will also help them to reintegrate when they return to school.

Appropriate and engaging learning opportunities: Teachers should ensure that the chosen learning tasks give students an opportunity to demonstrate their learning in a clear and concise way. It may be necessary to adjust the number of tasks usually given in the school setting to take account of the fact that students are doing this work from home. *Learning tasks:* The tasks chosen should be specifically aligned to the needs of the student, including students with SEN, and should enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.
Skills development: Schools should make local arrangements that seek to ensure that students are given opportunities to develop self-management and organisational skills so they are equipped to engage in remote learning. For students with additional and/or special educational needs who are being supported on their transition back to school, the work being carried out should be continued remotely to ensure progress is not lost and to enable successful reintegration into school after the period of the partial or full closure.
Two-way feedback between home and school: Schools should ensure that two way feedback between teachers and parents/guardians and between teachers and their students is encouraged and supported. Schools should provide manageable and accessible opportunities for all students to share samples of their work with the subject teachers as frequently as they would if the students were in school. Teachers should ensure that work received is corrected and relevant feedback is provided, as would be the expectation if the school was open. The benefits for students include maintaining their motivation and their engagement with learning as well as providing a connection with the school and their peers.