

Please note that the normal code of behaviour <https://www.cmco.ie/wp-content/uploads/sites/5/2020/09/cob2020.pdf> and the full Acceptable Use policy https://www.cmco.ie/wp-content/uploads/sites/5/2020/12/CMCO-AUP-covid-update_Dec-2020_ws.pdf still apply – this appendix is extracted from the Acceptable Use policy for your convenience.

APPENDIX 3

AUP TO BE FOLLOWED IN EVENT OF REMOTE LEARNING

Remote learning will only take place using the Google platform - Google Classroom, Google Meet and Google Drive.

Staff will only use their school assigned Google Emails via google classroom to communicate with student's school assigned Google Emails.

- Use of any personal accounts to communicate with learners and/or parents/guardians is not permitted.
- Students must use school emails only.

Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the principal, the DLP.

Staff will work with provided equipment where possible e.g. school provided Chromebook, iPad or other mobile devices. Staff will use strong passwords and log out of devices when not in use. If using devices other than a school provided machine teachers to inform the principal as he will need to communicate clear expectations regarding safeguarding and data security when using personal devices e.g. using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc....

Online contact with learners and/or parents/guardians will not take place outside of the operating times of the school day 9am - 4pm.

All remote lessons will follow the normal timetable

DATA PROTECTION AND SECURITY

Coláiste Mhuire Co-Ed will continue to follow the guidance outlined in the ETBs Data Protection policy.

All participants must note that the Google platform records activity.

Staff or students will not record lessons or meetings using personal equipment unless agreed and risk assessed by the principal.

Only members of the Coláiste Mhuire Co-Ed community will be given access to the school's Google platform. If outsiders who need access to enhance the educational experience of students are being given temporary access to the system this will be approved by the principal.

It is expected that all users will use strong passwords and logging off or locking devices when not in use.

SESSION MANAGEMENT

Staff will record the attendance at live sessions using compass.

Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- Students will only be permitted to share screens with explicit permission of teachers and teachers will turn off the Google meet for the classroom when not in use.

When live streaming with learners:

- Staff will mute/disable learners' videos and microphones.
- If only 1 student turns up and there is only 1 staff member the staff member will terminate the lesson and inform the DLP.

PREARRANGED LIVE 1:1 SESSIONS

Live 1 to 1 sessions will only take place with approval from the principal or the SEN Coordinator.

Live 1:1 sessions with learners are not recommended unless they are approved by the principal or the SEN Coordinator and a parent/carer is present in the room if possible (however, this may not be appropriate if providing counselling or safeguarding support). Where possible an SNA will be scheduled to "sit in" in a remote 1:1 lesson.

The following is the agreed protocol for 1:1 counselling provided by the two trained Guidance Counsellors in our school.

- Support will be provided in line with <https://www.education.ie/en/Schools-Colleges/Information/Post-Primary-School-Policies/Policies/continuity-of-guidance-counsellingguidelines-for-schools-providing-online-support-for-students.pdf>
- The Guidance counsellors will agree with the principal/DLP the provisions to be in place and will follow best practice as laid down by the NCGE and the DES.

For further information on this please see the Whole School Guidance Plan.

Access links to live sessions should not be made public or shared by participants.

Learners and/or parents/guardians should not forward or share access links.

If learners/parents/guardians believe a link should be shared with others, they will discuss this with the member of staff running the session first.

Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

Alternative approaches and/or access will be provided to those who do not have access.

BEHAVIOUR EXPECTATIONS

Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom. Students should note that the full code of behaviour continues to apply in a remote learning environment.

All participants are expected to behave in line with existing school/setting policies and expectations. This includes:

- Appropriate language will be used by all attendees.
- Staff or students will not take or record images for their own personal use.

Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

When sharing videos and/or live streaming, participants are required to:

- wear appropriate dress.
- ensure backgrounds of videos are neutral (blurred if possible).
- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

POLICY BREACHES AND REPORTING CONCERNS

Participants are encouraged to report concerns during remote and/or live streamed sessions:

- If students have any concerns they should report them to the member of staff running the session or tell their parent/guardian.

If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the year head.

Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

- Deliberate misuse of online platforms will be treated as a major or extreme breach of the code of behaviour.

Any safeguarding concerns will be reported to Denis Quinn, DLP in line with the safeguarding statement.