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Internet Acceptable Use Policy

Coláiste Dún an Rí

Internet Acceptable Use Policy

Date of Commencement: 4 March 2025

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Policy Aims

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed, in line with the school's Code of Behaviour.

The school's ICT network is provided by the patron Cavan and Monaghan Education and Training Board (CMETB) therefore use of these resources must be following CMETB policies and procedures.

It is envisaged that school and parent representatives will review the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, parents and staff are expected:

- **To treat others with respect at all times.**
- **Not undertake any actions that may bring the school into disrepute.**
- **Respect the right to privacy of all other members of the school community.**
- **Respect copyright and acknowledge creators when using online content and resources.**

The school employs several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.

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- The use of personal external digital storage media in school including mobile phones, requires school permission.
- Virus protection software will be used and updated on a regular basis.

Internet use within school will always be supervised by a teacher so far as is practicable

This Acceptable Use Policy applies to students, to members of staff, volunteers, parents, carers and others who access the internet in Coláiste Dún an Rí .

Misuse of the internet may result in disciplinary sanctions under the Code of Behaviour, 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.

Coláiste Dún an Rí will address incidents that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases managment will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Coláiste Dún an Rí implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in the area of internet safety as part of our implementation of the SPHE, Digital Media Literacy and other curriculum areas.

- Internet safety advice and support opportunities are provided to students in Coláiste Dún an Rí through our student induction pastoral care, ICT teachers and digital learning team.
- Teachers will be encouraged to engage with CPD opportunities in internet safety and the use of digital technologies.

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- Coláiste Dún an Rí participates in Safer Internet Day activities at both Junior and Senior cycle to promote safer more effective use of the internet.

Coláiste Dún an Rí 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 Coláiste Dún an Rí will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions and/or report to the relevant authorities.
This policy and its implementation will be reviewed every 2 years by the following stakeholders:

Board of Management, teaching staff, support staff, students, and parents
This policy has been developed by a working group including: Principal, Deputy Principal, teachers, students, parents/carers, and approved by the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, Fergal Boyle, Tara Mullen or Mary Mc Mahon should be informed.
The implementation of this Internet Acceptable Use policy will be monitored by Senior Management Team.

***This Policy must be read in conjunction with Coláiste Dún an Rí Code of Behaviour, Anti bullying policy , Remote Learning Policy (Appendix 1),CMETB "Network Usage Policy" and also the CMETB "Data Protection Policy"**

Content Filtering

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Coláiste Dún an Rí has chosen to implement the following level on content filtering on the Schools Broadband Network:

Split Level - This level allows different filtering levels for different groups of users; staff / students/ guest etc. which is applied by HEA.

Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action as per the code of behavior, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Internet Use and Plagiarism

Students will:

- use the Internet for educational purposes only.
- not download materials or images not relevant to their studies this action is in direct breach of the school's acceptable use policy.
- not engage in inappropriate activities associated with the use of the Internet a non-exhaustive list is available in Appendix 2.
- 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.
- 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.
- not download, view or intentionally visit, internet sites that contain obscene, illegal, hateful, defamatory material or material is intended to annoy or intimidate another person.
- be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

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- report accidental accessing of inappropriate materials in school but outside the classroom to Senior management.
- not copy information into projects/assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- not use AI to complete whole assignments and claim as their own work.
- Students will never disclose or publicise their own or another person's personal information or passwords.

Students and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual or inappropriate activity, security and/or network management reasons

***Students and Staff will never disclose or publicise personal information or passwords**

Artificial Intelligence

Coláiste Dún an Rí recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

- Coláiste Dún an Rí integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- AI Generated material is allowed for assignments/homework if that use is *properly documented and credited* with an explanation of how the AI tool used and the extent of its contribution. Note: If used for research students must factcheck, check other sources and reference sources.
- AI Generated material is allowed for certain activities with prior school permission.

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- AI generated material is ***not allowed*** in place of student work (homework, assignments, examinations).
- AI Generated material is allowed for the purpose of research, brainstorming, revising text.
- Entering personal, sensitive, or confidential data by staff or students into any AI system is strictly prohibited.
- AI technologies are integrated into the curriculum to enhance learning and support educational goals. For example; Use AI to generate art, noting the origins of its materials, get students to fact-check essays generated by AI based on their own prompts, incorporate AI-Powered games like Quick Draw or Minecraft.
- Students ***will not*** create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Staff and pupils ***must not*** use AI in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Coláiste Dún an Rí community
- Staff and pupils ***must not*** engage in activities involving AI generated material which might bring Coláiste Dún an Rí into disrepute.
- Coláiste Dún an Rí provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.
- School staff and students receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.
- A regular assessment of the impact of AI on learning outcomes is be conducted to ensure continuous improvement.
- Coláiste Dún an Rí will make necessary adjustments to the AI integration strategy based on assessments and feedback.

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School Devices/ Laptops

Students should only use the computers/laptops in the building when directed and supervised by a class teacher

● Laptops are only to be used by students when directed and supervised by a class teacher
● Students should only access websites for research purposes, students should not access any website that is deemed inappropriate
● Students who do access an inappropriate website accidentally should notify their class teacher immediately
● If there is a problem logging on to a computer/laptop the student should let the class teacher know immediately
● If the computer/laptop does not work for any reason it must be brought to the attention of the class teacher immediately.
● If a student breaks (intentional or accidental) a school computer/laptop, it will be addressed in accordance with Coláiste Dún an Rí Code of Behaviour policy
● Students are not to download anything onto a school computer or laptop unless directed by the class teacher
● Unless specifically told to do so, students should not save any of their work onto the computer/laptop. All work to be saved to students OneDrive/ Teams.

Personal Devices

Students using their own technology in school, authorised by school management, 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 mobile phones, tablets, gaming devices, smartwatches, in Coláiste Dún an Rí :

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- *Students are not allowed to use personal internet-enabled devices during lessons or during social time.*
- Students using their own technology in school to take unauthorised images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy and will be dealt with using Coláiste Dún an Rí's Code of Behaviour.

Phone Pouches and Personal Mobile Phones

To support a safe, focused and respectful learning environment, Coláiste Dún an Rí operates a phone pouch system for students' personal mobile phones. Students are required to place their phones in their assigned phone pouch during Tutorial each morning. Phones must remain in the pouch during the school day unless a teacher gives explicit permission for their use as part of a specific learning activity.

- Students must place their mobile phone in their phone pouch during Tutorial each morning.
- Spot checks may take place to ensure that students are complying with the phone pouch procedure.
- Failure to place a phone in the phone pouch, or misuse of a personal device, will be addressed in accordance with the school's Code of Behaviour.
- Teachers may grant permission for students to use phones in class for specific educational activities. In such cases, phone use must be closely monitored by the teacher to ensure the safety, privacy and wellbeing of all students and staff in the room.

Email and Messaging

Students must only use their approved Coláiste Dun an Ri 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.

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- 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 use approved class email accounts only under supervision by or permission from a teacher
- Students should be aware that email communications are monitored.
- 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, pupils 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 will use approved school email accounts within their own school environment only and will not use email to contact students in other schools or CMETB facilities

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of Coláiste Dún an Rí.

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Social media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that the members of Coláiste Dún an Rí school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as X, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Coláiste Dún an Rí :

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, and so on, is not allowed in Coláiste Dún an Rí.
- Use of blogs such as WordPress, Tumblr and so on is not allowed in Coláiste Dún an Rí.
- Use of video streaming sites such as YouTube and Vimeo and so on is only allowed with express permission from teaching staff.
- Use of social media websites such as Facebook or TikTok are blocked from usage.

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All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

- Staff and students must not discuss personal information about pupils, staff and other members of the Coláiste Dún an Rí 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 Coláiste Dún an Rí into disrepute
- Staff and Students must not represent your personal views as those of Coláiste Dún an Rí on any social media platform.
- Students will be provided with guidance on etiquette regarding social media.

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*

Using social media on a Mobile Phone

If a student's profile is linked to their mobile phone, they should use the website's privacy settings to ensure that their phone number is not visible.
Chat & VoIP services. (These allow for communication that may be typed or spoken with or without webcam access)

When using the above services e.g. Skype, Google Talk, Facebook Chat; users should only communicate with people they trust and remember that other people may be able to view all aspects of the communication.

Unacceptable uses of Social Media sites and their consequences

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Digital Learning Platforms (including video conferencing)

Coláiste Dún an Rí 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 Microsoft Teams
- 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 CMETB 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 school digital platforms

Images and Video

At Coláiste Dún an Rí students must not take, use, share, publish or distribute images of others without their permission.

- 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.
- 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.

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- Students must not share images, videos or other content online with the intention to harm 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 prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction and Coláiste Dún an Rí is required by Law to report such instances to the Gardai and Tusla if merited.

School Websites and Social media

- Students will be given the opportunity to publish projects, artwork or school work 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/Social Media platforms 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
- Coláiste Dún an Rí will use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website/social media 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 Coláiste Dún an Rí webpages and/or social media

Educational use by staff

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Social Media sites can offer educational opportunities for collaboration on projects, presentation of ideas and sharing of class materials and resources. Staff should be guided by the following principles when incorporating social media into their teaching.[1]

- The starting point for all Social Media interaction should be via a link in the Subject Department section on the school's website where this is available.
- The educational advantage of the use of the Social Media site in question should be clear and permission sought from the School Principal before use.
- Material that is confidential in nature such as student names, grades etc. should never be posted.
- Pay strict attention to intellectual property and copyright laws.
- All students participating in the online collaboration should be advised of their responsibility to use the site appropriately as per sections 1 & 2 above.
- Staff are expected to exercise sound judgement and maintain the highest professional standards while using social media in the school.

Measures are taken by Coláiste Dún an Rí 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 cyberbullying even when it happens outside the school or at night. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

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

[1] CMETB Social Media Policy

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Cyberbullying

In accordance with the Anti-Bullying Procedures for Schools, Colaiste Dun an Ri considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a persons sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

Text Bullying

Texting is cheap, easy and can be great for quick conversations. Unfortunately, it can also be used to harass, bully and frighten people. Text bullying or harassment

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can be texts that frighten, insult, threaten people or make them feel uncomfortable. Email, social networks like Facebook, Instagram, X, Snapchat, TikTok and phone calls can be used to harass in the same way.

It is illegal to bully or harass someone by text, phone, Internet or email and if the harassment is getting out of hand you should report it to the Gardaí.

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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Colaiste Dun an Ri to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society

The prevention of cyberbullying is an integral part of the anti-bullying policy of Coláiste Dún an Rí.
In accordance with the Department of Education Anti Bullying and Cineáltas Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Coláiste Dún an Rí considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, Coláiste Dún an Rí will deal with it in accordance with our Anti bullying and Cineáltas policy.-code of behaviour

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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
- General Data Protection Regulation (EU) 2016/679
- Copyright and Related Rights Act 2000 (as amended)
- Child Trafficking and Pornography Act 1998 to 2004
- Criminal Law (Sexual Offences and Human Trafficking) Act 2024
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991
- Irish Human Rights and Equality Commission Act 2014

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. Resources listed in appendix 3.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Siochana and Tusla.

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

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Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and 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.

Signature: _____ Date: _____

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Ratification and Communication of Plan

The Board of Management will ratify the plan having been agreed by the staff, students and parents. The plan is available at the office and any parent wishing to obtain a copy will be given a photocopy of same.

Review Procedures

The Internet Acceptable Usage Policy will be reviewed and amended every 2 years or as required in the light of new developments and feedback from parents, students and teachers.

This Internet Acceptable Usage Policy was originally adopted by the Board of Management on 4 March 2025.

This policy was reviewed and adopted by the Board of Management of 20 October 2026

Signed: _____Signed:_____

Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: _____ Date: _____

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Appendices

Appendix 1
Coláiste Dún An Rí Remote Learning Policy

The purpose of this policy is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

While this policy informs best practice for remote learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 emergency and is intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure.

This policy does not set out to replace existing policies related to mobile phones, digital devices, IT and digital strategy but rather intends to be an important addition to the area of learning from a digital platform.

The policy presented here should be read also in tandem with our school's Code of Behaviour Policy, Anti-Bullying Policy and Child Safeguarding Policy. For the duration of the period where remote learning takes place, students are under the authority of the school and must comply with the school Code of Behaviour, Anti-Bullying Policy and Child Safeguarding Policy.

The list of applications that will be used for distance learning will primarily be:

- Microsoft Office incorporating
    - Outlook
    - Forms
    - Word

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- One Note
- PowerPoint
- SharePoint
- Teams
- Stream

Remote Learning Approach

Remote learning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

- Some teachers may use regular live classes while others may not

- Some teachers may distribute work as weekly bulk assignment while others may do so as daily homework-style tasks

Responsibilities while partaking in Remote Learning

Coláiste Dún An Rí encourages all students to use Microsoft Office. All students have been given account details. If problems arise with Microsoft Office, students and teachers should contact:

darrellobrien@colaistedunanri.ie

lindakelly@colaistedunanri.ie

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info@colaistedunanri.ie
Web:
www.colaistedunanri.ie

Students can also report any issues to their Class Tutor
teachername@colaistedunanri.ie

Microsoft Office is a very useful tool for teaching both remotely and within the classroom setting.

Microsoft Teams, is also used by teachers and students to enhance teaching and learning both remotely and within the classroom setting.

Teachers:

- The material created by the teacher on Microsoft Office is the property of the teacher and students do not have permission to share with others outside the school setting unless given permission to do so.
- Recordings should not be made of any online tutorial unless with explicit permission from the teacher. If recordings are permitted by the teacher, it is imperative that such recordings are not shared with anyone outside the class.
- Teachers are the managers of the Microsoft Teams they create. When students are invited or added to a Microsoft Team, the teacher rules and school rules still apply.
- A teacher will only correspond and engage with a student who is using their school email account.
- Social media sites e.g. Facebook, Snapchat, Whatsapp etc to communicate with students is never permissible and teachers have been advised accordingly.
- Any behaviour or language deemed inappropriate during school still applies online. The consequences for such behaviour will be the same as if the student were in school, as they are involved in prescribed school work, on a school platform using a log-in which has been directed by school personnel.

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- Teachers must ensure that students follow the school Code of Behaviour while live lessons and digital communications are taking place.
- Teachers will contact students within school hours (8.48am - 3.46pm), unless a situation arises that the teacher is unable (due to COVID-19 circumstances) whereby the teacher may communicate with students/conduct lessons, at a separate time arranged in advance.
- As much as feasibly possible (see point above), all live tutorials will be arranged in accordance with the identified time on their timetable.

- In so far as possible, provision for SEN students, will be made when using Remote Learning Methodologies.
- When assigning work, either class work or homework, the teacher should clearly state the criteria for the assignment and the timeframe for completion i.e. whether the work is to be completed over a short period of time (that class/evening) or over a number of days if work is bulk assigned.
- Teachers will have overall control over the online interaction of their class.

Students:

- You are to communicate through your @colaistedunanri.ie account only. The use of any other account or e-mail address is expressly prohibited.
- Do not engage in communications with any account other than an @colaistedunanri.ie account and report any such activity to your teacher or year-head's @colaistedunanri.ie e-mail account.
- You must always be civil and respectful to your teachers and fellow students.
- Students must ensure that when a live class is taking place on Microsoft Teams, that they are appropriately dressed.
- You are not to record or forward any content within a Microsoft Office or Microsoft Teams group – such as worksheets, exam papers, answers,

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solutions, videos or notes – to anyone else without the permission of the creator of that content

- You understand that all your online activity is recorded. This includes anything you send or say via e-mail, Microsoft Teams, and whether you are checking regularly for assigned work.
- Students must only contact teachers within school hours (8.48am - 3.46pm) unless by prior agreement by the teacher.
- Student should ensure that they are in the correct Team for their subject and teacher. Once added to a Team the student may not remove themselves from said Team.
- Students should engage positively and honestly with regard to class participation and the work assigned. It is hugely important that students undertake, complete and learn the work assigned during the period of remote learning as this is assessment related material and will form part of future examinations.
- Students are expected to participate fully in lessons during a period of remote learning. Students should inform the school, via their tutor, if there is a difficulty in relation to access to digital devices and/or broadband.

Parents:

- Ensure that your daughter/son is checking in regularly for assigned work
- Ensure that your daughter/son is engaging in classwork and homework as expected
- Where live classes are being held, please try to ensure that your son/daughter has a quiet place to work which is free from distractions. Bedrooms should not be used for live classes due to Child Protection issues.
- Live online classes should be viewed by your son/daughter only.
- Inform the school if there is a difficulty in relation to access to digital devices and/or broadband.

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Live Online Classes:

- Teachers may deliver some of the course "live" using Microsoft Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Microsoft Teams:

- Students must always follow the direction of their teacher just as in the classroom
- Students are not to turn on their video at any time unless instructed to do so by the teacher
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A Microsoft Teams link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- All Microsoft Teams sessions are recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class.
- Only the teacher is allowed to record a session. No-one else is permitted to record.
- Some classes will take a format other than 'live'; this may involve teacher pre-recorded work or an assignment of work to be undertaken during class time. The range of methods for delivery can vary from class to class depending on specific circumstances.

Provision for Students with Special Education Needs (SEN)

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SEN students will be supported under the existing structures in the school. This includes students who have a specific identified special need or talent. Priority will be given to students who are identified under the Support for a Few Model as their identified needs will require additional support. Provision for SEN students will be disseminated in a number of ways including:

- In class support from the subject teacher
- Differentiated material from the subject teacher
- Assistance from the designated SEN teachers
- Assistance from the designated Special Needs Assistant (SNA)
- Support from the wider SEN department
- Communication with parents – parents are encouraged to contact the SEN Department teacher or their child's subject teacher teachername@colaistedunanri.ie should they have concerns or need supports.

Conclusion

This Remote Learning Policy has been drafted to meet the needs of a situation when the school is closed due to the ongoing COVID 19 pandemic. By its nature Remote Learning is not a one size fits all situation. Parents, students and teachers need to be aware of the following:

- Access to broadband and/or digital devices may not be possible for all students and teachers depending on their location and/or individual circumstances
- Students, and teachers, may have to care for family members and may not be in a position to participate in 'live' lessons.
- Students and teachers may be sick or have sick family members and thus be unable to participate in remote learning for a period of time
- Students and teachers may have family members who are frontline workers, and this can impact the provision of remote learning.

- Other valid reasons that may impact or restrict either the provision of remote learning or the student's ability to access remote learning.
- All student data is recorded and stored in compliance with GDPR and relevant school policies.
- Parents should contact the school (info@colaistedunanri.ie), Year Head/Class Tutor (teachername@colaistedunari.ie) if they have any concern or need additional support/advice.

Appendix 2

Inappropriate Activities associated with the use of the Internet

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to students and staff or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions

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- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Online gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Any other activity considered questionable

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Appendix 3
Supports and Information for Parents and Guardians

Support	Where to find it
Webwise parents hub	www.webwise.ie
The irish safer internet centre	Irish Safer Internet Centre Archives - ISPCC
NPC National Parents Council	Helpline@npc.ie Helpline: 018874477
Be Safe Online	Gov.ie/en/campaigns/be-safe-online

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Internet Safety
Top Tips for Parents

Check out our top internet safety advice to make sure going online is a positive experience for you and your child:

№.1

Discover the Internet together

Be the one to introduce your child to the Internet. For both parent and child it is an advantage to discover the internet together. Try to find websites that are exciting and fun so that together you achieve a positive attitude to internet exploration. This could make it easier to share both positive and negative experiences in the future.



№.2

Agree with your child rules for Internet use in your home

Try to reach an agreement with your child on the guidelines which apply to internet use in your home. Here are some tips to get started:

- Discuss when and for how long it is acceptable for your child to use the Internet
- Agree how to treat personal information (name, address, telephone, e-mail)
- Discuss how to behave towards others
- Agree what type of sites and activities are OK or not OK
- Follow the rules yourself! Or at least explain why the rules are different for adults.

№.3

Encourage your child to be careful when disclosing personal information

A simple rule for younger children should be that the child should not give out their name, phone number or photo without your approval. Older children using social networking sites like Facebook should be encouraged to be selective about what personal information and photos they post to online spaces. Regardless of privacy settings, once material is online you can no longer control who sees it or how it is used.



№.4

Talk about the risks associated with meeting online "friends" in person

Adults should understand that the internet can be a positive meeting place for children, where they can get to know other young people and make new friends. However, for safety and to avoid unpleasant experiences, it is important that children do not meet strangers they have met online without being accompanied by an adult you trust. In any case, the child should always have their parents' approval first. In addition, it is also a good idea to have a fail-safe plan in place such as calling them shortly after the meeting begins so that they can bail out if they feel uncomfortable.

№.5

Teach your child about evaluating information and being critically aware of information they find online.

Most children use the Internet to improve and develop their knowledge in relation to schoolwork and personal interests. Children should be aware that not all information found online is correct, accurate or relevant. Show your child how to check information they find by comparing it to alternative sources on the same topic. Show them trusted sites they can use to compare information.



№.6

Don't be too critical towards your child's exploration of the Internet

Children may come across adult material by accident on the web. Also, a child may intentionally search for such web sites; remember that it is natural for children to be curious about off-limits material. Try to use this as an opening to discuss the content with them, and perhaps make rules for this kind of activity. Be realistic in your assessment of how your child uses the Internet.



№.7

Let your children show you what they like to do online

To be able to guide your child it is important to understand how children use the internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there.



№.8

Remember that the positive aspects of the internet outweigh the negatives.

The internet is an excellent educational and recreational resource for children. Encourage your child to make the most of it and explore the internet to its full potential.



Internet Safety
Advice for Parents of Young Children

It is never too early to think about your child's safety online. If you are a parent of a young child who is just starting to discover the online world, there are a few things to consider:

Talk about Internet Safety with your Child

Have a conversation with your child on some of the important things to watch out for when going online for the first time. Young children will not be aware of the dangers, so it is very important to talk with them about who they talk to and about sharing personal information online.

Use Parental Controls

Most internet technologies have built-in controls that allow you to limit the amount of time your child can spend online, restrict their access to adult content, and switch off functions like shopping and chatting. Filtering controls are particularly useful at preventing young children from accidentally encountering content that might bother them.

Disable In-App Purchases

Many apps and games give their users the option of buying additional game functionality, additional points/bonuses, and a host of other extras. Children can easily make purchases without even realising. You can disable in-app purchases using your phone or device settings.

Activate Safe Search

Help minimise the risk of your child coming across inappropriate content in response to search queries by activating "safe search" in your search engine.

Agree on what to do when things go wrong

We recommend that you speak to your child about what to do if they come across something on the internet that bothers them. This could be closing the laptop lid or turning off the screen and coming to get you.

Set Up a Family Email

Set up a family email address that your children can use when signing up to new games and websites online.

Play it Safe

For young children we recommend that parents choose safe and appropriate games for their child to play online. Most games have a rating you can check to see if they are age appropriate. You should also check if a game allows for player interaction and if there is a safe chat mode.

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