



**Griffen Community College
AUP (Acceptable User Policy) 2020-2021
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Acronyms

AUP	Acceptable User Policy
GCC	Griffioen Community College
CBA	Classroom Based Assessment
DLP	Designated Liaison Person
DDLDP	Deputy Designated Liaison Person
ICT	Information Communication Technology
PLN	Personal Learning Network
SLAR	Subject Learning and Assessment Review
VLE	Virtual Learning Environment

GCC AUP & School Strategy

1)

Introduction

This policy is informed by the vision for Griffeen Community College (GCC) coupled with the school's ethos which aims to enable students to reach their full potential both academically and socially. This policy will reflect the pastoral and inclusive nature of our school. Our priority in GCC is to ensure a safe, positive and supportive educational environment for all.

GCC is committed to developing a first-class eLearning environment as we recognize the benefits of eLearning in education which includes:

- Access to world-wide educational resources.
- Opportunities to involve students actively in their own learning.
- Educational and cultural exchanges between students worldwide.
- Access to experts in many fields for students and staff.
- Communication with support services, professional associations and colleagues.
- Staff professional development through access to national and international developments, educational materials and good curriculum practice.

The AUP Policy is composed of the following sections:

1. AUP & GCC School Strategy
2. AUP- Code of Conduct & Digital Citizenship for Students
3. GCC VLE (Virtual Learning Environment) Guidelines
4. The use of Electronic Devices at school – of less than 7” screen (e.g. mobile phone)
5. iPad Standards & Responsibilities at GCC
6. Social Media Guidelines for Staff
7. Email Guidelines for Staff
8. Video and Audio Recordings of CBA’s for Junior Cycle and SLAR meetings
9. Mobile Phone Use for Staff
10. Parents Association
11. Distance Learning

It should be read carefully to ensure that the conditions of use are understood. Relevant sections for students will be extracted and collated for signing prior to starting in GCC.

AUP & GCC Schools Strategy

GCC will employ several strategies to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General	<ul style="list-style-type: none"> ✓ Internet sessions will always be supervised by a teacher ✓ Students are not allowed unauthorized access to the Internet ✓ Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material ✓ GCC staff will regularly monitor student's Internet usage/history ✓ Downloading of non-approved apps is not allowed ✓ Students will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school or their person into disrepute ✓ Students will not use iMessaging in the school ✓ iPads will be used primarily in the classroom. Lunch & breaks are digital switch off time unless under the instruction and supervision of a teacher. ✓ Students must display their name and class group as their background photo, only these generic images are to be used as the device screensaver. ✓ Teacher content/resources are for the use of registered GCC students only and should not to be shared with non-registered GCC students.
World Wide Web	<ul style="list-style-type: none"> ✓ Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials ✓ Students will report accidental accessing of inappropriate materials in accordance with school procedures ✓ Students will use the Internet for educational purposes only ✓ Students will consider copyright issues relating to online learning/ resources /content ✓ Students will never disclose or publicise personal information ✓ 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 issues ✓ Students will not download material or images not relevant to their studies
Email	<ul style="list-style-type: none"> ✓ Students will use their approved school email accounts for all school communication ✓ Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, hurt or intimidate another person ✓ Students will not reveal their own or other people's personal details, such as addresses, phone 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

<p>Internet Chat/ Social Media</p>	<ul style="list-style-type: none"> ✓ Students will only access chat rooms, discussion forums 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 always be supervised ✓ When posting content, your tone should be formal and professional when communicating with students, teachers and others via social media and emails. ✓ Usernames will be used to avoid disclosure of identity ✓ Face-to-face meetings with someone organized via Internet chat is absolutely forbidden ✓ Never send private messages and/or texts to people you do not know. ✓ Students who use social media should not add people they do not know. ✓ Students are not to change or alter Classroom Management Tools on their iPads
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Signed Student _____

Signed Parent/Guardian _____

Date _____

2) AUP for the use of Electronic Devices (other than iPads) at GCC

(Including but not limited to Cell -Mobile Phones/Mobile Communication devices/Smart Watches, anything under a 7" screen)

- Students who bring any electronic devices (incl. mobile phones) to school must leave them locked in their lockers and switched off. 'Switched off' does not mean 'Silent', 'Meeting' or any similar mode. The device must be powered off.
- The school will not be liable for replacing any electronic devices that are lost, stolen or damaged in the school.
- The use of these electronic devices during instructional/class time without the permission of the teacher, or in a disruptive manner (ringing, vibrating, or if the student is suspected of messaging/using the electronic device) is not allowed. Such incidents will result in confiscation of the device by school staff/ personnel. Any mobile phone or electronic device confiscated (unless for a recording offence) will be returned after a period of time in consultation with parents/guardians:
 - 1st Confiscation = Mobile phone/Electronic Device will be returned to the student at the end of the school day. A note will be placed in the student journal and parent/guardians notified.
 - 2nd Confiscation = Mobile phone/Electronic device will be returned to the student at the end of three consecutive school days. (With consent from the parent/guardian).
 - 3rd Confiscation = Mobile phone/Electronic device will be returned to the parent/guardian at a meeting with the Deputy Principal/Tutor. Further sanctions may apply at this stage.
- Student are expected to cooperate with staff and hand the electronic device over once requested to avoid further disruption to class.
- A student who refuses to surrender an electronic device found in her/his possession, which is not turned off, will have breached of the Code of Behaviour and may be requested to go to another class, so teaching and learning can continue uninterrupted. This behaviour may result in further disciplinary action.
- Parents/guardians will be contacted by the class teacher/Tutor to claim the student's electronic device from the school.
- Subsequent breaches of this policy will result in confiscation of the electronic device for up to five school days. The school will require a written statement of support of this arrangement from the parent/guardian and from the pupil in their journal.
- No student shall engage in unacceptable use an electronic device to violate the Student Code of Positive Behaviour. Examples of unacceptable usage can include but are not limited to: use in toilets or corridors during class time, to cheat, to take part in cyber bullying, sexting, taking pictures or videos without permission, setting up fake accounts, using online forums to engage in intimidatory or threatening behavior.
- If a pupil is found taking photographs or video footage with an electronic device of either other pupils or teachers or sharing inappropriate messages this will be regarded as a serious offence and disciplinary action will be taken according to the school's Code of Positive Behaviour.
- Contents of electronic devices may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Positive Behaviour. The device will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher/management/ parent/guardian. A copy will be retained for parents/guardians.
- While off the school premises, but on school business (e.g. games, field trips and school tours etc.), electronic devices must be switched off. However, if it is necessary for the student to contact his or her parent/guardian, then permission to turn on electronic device (phone) must be sought from the supervising teacher. The device must be turned off again after the conversation. The supervising teacher will ensure that this has happened.
- A student who needs to go home during the day must arrange to do so through the school office and notify their tutor independently. Their own personal mobile phone should **not** be used. This ensures that the correct sign-out procedures for school are followed.

Signed Student _____

Signed Parent/Guardian _____

Date _____

3) Standards & Responsibilities for 1:1 devices - iPads at GCC

- iPads will be set up with passcodes by 'Wriggle'. This passcode must not be revealed to other students. Parents/guardians and students are required to save passwords in locations accessible only to them e.g. school journal, home calendar.
- Students are not permitted to change passcodes without permission from their tutor.
- Users **must** use protective covers/cases for their iPads. We recommend the 'Survivor Griffin' case or heavy-duty equivalent. The school accepts no responsibility for damaged/broken iPads.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- The iPad should not be exposed to extreme hot or cold temperature conditions.
- Do not store or leave unattended in vehicles.
- Griffeen CC follows an 'ON Desk' rule with iPads. iPads should be face down on the desk when not in use.
- The photograph/video/record functions can only be used with a teacher's instruction and while being supervised by the teacher. Users may not photograph/video any other person without their permission. Such use may result in the confiscation of the device for a period of time.
- The iPad will be subject to routine monitoring by staff. Parents retain ownership and possession of the iPad and agree to grant to staff and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware.
- Devices must be surrendered immediately upon request by any member of Griffeen CC staff including those who supervise after school study and extra-curricular activities.
- Usage, within the school is a privilege and not a right. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this or other school policies.
- Users in breach of this Acceptable Use Policy (AUP) may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- GCC is not responsible for financial or other losses if any personal files are deleted from an iPad.
- The iPad **screensaver must display students name and class group**, so when the iPad is found it can be returned to its owner.
- The iPad must be charged to 100% each evening, this is **NOT** the responsibility of teachers to do this in class each day.

Additional Responsibilities for Students

- If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad. Normal school rules apply.
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work unless there is no other means of completion. If this is the case a note in the school journal is required.
- Students should regularly upload content to Onedrive in the case of damage or malfunction to students devise.
- Students must not use their iPad in school corridors, on their journeys to and from school or outside of school buildings (unless with the teacher's permission and under teacher supervision).
- Students may not use their iPads between class lessons.
- Students are not permitted to use their iPads at break/lunch-times. iPads should be stored in student lockers or in schoolbags at these times.
- Students are not permitted to use their iPad on social media platforms/games at home, the iPad is for educational purposes only.
- In the event of any disciplinary action (e.g. confiscation), the completion of all class work remains the responsibility of the pupil.

Parental Responsibilities

- Parents are responsible for purchasing the iPad and Apps for their son/daughter to access the curriculum in GCC.
- We ask parents/guardians to monitor their children's use of their iPad while at home. Please be sure to have a copy of the passcode and inspect the device regularly.
- We advise parents/guardians to regularly monitor internet history on their child's iPad device.
- Parents should inspect the mobile device regularly to ensure that it is in good working order.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the mobile device to school management.
- We advise parents/guardians to take due diligence in relation to student internet access and use of camera & video functions.
- Ensure only that the 'Apple ID' provided by Griffeen CC on deployment day is the only ID installed on the iPad. Any other Apple ID is prohibited.
- Attend information evening re safe use of iPad & mobile devices.

Safeguarding and Maintaining as an Academic Tool

- Please note items/software deleted from the iPad cannot be recovered.
- Memory space is limited. Academic content takes precedence over personal files and apps. Tutors will **advise** and approve any personal apps requested by students.
- The whereabouts of the iPad should be known to the owner at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered with in any manner. Sanctions will apply if this happens.
- If an iPad is found unattended, it should be given to the nearest member of staff or brought to the office.
- Any decision relating to the management and use of iPads will be made by designated staff member in consultation where necessary with Principal.

Using the iPad in Class

Use of an iPad in class requires students to observe the important points outlined below:

- Students are subject to individual teacher classroom management rules and should follow all instructions of their teacher in class.
- Students are not allowed to use any app which is unrelated to class work during class.
- Teachers have the authority to view the most recently used apps/history on a student's iPad.
- Students should take care not to leave their device on table edges or in any position where damage may occur

Lost, Damaged or stolen iPad device

- If the iPad is lost, stolen, or damaged, the class tutor should be notified immediately. iPads that are believed to be stolen may be tracked through Wriggle.
- 'Find my iPad' app should be turned on at all times. This is student/parent responsibility.
- Parents are responsible for the safe-keeping, repair and insurance of their son/daughter's mobile device.
- Do not let anyone use the mobile device other than your parents, teacher or other school-appointed person.
- Report any issues and interference created by any other student to your class tutor.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, school management will presume that the damage and/or interference took place outside of school time.

Standards & Support for 1:1 mobile device care - School's Responsibilities:

- To support this Policy, the Code of Behaviour and School Rules apply.
- To make every effort to ensure good use and enjoyment of the mobile device by all students takes place.
- To provide a locker for safe storage for all students who use a mobile device.

- To provide a safe storage area for students who use mobile device during breaks and when they are on tours, trips or activities.
- School will make every effort to resolve any reported issues relating to ownership, possession, use or misuse of the mobile device.

Prohibited Uses (not exclusive)

- Accessing Inappropriate Materials –Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Any recording of fellow student/s or staff – stills/video- is expressly forbidden unless under teacher direction and supervision.
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Users are not allowed to have music and install apps on their iPad which do not comply with copyright.
- No apps can be downloaded without the consent of class teacher or Tutor. Prior to downloading, all apps need to pre-approved by class teacher/tutor.
- Downloading/accessing social media sites on iPad devices are strictly prohibited at home or in school.
- Students are prohibited from deleting internet history, unless given specific instruction by class teacher.
- Use of Cameras/video and microphone in school is ONLY allowed under the direction and supervision of a teacher. Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- Posting of images/movies on the Internet into a public forum is strictly forbidden, without the express permission of the teacher or in the case of staff use, the consent of a member of Griffeen CC’s senior management.
- Any user caught trying to gain access to another user’s accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- ‘Jailbreaking’: this is the process which removes any limitations placed on the iPad by Wriggle/School authority. Under no circumstances should the installed management software, operating system or network configurations (VPN etc..) be interfered with.
- ***If management software is removed from iPad device without permission from an Griffeen CC staff member a €50 fee will be charged to re-install the software. iPads are not permitted to be used in class or on school premises without management software installed.***
- The classroom app management system installed by GCC should not be tampered with. Settings set by the teacher should not be altered.
- Inappropriate media may not be used as a screensaver. The agreed screensaver is to display the students name/TT/ class group.
- Students must delete any file/app/recording material from their device if instructed to do so by a member of GCC staff.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by GCC.
- Users should be aware of and abide by the guidelines set out by the School Acceptable User Policy (AUP) which is signed as part of enrolment as a student in GCC.

iPad Repairs

- Students need to have an iPad cover on all devices, to prevent damage if the device should accidentally fall on the ground.
- If the iPad is being repaired all work at class/home needs to be completed in students copies or submitted at home through another device.
- No other personal device can be used in school while the iPad is being repaired.

- For local repairs:
TECHHELP - Unit 17, Supervalu Shopping Centre, Newcastle Road, Lucan, Co. Dublin, K78 FA09
Contact number - (01) 610 0099

iPad Usage Contract

Further to the already existing policies of GCC, I pledge the following, in relation to iPad use:

- I will use my iPad for learning.
- I will take good care of my iPad and I will leave my case on at all times.
- I will never leave the iPad unattended.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will charge my iPad battery every night.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it whilst it is in a case.
- I will use my iPad in ways that are appropriate and will not download/access social media sites.
- I will keep my iPad in the lockers at break/lunch times and I will not use my iPad on the corridors/toilets or at free time between classes.
- I will adhere to iPad 'On-desk' policy (iPads are to be placed flat on desk during class lessons unless otherwise advised by class teacher).
- I understand that the iPad is primarily an EDUCATIONAL tool. Therefore, I will only download apps that have been pre-approved by class teacher/tutor only with class teacher/tutor permission.
- I will not interfere with 'Wriggle' device management software, operating system, or any network settings.
- I understand that my iPad/ my files are subject to inspection at any time.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher and understand if misuse of images is evident on my device my parents/guardians will be notified and the device will be held by the school until a meeting with them takes place.
- I will only use the specific email/cloud account to which I have been assigned.
- I will not use my iPad to distract or disrupt my learning or that of others.
- I will tell a teacher immediately if I see anything I am unhappy with or I receive messages I do not like.
- I understand that if I break these rules, I may not be allowed to use my iPad, school computers or the internet.

The school may exercise its right to monitor the use of the school's electronic devices including iPads, access to websites, the interception of email and the deleting of inappropriate materials where it believes unauthorised use of the school's system is or may be taking place, or the system is or may be being used for harmful or criminal purposes or for storing harmful, unauthorised or unlawful text or imagery. I agree to abide by the iPad & Acceptable Use Policy (AUP) in its entirety

Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Student Name: _____ **Signature:** _____

Date: _____

Parent Name: _____ **Signature:** _____

Date: _____

The AUP Student Code of Conduct

Misuse of the Internet/ student device may result in disciplinary action, including (but not limited to) withdrawal of access privileges, and in extreme cases, suspension or exclusion from the school. Circulating, publishing or distributing (including on the Internet) material associated with school activities (including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person), is considered a serious breach of school discipline and may also result in the imposition of sanctions. The school reserves the right to report any illegal activities to the appropriate authorities.

Digital Citizenship at GCC

Digital citizenship entails the norms of appropriate, responsible behaviour about technology use within the school. Students must be able to display and understand the following characteristics associated with digital citizenship. These are:

1. Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website/virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

2. Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me immediately to my teacher/tutor/Principal. I will not share my password or account details with anyone else.

3. Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

4. Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails, messages and images) that the school would deem inappropriate.

5. Respect Copyright

I will use and abide by the fair use rules. I will not install software on school devices without permission. I will not steal music/content or other media and will refrain from distributing these in a manner that violates their licenses.

6. Respecting Technology

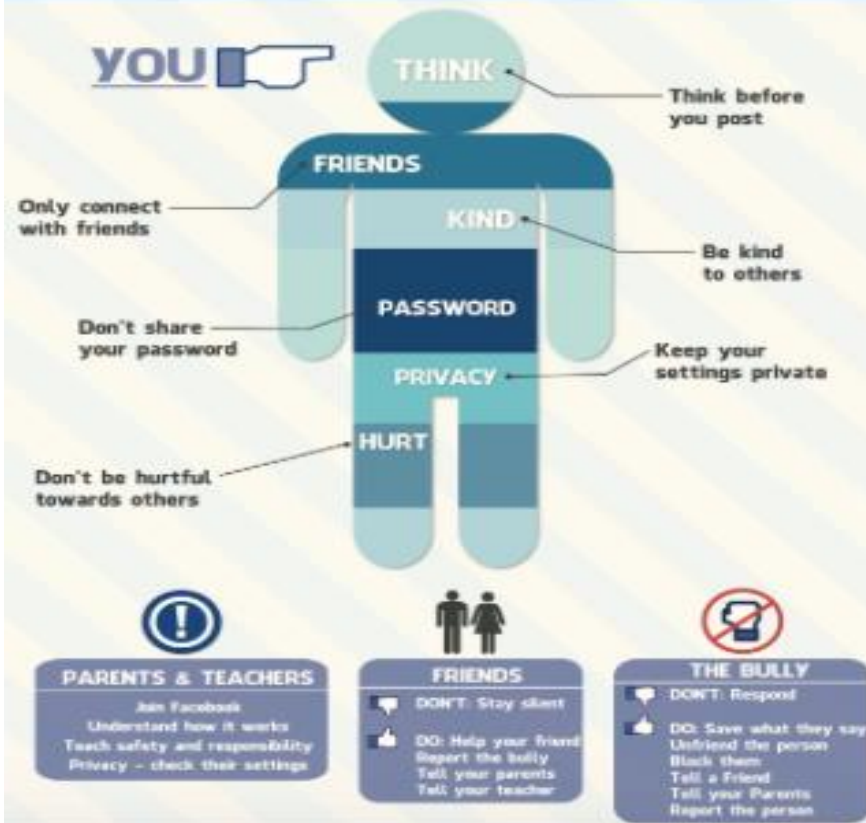
I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage (my Locker) when appropriate. I will not tamper with its software or jailbreak it. I will not interfere with school ICT management systems or attempt to bypass school restrictions.

7. Adhere to security

I will not utilise any other person's access rights or attempt to gain access to resources, data or other student devices. I will not attempt to bypass or probe any security mechanisms governing access to any devices.

I will not misrepresent myself as another individual. This includes using another student's username and password.

safebook



Signed

Student _____
Signed Parent/Guardian _____
Date _____

5) GCC Virtual Learning Environments (VLE)

Virtual Learning Environments (VLEs) are web-based interfaces that assist learning and teaching by providing and integrating online resources and tools. As a digital school GCC is committed to developing a VLE to assist students in their learning across the curriculum, providing a wide range of interactive activities, course support materials and access to structures of learning in a safe and monitored online environment. School staff are responsible for the development, upgrading and updating of course contents on the VLE. As a DDLETB school Griffeen CC uses the Microsoft Office 365 platform and uses its associated apps...e.g Teams/ One Note/ One Drive. Content is also shared via Edmodo so VLE for the purpose of this document refers to these platforms for distance/remote learning supports.

Familiarity with GCC VLE facilitates the acquisition of transferable ICT skills that can be used in other curriculum areas in school, in continuing education or training and in employment. It also encourages students to engage in valuable collaborative learning experiences and receive online mentoring support from peers and teachers.

Access to the GCC VLE, is a privilege not a right. It is provided so that students can develop their competence in ICT skills and general research skills. Students will be tutored and supported to use the school VLE in a responsible manner. They must always maintain politeness and use appropriate language. Students are not permitted to:

- Use the school VLE in such a way that it disrupts the use of the VLE by other users; download software or other files without permission.
- Compromise others privacy by publishing, sharing or distribution personal information about any user.
- Use another user's password or allow other users to use their password.
- Engage in any activity which may result in the loss of or damage to another student's work; retrieve, send, copy of display offensive information, images or language; or upload or use malicious code in any form within the VLE.
- Any threads or conversations which occur in the VLE will not be deleted. All threads and conversations will remain in the VLE under Data Protection.

VLE Professional hours

We encourage staff to establish "professional working hours" and share them with students and parents/guardians, so that they know if and when you will respond to questions that are posted on the VLE. It is up to the student to attempt work, a student should not expect a reply from a teacher after 5.00pm, however on the odd occasion the teacher may reply. When a student is uploading or air dropping work, the file name should contain the student's name, subject, date and title.

6) **Social Media Guidelines for Staff**

Legislation

Information posted to social networking sites must adhere to the legislation in force at the time. Particular attention must be paid to the following:

- Copyright and Related Rights Acts 2000, 2004 and 2007
- Data Protection Acts 1988 and 2003
- The Child Trafficking and Pornography Acts 1998 and 2004
- Defamation Act 2009
- Prohibition of Incitement to Hatred Act 1989
- Child Protection Legislation/ Child Safeguarding Statement

Maintenance and monitoring responsibilities

At the discretion of the school Principal, school social media accounts may be run by one or more school staff members.

Communication sent out via social media accounts should have a consistent voice and be positive in tone.

It is important that staff who create their own personal, professional, classroom and/or school social media accounts monitor these accounts with some regularity. This means that individual staff members are responsible for the accounts they maintain.

Just like school websites, some accounts may be more extensive and more frequently updated than others based on school priorities. Best practice, however, would be that an official school account be checked and updated regularly.

Authorisation (Teachers)

If you plan to use social media for instructional purposes (e.g., EDMODO, classroom Twitter account, Facebook, blog), please inform the Principal of your intended use prior to the account being activated.

Classroom social media accounts are seen as extensions of the school and must reflect the mission, vision and values of GCC. If a concern is raised about a classroom account, the Principal will address any activity that may negatively impact on the school community and the account may be de-activated.

Boundaries using Social Media

Maintaining professional boundaries on social media is critical to sustaining public trust and ensuring relationships with students remain professional.

- We strongly advise against the use of a blended personal and professional account. Staff are encouraged to maintain a clear distinction between their personal and professional social media use, and should have two separate accounts for these purposes.
- All online dialogue and interactions between students with students or teachers should be for educational purposes only. Teachers and students should never share information online that would not be appropriate to share in a classroom, or school/community setting. This is consistent with the Teaching Council Code of Practise.
- Messaging/Texting students is inappropriate whether for personal or educational purposes. In situations where communication for travel to sports events, trips etc. is necessary the school mobile phone, school app or vsware will be used.
- Posting images or content related to alcohol and/or drug use is not allowed on classroom, department and professional accounts, and is discouraged on personal accounts.

- If you have a personal social media account that students become aware of, refer them back to the educational account for discussion rather than permitting personal or private messages. Inform the Principal of this issue immediately.

Privacy and confidentiality

Safety is the overriding concern with regard to information posted online. Always respect the privacy and confidentiality of student/staff information.

- Familiarise yourself with the social media tool's privacy settings. Settings can change without notice so you will need to check them frequently. This often occurs when platforms are updated.
- Remember everything you post can be altered and shared. Comments expressed privately between social media users can be shared in a more public domain, even with privacy settings set to high so vigilance and constant monitoring is required.
- Ensure privacy settings are appropriate and protect the privacy and confidentiality of students and their work.
- Staff must never disclose confidential information about the school, students and colleagues.
- Particular care must be taken with students for whom the principal has identified at risk/protection concerns.
- Personal information, including student names, location, etc., should not be posted on social media without informed consent from students' parents/guardians. This includes, but is not limited to blogs, student work, individual and group photographs, videos featuring the student or other identifying information.
- Informed consent is necessary when placing personal student information online. Informed consent is provided via the consent form that is sent home with all students at the start of the school year (available in the school office).
- Information and events such as school tours, extra-curricular activities (where students are leaving GCC on a school-sponsored activity) must not be posted prior to the event. However, vague posts that do not include the time and location of the excursion are permitted, e.g. Transition Year Trip Science Trip, Check the Basketball bulletin board for meeting details.
- Information about events that are open to parents/guardians and the public can be posted prior to the event taking place.

Photographs and student work

Only students who return signed consent forms can have their names, images, videos and student works posted on social media/ school website/ publications.

- Group photos (e.g. a sports team or musical group) may be used with informed consent from everyone in the photograph.
- As a courtesy, verbal consent should be obtained from any adult (teacher, parent, volunteer, other board staff member) whose photo, video footage and/or work is posted online. Exceptions include images of Principals, Deputy-Principals and trustees that are taken during the course of their employment or photos taken at public events where there is no expectation of privacy.
- Students for whom consent is not provided must be excluded and/or have their faces blurred.
- The consent form is signed at the beginning of the school year and records are available in the school office.

Who to “friend” and “follow”

- Do not issue or accept student friend requests or follow individual students on social media.
- If you have a classroom account where you share important curricular information with students, students may follow your account. For the purposes of learning, you do not need to follow them back. Instead, you can encourage students to use tools, like hashtags, so that you can follow their online conversations. These can be linked to a specific area of study.
- Posts and comments of an inappropriate nature or that contain personal or irrelevant information should be brought to the attention of the principal immediately.
- In some cases, it may be necessary to report a post or comment to an online administrator for investigation. Please use your professional judgment in this regard. If you would report a behaviour that happened at school, you should report similar online behaviour.
- Set your privacy settings so that you are notified if you are tagged or mentioned in photos or posts.
- Forward social media notifications to your email so that you have a record of online activity

7) **E-Mail Guidelines for staff**

The content of any e-mail must be in a similar style to that of any written communication such as a letter or report as they have the same legal standing. It is important that e-mails are treated in the same manner as any other written form of communication in terms of punctuation, accuracy, brevity and confidentiality. Similarly any written, stored or forwarded and disseminated information must adhere to the guidelines within Data Protection Legislation. In order to avoid or reduce the risks inherent in the use of e-mail within GCC, the following rules must be complied with:

- School e-mail is provided for education purposes only.
- Only use official school email account for purposes such as communication, registration for events or with signing up to apps or Virtual Learning Environments (VLE’s).
- Correct spelling and punctuation should be maintained in all communications.
- An e-mail should be regarded as a written formal letter, the recipients of which may be much more numerous than the sender intended. Therefore any defamatory or careless remarks can have serious consequences, as can any indirect innuendo. The use of indecent, obscene, sexist, racist, harassing or other appropriate remarks whether in written form, cartoon form or otherwise is forbidden.
- For security and privacy reasons its best to use the BCC (**B**lind **C**arbon **C**opy) feature when sending an email to a number of people. This ensures the email addresses of the recipients remain private and are not visible to others in the email.
- E-mails must not contain derogatory comment or matters which may discriminate on grounds of gender, marital status, family status, age, race, religion, sexual orientation, disability or membership of the Traveller community.
- Material containing offensive or foul language or any content prohibited by law should be reported to the Principal immediately.
- E-Mails must not contain any inappropriate or lewd content likely to cause offence.
- If you receive any offensive, unpleasant, discriminatory, harassing or intimidating messages via the e-mail system you must immediately inform the Principal.
- GCC reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose or where it deems necessary.

8) Video and Audio Recordings of CBA's for Junior Cycle and SLAR meetings

- Teachers will record a selection of students presenting CBA's for their Junior Cycle to be used during SLAR meetings.
- A teacher is not allowed to use their own personal device to record video's for CBA's, a school iPad will be used.
- The recordings of CBA's will be deleted after the meeting, as there is no appeals process for the grade received by student.
- The video will be used during a SLAR meeting to assess the allocation of grades for students.
- If a teacher wishes to keep a sample of a students work for future classes, permission must be received from a parent/guardian of the student(s) in question.

9) Mobile Phone Use for Staff

- During teaching time, while on supervision/substitution duty and during meetings, mobile phones should be put on 'silent' or 'discreet' mode.
- In very exceptional circumstances (e.g. a car has broken down en-route to school and a mechanic has been called) the teacher may, with the permission of the Principal, have their phones on for a period of time.
- Teachers should not use their personal mobile phones to contact parents. Please ensure all communication is via the official school phone line.
- Phones will not be used and should not be visible in classrooms/corridors (except for emergency calls).
- Please use the school phone /landline for school business e.g. booking a bus for a tour.

10) Parents Association

The Board of Management is ultimately responsible for the functions and activities of any Parents Association in place within the school.

In this connection, Sections 6 and 7 of this Policy, Social Media and Email Guidelines for Staff respectively, shall, subject to any necessary modifications, apply to the Parents Association.

In particular, it is required that any social media activity intended to be posted by the Parents Association, whether that be on Facebook, Twitter, Snapchat or on any other forum bearing the school name or purporting to represent or emanate from the school, be firstly reviewed and approved by an appropriately formed Social Media Administration sub-committee of the Parents Association.

Any queries in *Rod O* relation the application of this policy to the Parents Association should be addressed to *the Principal* who has the full delegated authority of the Board of Management to deal with same as they arise.

Ratified by the BOM on (date) 14th May 2020

Signed Chairperson *Liona O'Toole*

(Meeting held virtually in Covid -9 Lockdown- so no digital signature available.)

Signed Principal

