



ST. DAVID'S HOLY FAITH SECONDARY SCHOOL
Greystones, Co. Wicklow

**ST. DAVID'S HOLY FAITH SECONDARY SCHOOL,
GREYSTONES, CO. WICKLOW**

Whole School Digital Learning & Acceptable Use Policy

This Whole School Digital Learning & Acceptable Use Policy was ratified by the Board of Management on

Tuesday, 9th March 2021

Purpose

The Parameters of this policy are outlined below under the following headings

1. AUP and the legalities to it
2. Digital Learning/eLearning policy
3. Blended Learning and Covid-19

Today's society is technologically sophisticated whereby tablets, chromebooks, mobile phones, laptops, computers, social media, dominate and permeate all facets of our existence. Schools are a microcosm of modern society, and we here in St. David's Holy Faith Secondary School, reflect this reality in the use of Digital Technology in maximising the learning and teaching experience of our students. As a result, it is incumbent on us all as a school community to ensure that technology is used in an ethical, legal and correct manner ensuring that disruptions and distractions to the learning and teaching are not interfered with. Therefore, this policy will address the rights, privileges, responsibilities and actions, associated. With the internet as well as software and hardware equipment used and, will address the safe, acceptable and responsible use of many aspects of Internet and technological usage.

The Digital Learning Technology (DLT) & AU policies of St. David's Holy Faith Secondary School aims to adhere to the principles of Digital Citizenship which consist of the following:

- Respect Yourself
- Protect Yourself
- Respect Others
- Protect Others
- Respect Copyright
- Respect Technology
- Acceptance (of said policy)

This policy is reviewed on an ongoing basis as part of best practice.

This policy applies to all modes of used in all areas of learning within our school:

1. To ensure mobile phones are used appropriately, and are not interrupting the learning and teaching, in compliance, with St. David's Holy Faith Secondary School's code of behaviour.
2. To ensure that the D.L.T. and facilities within the school, including staff and student tablets and chromebooks, and ICT rooms assist in the learning and teaching, and are utilised in a safe and effective way, benefitting students and staff.
3. To ensure that students and staff are aware of their responsibilities and rights, as well as being aware of what is acceptable and what is unacceptable behaviour.
4. To ensure all staff and students of St. David's Holy Faith Secondary School can work and learn within an environment that facilitates this, free from harassment and intimidation.
5. To ensure St. David's Holy Faith Secondary School can adapt to changing needs and circumstances, legally and all others.
6. To ensure the copyright of all electronic data, created and accessed, within St. David's Holy Faith Secondary School, is honoured.

Information Storage

For security and legal reasons, the school's preferred position is that:

- Students may not use **personal** memory sticks (USB), CD-ROMS, cloud storage or other digital storage media within school without a teacher's permission.
- Uploading or downloading of non-approved software by staff and students is not permitted.
- Using of school devices, and ICT rooms for the purposes of teaching & learning will always be conducted under the supervision of a teacher.
- Virus protection software will be used and updated regularly by the A.P post holder.
- Students will treat others with respect at all times and will undertake to not bring themselves, their school and others, into disrepute, through their use of Digital Technology as outlined in St. David's Holy Faith Secondary School's Anti Bullying Policy and adhering to St. David's Holy Faith Secondary School's Code of Behaviour.

Users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources under the school's domain. Personal information, however, is not publicly accessible outside the school network.

In St. David's Secondary School we have three post holders with specific responsibilities for D.L.T, school website, C.P.D and software. School management and A.P post holders reserves the right to monitor and review the use of Digital Technology resources (the school network) and will do so, as needed, to ensure that systems are being used for educational purposes. It is important, therefore, that the whole school community (students, staff, parents/guardians, Trustees and the BOM) understands this and recognises that monitoring access:

- Increases safety and security of people and resources by supporting a positive learning and work environment, safety from harassment, intimidation and threats.
- Promotes appropriate and safe internet access fully compliant with child safety and electronic communication.
- Discourages breaches of confidentiality, copy right infringements and inappropriate file downloads and print requests.

Use of Internet:

One aspect of this policy is the Acceptable Use of D.LT and the internet. St. David's aims to ensure that students will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

- Students will use the internet for educational purposes only.
- Students will not intentionally visit internet sites that contain illegal, obscene, hateful or otherwise, objectionable materials. St David's Holy Faith Secondary School's code of behaviour has clear sanctions outlined in the event that students breach these.

- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will not copy information into assignments or projects or homework and fail to acknowledge the source (Copyright and Plagiarism infringement).
- Students will not download materials or images not relevant to their studies (as this is a direct breach of this ICT and AU policies and is strictly forbidden).
- Students will not disclose or publicise personal information of their own or any other person.

Content Filtering

- St David's Holy Faith Secondary School has chosen to implement the following level on content filtering on the *Schools Broadband Programme: Level 4 (Appendix One)*. This level allows access to millions of websites including YouTube but blocks access to websites belonging to the personal web sites category and websites such as Facebook belonging to the Social Networking category.
- Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action as per Code of Behaviour, including written warnings, withdrawal of access privileges, detention and, in serious cases, suspension or expulsion

St David's Holy Faith Secondary School implements the following strategies on promoting safer use of the internet and making our students responsible digital citizens:

- o Students will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- o Internet safety advice and support opportunities are provided to students in St David's Holy Faith Secondary School through our First Year Wellbeing module (Appendix Two) and Anti-Bullying workshops.
- o Teachers will be provided with continuing professional development opportunities in the area of internet safety such as PDST, Junior Cycle for Teachers and Blackrock Education Centre.

School Website:

- The website of St David's Holy Faith Secondary School is regularly checked by A.P. post holder with responsibility for the website and its content. This post holder operating a central administrative role.
- The A.P post holders ensure that there is no content that compromises the safety of students and staff.
- The publication of student work is co-ordinated, approved and monitored by a each class room teacher.
- Students will continue to own the copyright on any work published. Additionally, the copyright of all others' will be honoured.
- St David's Holy Faith Secondary School will avoid publishing the combination of both forename and surname of its students and staff members in photographs published on its school website. St David's Holy Faith Secondary School will endeavour to use digital photographs, audio and video clips focusing on group, where possible.

- St. David's Holy Faith will always seek permission from parents and/or guardians on the publication of their son/daughters photograph on schools website and/or social network account before publication.
- St David's Holy Faith Secondary School website and social networking accounts are checked regularly so as to ensure no personal details of students and staff members are compromised, as per our Code of Behaviour and Anti-Bullying policies.

Email:

Staff

- All teachers and staff members have been provided with an email address in the @stdavid.ie domain. This email is to be used for educational, research and administrative use only.
- Teachers and all staff members will not share their personal details with students, including personal mobile numbers, personal email addresses or social networking personal details.
- Staff emails and their Google Suite account are to be used for the exchanges of notes, assignments, resources, information etc, Google Classroom and cloud storage facilities only. This is done to protect both student and teacher from any potential harassment, embarrassment, inappropriate allegation or Child Protection issue(s) that may arise in the absence of such a monitored and transparent communication system, as per Teacher Council Guidelines.

Students

- Students will use approved school email accounts under the supervision and permission of a teacher. Students will use their school email account for educational purposes only.
- Students must only contact teaching staff through their approved school's domain (@stdavids.ie) when contacting for the purpose of electronic communication. Parents do not have permission to use their son/daughters account to contact staff of St. David's
- Students will not share login names or passwords with each other nor use another person's account. If a student should breach this rule, sanctions may be imposed by the school, including detention, suspension and expulsion
- Students will not send or knowingly receive any material that is illegal, obscene, defamatory or intended to annoy or intimidate another person.
- Students will not reveal their own or another individual's personal details such as addresses, phone numbers, photographs, etc.
- Students will never arrange to meet face-to-face with someone they only know through social networking sites or the internet or by email.
- Students will not send nor receive email attachments unless they have the permission and supervision of a member of the teaching staff.
- Internet chat rooms, discussion forums and other electronic communications will only be used for educational purposes and only accessed when a teacher gives permission and supervises.
- Unrecognisable usernames will be used in such incidences in order to avoid disclosure of identity.

- In the event of remote teaching, students must use their full name when attending online Zoom classes as outlined in the Parent and Student Guidelines for blended Learning. (See Appendix Four)

Mobile Phones:

- Students may carry their mobile phone on their person, but it must be switched off except during small break (10:50 am – 11:05 am) and lunchtime (1:05 pm – 1:35 pm), as per our schools Code of Behaviour and under the instruction of a teacher.
- During whole school exams (November, February/Mocks and Summer) mobile phones must be switched off in the exam hall, or any room where exams take place. Exam papers will be cancelled for a student(s) if a mobile phone goes off in the exam hall.
- Mobile phones cannot be used in any way between classes, on the way to classes, during classes (unless stated otherwise by teachers) or before classes. Mobile phones may only be used before school commences (8:45 am each day), during said breaks and after school (post 3:35 pm). One exception is whereby the teacher has given permission for students to use said mobile phones in class
- If a student needs to contact home urgently during the school day, they may proceed, with their teacher's permission to the school office and use the school phone with office approval. If a parent(s)/guardian(s) needs to contact his/her son/daughter urgently, they can do so by phoning the school and the office staff will relay the message(s) to the student promptly, where and when applicable. Under no circumstance is a student permitted to contact their parent(s)/guardian(s) via their own personal phone.
- If a student requires checking for a text message outside the permitted times, they may do so by reporting to the School Office and seeking permission from the school Principal, Deputy Principal, Year Head or Class Teacher
- A student cannot use their phone to take a photograph of a member of staff or another student, unless permitted and supervised by the class teacher. This is a breach of St. David's Code of Behaviour and If a student should breaches this rule, sanctions may be imposed by the school, including detention, suspension and expulsion.
- If a student breaches any of these rules, the phone and SIM card will be confiscated immediately and given to the Year Head who will enforce the School's code of behaviour policy. Sanctions and disciplinary action(s) may be taken against students for non-compliance with these points.

At all times, the privacy of the student shall be respected. Where the data on a phone is accessed, it shall only be done, to determine whether there was a misuse rather than monitoring the private activities of the owner.

School Devices

As we move forward with new educational changes in school, and the Digital Learning Framework, we are embedding digital technologies to create meaningful student learning experiences. Encouraging positive student engagement, St. David's aims to realise and maximise the potential of Digital Technologies as a valuable resource for assessment and e-learning in a safe and effective manner for all our students

As of December 2014, Board of Management of St David's Holy Faith Secondary School has continued to invest in digital learning infrastructure, through the purchasing of:

- Sixty school iPads
- Thirty Google Chromebooks
- Thirty eight staff laptops
- Fifty Staff iPads
- Two Design Communication and Graphics laptops

This Digital Technology is the property of St. David's Holy Faith Secondary School and, staff is requested to use these technologies for school use in St. David's Holy Faith Secondary School, only and, not for personal use. Staff must ensure that school laptops, mobile computers devices and tablets provided to them are protected at all times. The following regulations need to be followed when using school devices

Staff

- iPads and chromebooks must be booked via the online VSWare booking system at all times. The iPads are located in two locked storage units, one in the staffroom, and one beside the science labs. Chromebooks are located in a locked unit in the library.
- The computer room and D.C.G lab are booked through the appointed A.P post holder at the beginning of each term. Other available slots can be booked via the master timetable on the ICT noticeboard, by writing name and subject on free slot.
- The code for the lock on the iPads and chromebooks can be got from the A.P post holder and must not be shared with students.
- During peak demand times i.e CBAs staff are asked to be mindful of their booking/use of school devices and computer rooms. CBA times can be seen on the schools Google calendar.
- iPads and chromebooks must be placed in their correct box number and teachers should supervise this.
- Staff using the iPads or chromebooks during period 9 (or period 6 on Wednesday) must ensure that they connect devices to the charging cables when you return them to their storage unit. This only needs to be done at the end of school day.
- Assign each student to a specific iPad, Chromebook or Computer number and keep track of this on the Digital Technology monitoring document (See Appendix Five). This is an effective way of monitoring iPad/Chromebook/ computer usage.

Students

- Students must use assigned device number as given by their teacher.
- Students are to use school devices for educational purpose only and not for personal use.
- Students are prohibited from eating and drinking around school devices.
- Students are prohibited from taking pictures or videos on school devices.

- Student must take care that they log out of the device when finished using to protect their personal details/information
- Students should report technical issue or damage to their teacher, who in turn will notify the relevant AP post holder.

In the event of a student breaching these rules while using a school device, the Code of Behaviors policy will be followed.

Remote Teaching and Blended Learning

Teaching and learning is normally conducted in person within our school building. In exceptional circumstances, and at the discretion of the Board of Management remote working/teaching/learning will be facilitated. The Department of Education document '*Guidance on Emergency Remote Teaching and Learning In A Covid-19 Context (post-primary)*' 2020 (section 3, page 8 and section 4, page 12) outlines very clearly this need for all schools to ensure this occurs.

- Staff, who are authorised by the school, to work from home, must take all reasonable measures to ensure that access to school software applications are kept secure and are protected against unauthorised access, damage, and loss.
- Staff will be expected to use school approved learning portals Google Classroom, Zoom and other elements of the Google suite i.e. Google Drive, Forms, Documents, Slides, Sheets etc. to support and enhance students where remote learning is necessary. Teachers are advised to see our *Teachers Guidelines for Online/Blended Learning* for support in features of Google suite and other educational tools (Appendix Five)
- During periods of remote/blended learning Zoom classes or Google Classroom activity will be in place for students at their scheduled class time.
- When a teacher delivers a Zoom class, they are required to record and upload the Zoom class on Google Classroom. This is to ensure whereby there are many children in a household, with limited devices, said child(ren) can access lessons online.
- As per our schools Data Protection Policy 2019 (Appendix Six) St. David's sets out it ensure the protection of personal data and all staff follow guidelines in compliance of data protection laws.
- Attendance is recorded in teacher diaries. In the event that a student is absent for multiple classes, this information should be reported to the appropriate Year Head.
- At this time of remote/blended learning the classroom has become a virtual setting. Teaching and learning is still the main priority of all our students. Normal class rules of social interaction apply, and the remoteness of the students must not be used as an excuse to behave in an anti-social manner or post unacceptable messages. Students are expected to behave as they would do in a normal classroom setting.
 - Students must enter Zoom classes with cameras on and must remain on for entire duration of the class.
 - Students must dress appropriately.

- Students must remain on mute unless asked to unmute their mic by teacher.

In the event of a student becoming disruptive in class, the school's code of behavior policy is used.

- Student will be instructed to behave.
- If the student does not comply, the student will be removed from the Live class on Zoom.
- The teacher will report the student to the Year Head. At this point the school's Code of Behaviour will then apply.

Staff Professional Development in Digital Learning Technology

- Staff use digital technology's on a daily basis for various teaching and learning purposes such as research on the internet, preparation of worksheets/class tests/ information sheets and communication and sharing of resources.
- All members of staff are offered training to improve their digital technology capability and have a responsibility to keep up to date on developments in Digital Technology.
- Teachers should recognise the importance of being a digitally aware citizen and are advised to access www.webwise.ie on being a digital citizen.
- Staff CPD on Digital Technology is provided twice a year through staff meeting.
- Assistance and advice on the use of digital technology is available to staff from the AP post holders after school and upon agreement as well as at staff meetings, each term.
- There is continuous attention to improving the quality of staff computers and Digital Technology resources throughout the school.

In November 2019, St. David's established a Digital Framework Team with the aim of effectively embedding digital technologies into teaching and learning. Due to Covid-19 and the closures of schools, in the academic years of 2019-20 and 2020-21.

Exempt cases:

There are certain events, both on and off-site, during the school year, whereby activities and trips may require the use of electronic devices. If a student or students are unsure about the appropriateness, he/she should seek guidance and/or advice from a supervising member of staff, and whereby it is deemed inappropriate, sanctions as per Code of Behaviour, shall apply.

Sanctions:

The misuse of the internet, software and hardware, may result in disciplinary action, including written warnings, withdrawal of access privileges and possible, suspension or expulsion, as per Code of Behaviour. St David's Holy Faith Secondary School reserves the right to report any illegal activities to An Garda Síochána and any other relevant State authorities. The Board of Management of St. David's Holy Faith Secondary School urges any person who receives intimidating, threatening or harassing message(s) to report it immediately to any member of staff.

School Management reserves the right to investigate and deal with any incidents and activities that happen outside school time and which impact on the welfare or education of students of St. David's Holy Faith Secondary School. This often, but not always, applies to the misuse of social media/networking sites that may lead to online or cyber bullying. Students must be conscious about possible repercussions of posting messages, images and photos, online. The circulation, publication and/or distribution on the internet of material associated with the school, including but not limited to school activities, where such circulation humiliates, undermines and/or causes damage to the school or any person, is considered a serious breach of St David's Holy Faith Secondary School Code of Behaviour, warranting action being taken, up to and including, suspension or expulsion.

Legislation:

St. David's Holy Faith Secondary School's ICT and AU policies have been written based on the following Irish legislation:

- Children First (2013)
- Data Protection (Amendment) Act (2003) & (1988)
- Child trafficking and Pornography Act (1998)
- Interception Act (1993)
- Video Recording Act (1989)
- Guidance on Emergency Remote Teaching and Learning In A Covid-19 Context (Post-Primary) 2020
- Data Protection Act (2018).

Appendices One

School Broadband Programme

PAN-DB Filtering Categories for the Schools Broadband Network

Jan 2017

Category Name	L1	L2	L3	L4	L5	Summary Description of Category
Auctions	Allow	Allow	Allow	Allow	Allow	Sites that promote the sale of goods between individuals.
Business and Economy	Allow	Allow	Allow	Allow	Allow	Marketing, management, economics, and sites relating to entrepreneurship or running a business.
Computer and Internet Info	Allow	Allow	Allow	Allow	Allow	General information regarding computers and the internet.
Content Delivery Networks	Allow	Allow	Allow	Allow	Allow	Sites whose primary focus is delivering content to 3rd parties such as advertisements, media, files, etc.
Dynamic DNS	Allow	Allow	Allow	Allow	Allow	Sites that provide either utilize dynamic DNS services to associate domain names to dynamic IP addresses. Dynamic DNS is often used by attackers for command-and-control communication and other malicious purposes.
Educational Institutions	Allow	Allow	Allow	Allow	Allow	Official websites for schools, colleges, universities, school districts, online classes, and other academic institutions.
Entertainment and Arts	Allow	Allow	Allow	Allow	Allow	Sites for movies, television, radio, videos, programming guides/book, comics, performing arts, museums, art galleries, or libraries. Includes sites for entertainment, celebrity and industry news.
Financial Services	Allow	Allow	Allow	Allow	Allow	Websites pertaining to personal financial information or advice, such as online banking, loans, mortgages, debt management, credit card companies, and insurance companies. Does not include sites relating to stock markets, brokerages or trading services.
Government	Allow	Allow	Allow	Allow	Allow	Official websites for local, state, and national governments, as well as related agencies, services, or laws.
Health and Medicine	Allow	Allow	Allow	Allow	Allow	Sites containing information regarding general health information, issues, and traditional and non-traditional tips, remedies, and treatments. Also includes sites for various medical specialties, practices and facilities (such as gyms and fitness clubs) as well as professionals. Sites relating to medical insurance and cosmetic surgery are also included.
Home and Garden	Allow	Allow	Allow	Allow	Allow	Information, products, and services regarding home repair and maintenance, architecture, design, construction, décor, and gardening.
Hunting and Fishing	Allow	Allow	Allow	Allow	Allow	Hunting and fishing tips, instructions, sale of related equipment and paraphernalia.
Internet Portals	Allow	Allow	Allow	Allow	Allow	Sites that serve as a starting point for users, usually by aggregating a broad set of content and topics.
Job Search	Allow	Allow	Allow	Allow	Allow	Sites that provide job listings and employer reviews, interview advice and tips, or related services for both employers and prospective candidates.
Legal	Allow	Allow	Allow	Allow	Allow	Information, analysis or advice regarding the law, legal services, legal firms, or other legal related issues.
Military	Allow	Allow	Allow	Allow	Allow	Information or commentary regarding military branches, recruitment, current or past operations, or any related paraphernalia.
Motor Vehicles	Allow	Allow	Allow	Allow	Allow	Information relating to reviews, sales and trading, modifications, parts, and other related discussions for automobiles, motorcycles, boats, trucks and RVs.
Music	Allow	Allow	Allow	Allow	Allow	Music sales, distribution, or information. Includes websites for music artists, groups, labels, events, lyrics, and other information regarding the music business.
News	Allow	Allow	Allow	Allow	Allow	Online publications, news/side services, and other websites that aggregate current events, weather, or other contemporary issues. Includes newspapers, radio stations, magazines, and podcasts.
Parked	Allow	Allow	Allow	Allow	Allow	URLs which host limited content or click-through ads which may generate revenue for the host entity but generally do not contain content that is useful to the end user.
Philosophy and Political Advocacy	Allow	Allow	Allow	Allow	Allow	Sites containing information, viewpoints or campaigns regarding philosophical or political views.
Private IP Addresses	Allow	Allow	Allow	Allow	Allow	This category includes IP addresses defined in RFC 1918, "Address Allocation for Private Internet" which are: 10.0.0.0 - 10.255.255.255 (108 prefix) 172.16.0.0 - 172.31.255.255 (172.16/12 prefix) 192.168.0.0 - 192.168.255.255 (192.168/16 prefix) 169.254.0.0 - 169.254.255.255 (169.254/16 prefix) It also includes domains not registered with the public DNS system (such as ".local")
Real Estate	Allow	Allow	Allow	Allow	Allow	Information on property rentals, sales and related tips or information. Includes sites for real estate agents, firms, rental services, listings (and aggregators), and property improvement.
Recreation and Hobbies	Allow	Allow	Allow	Allow	Allow	Information, forums, associations, groups, and publications on recreation and hobbies.
Reference and Research	Allow	Allow	Allow	Allow	Allow	Personal, professional, or academic reference portals, materials, or services. Includes online dictionaries, maps, dictionaries, census information, libraries, genealogy and scientific information.
Religion	Allow	Allow	Allow	Allow	Allow	Information regarding various religions, related activities or events. Includes websites for religious organizations, officials and places of worship.
Search Engines	Allow	Allow	Allow	Allow	Allow	Sites that provide a search interface using keywords, phrases, or other parameters that may return information, websites, images or files as results.
Sex Education	Allow	Allow	Allow	Allow	Allow	Information on reproduction, sexual development, safe sex practices, sexually transmitted diseases, birth control, tips for better sex, as well as any related products or related paraphernalia. Includes websites for related groups, forums or organizations.
Shareware and Freeware	Allow	Allow	Allow	Allow	Allow	Sites that provide access to software, screen savers, icons, wallpapers, utilities, freeware, shareware or widgets for free and/or donations. Also includes open source projects.
Shopping	Allow	Allow	Allow	Allow	Allow	Sites that facilitate the purchase of goods and services. Includes online merchants, websites for department stores, retail stores, catalogs, as well as sites that aggregate and monitor prices.
Society	Allow	Allow	Allow	Allow	Allow	Topics relating to the general population, issues that impact a large variety of people, such as taxation, beauty, philanthropic groups, societies, or children. Also includes restaurant websites.

Category Name	L1	L2	L3	L4	L5	L6	Summary Description of Category
Sports	Allow	Allow	Allow	Allow	Allow	Allow	Information about sporting events, statistics, coaches, officials, teams or organizations, sports scores, schedules and related news, and any related paraphernalia.
Stock Advice and Tools	Allow	Allow	Allow	Allow	Allow	Allow	Includes websites regarding fantasy sports and other virtual sports leagues.
Training and Tools	Allow	Allow	Allow	Allow	Allow	Allow	Information regarding the stock market, trading of stocks or options, portfolio management, investment strategies, quotes, or related news.
Translation	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide online education and training and related materials.
Travel	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide translation services, including both user input and URL translations. These sites can also allow users to circumvent filtering as the target page's content is presented within the context of the translator's URL.
Web Advertisements	Allow	Allow	Allow	Allow	Allow	Allow	Information regarding travel tips, deals, pricing information, destination information, tourism, and related services. Includes websites for hotels, local attractions, casinos, airlines, cruise lines, travel agencies, vehicle rentals and sites that provide booking tools such as price monitors.
Web Hosting	Allow	Allow	Allow	Allow	Allow	Allow	Advertisements, media, content, and banners.
Web-based Email	Allow	Allow	Allow	Allow	Allow	Allow	Free or paid for hosting services for web pages, including information regarding web development, publication, promotion, and other methods to increase traffic.
Internet Communications and Telephony	Block	Allow	Allow	Allow	Allow	Allow	Any website that provides access to an email inbox and the ability to send and receive emails.
Streaming Media	Block	Allow	Allow	Allow	Allow	Allow	Sites that support or provide services for video chatting, instant messaging, or telephony capabilities.
Games	Block	Block	Allow	Allow	Allow	Allow	Sites that stream audio or video content for free and/or purchase.
Online Storage and Backup	Block	Block	Allow	Allow	Allow	Allow	Sites that provide online play or download of video and/or computer games, game reviews, tips, or cheats, as well as instructional sites for non-electronic games, sale/trade of board games, or related publications/media. Includes sites that support or host online sweepstakes and/or giveaways.
Personal Sites and Blogs	Block	Block	Block	Block	Allow	Allow	Websites that provide online storage of files for free and as a service.
Social Networking	Block	Block	Block	Block	Block	Allow	Personal websites and blogs by individuals or groups.
Abortion	Block	Block	Block	Block	Block	Block	User communities and sites where users interact with each other, post messages, pictures, or otherwise communicate with groups of people. Does not include blogs or personal sites.
Abused Drugs	Block	Block	Block	Block	Block	Block	Sites that pertain to information or groups in favor of or against abortion, details regarding abortion procedures, help or support forums for or against abortion, or sites that provide information regarding the consequences/effects of pursuing (or not) an abortion.
Adult	Block	Block	Block	Block	Block	Block	Sites that promote the abuse of both legal and illegal drugs, use and sale of drug related paraphernalia, manufacturing and/or selling of drugs.
Alcohol and Tobacco	Block	Block	Block	Block	Block	Block	Sexually explicit material, media (including language), art, and/or products, online groups or forums that are sexually explicit in nature. Sites that promote adult services such as video/telephone conferencing, escort services, strip clubs, etc.
Copyright Infringement	Block	Block	Block	Block	Block	Block	Sites that pertain to the sale, manufacturing, or use of alcohol and/or tobacco products and related paraphernalia. Includes sites related to electronic cigarettes.
Dating	Block	Block	Block	Block	Block	Block	Web pages and services that are dedicated to illegally offer videos, movies or other media for download infringing copyrights of others.
Extremism	Block	Block	Block	Block	Block	Block	Websites offering online dating services, advice, and other personal ads.
Gambling	Block	Block	Block	Block	Block	Block	Websites promoting terrorism, racism, fascism or other extremist views discriminating people or groups of different ethnic backgrounds, religions or other beliefs.
Hacking	Block	Block	Block	Block	Block	Block	Lottery or gambling websites that facilitate the exchange of real and/or virtual money. Related websites that provide information, tutorials or advice regarding gambling, including betting odds and pools. Corporate websites for hotels and casinos that do not enable gambling are categorized under Travel.
Inufficient Content	Block	Block	Block	Block	Block	Block	Sites relating to the illegal or questionable access to or the use of communications equipment/software. Development and distribution of programs, how-to advice and/or tips that may result in the compromise of networks and systems. Also includes sites that facilitate the bypass of licensing and digital rights systems.
Malware	Block	Block	Block	Block	Block	Block	Websites and services that present text pages, no content, provide API access not intended for end-user display or require authentication without displaying any other content suggesting a different categorization.
Nudity	Block	Block	Block	Block	Block	Block	Sites containing malicious content, executables, scripts, viruses, trojans, and code.
Peer-to-Peer	Block	Block	Block	Block	Block	Block	Sites that contain nude or semi-nude depictions of the human body, regardless of context or intent, such as artwork, includes nudist or naturist sites containing images of participants.
Phishing	Block	Block	Block	Block	Block	Block	Sites that provide access to or clients for peer-to-peer sharing of torrents, download programs, media files, or other software applications.
Proxy Avoidance and Anonymizers	Block	Block	Block	Block	Block	Block	Seemingly reputable sites that harvest personal information from its users via phishing or phishing.
Questionable	Block	Block	Block	Block	Block	Block	Proxy servers and other methods that bypass URL filtering or monitoring.
Swimsuits and Intimate Apparel	Block	Block	Block	Block	Block	Block	Sites containing tasteless humor, offensive content targeting specific demographics of individuals or groups of people, criminal activity, illegal activity, and get rich quick sites.
Weapons	Block	Block	Block	Block	Block	Block	Sites that include information or images concerning swimsuits, intimate apparel or other suggestive clothing.
	Block	Block	Block	Block	Block	Block	Sales, reviews, descriptions of or instructions regarding weapons and their use.

Appendix Two

1st Year Wellbeing Modules

Block One

Subject	Teacher
Art Therapy	J. Sheridan
Counselling and Wellbeing	T. Brady
Public Speaking	J. Redmond
Research Skills	M. Ryan
Social Education	C. Gardiner

Block Two

Subject	Teacher
Learn to Learn	H. Davies
Personal Development	J. Clifford
Creative Writing	J. Redmond
Choir/Musicology	J. Murphy

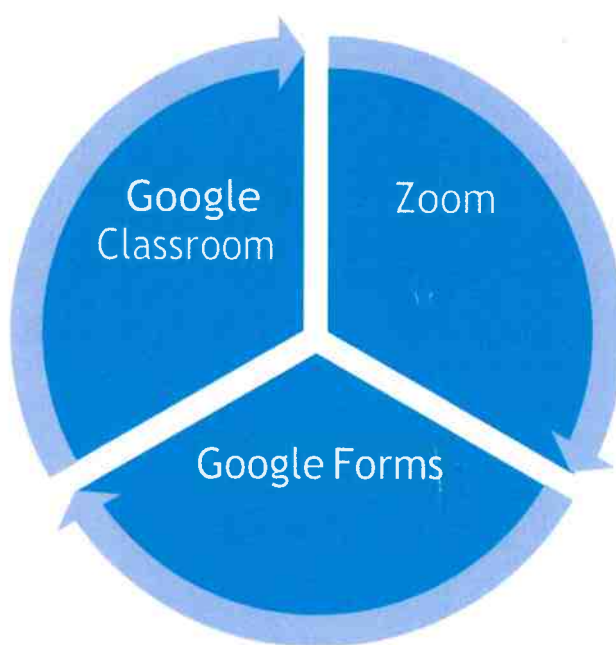


St. David's Holy Faith

Co. Educational Secondary School, Greystones, Co. Wicklow

Parent/Guardian and Student Guidelines for Online/Blended Learning

Academic Year 2020-21



The digital aspects of online learning/blended learning for teachers and students of St. David's Secondary School comprises of three pillars which work in unison to aid in the delivery of teaching to students.

Students will log on each day to their google classroom and follow their class timetable. Each teacher will teach online using zoom, upload work including recording and videos on google classroom and direct individual work for students to do themselves.

Each student and importantly, you as parents/guardians, will be able to communicate with teachers.

To facilitate smooth running of each of these platforms please read the following guide.

Approach to remote teaching and learning:

- Google Classroom and Zoom will form the backbone of online teaching and learning for students of St. David's. (Google forms may be used in addition to these for some assessment purposes).
- Teachers will teach using a blended approach. Any Zoom classes will be scheduled during the time when a student normally has that subject on their timetable. The link for Zoom classes will be communicated to students through Google Classroom.
- Zoom classes will be recorded and uploaded to Google Classroom after the lesson to allow students who were unable to attend to access any content that they may have missed.
- Teachers will continue to use Google Classroom to provide any supplementary material for students.
- Attendance of students at Zoom classes will be recorded by teachers.
- Assignment submission will also be recorded by teachers.



Google Classroom:

What is it?

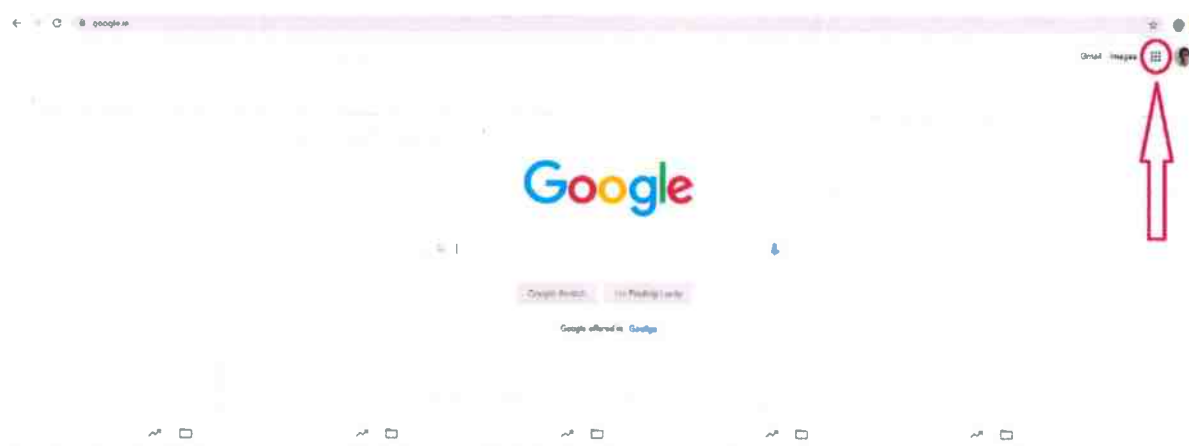
Google Classroom is the key component to distance/blended learning utilised by teachers of St. David's. It allows teachers to set work, distribute assignments, grade work, send feedback and place links for Zoom classes.

How is it accessed?

There are two main ways in which you can access Google Classroom.

1. On an **iPad/iPhone/Smartphone** you can download the Google Classroom app from the App Store. This can also be downloaded on a mobile phone from the App Store (iPhones) or Play Store (Android).
2. On a **desktop/laptop** you can select Google Classroom from the 9 dots on the top right of the screen when you open the Google homepage.

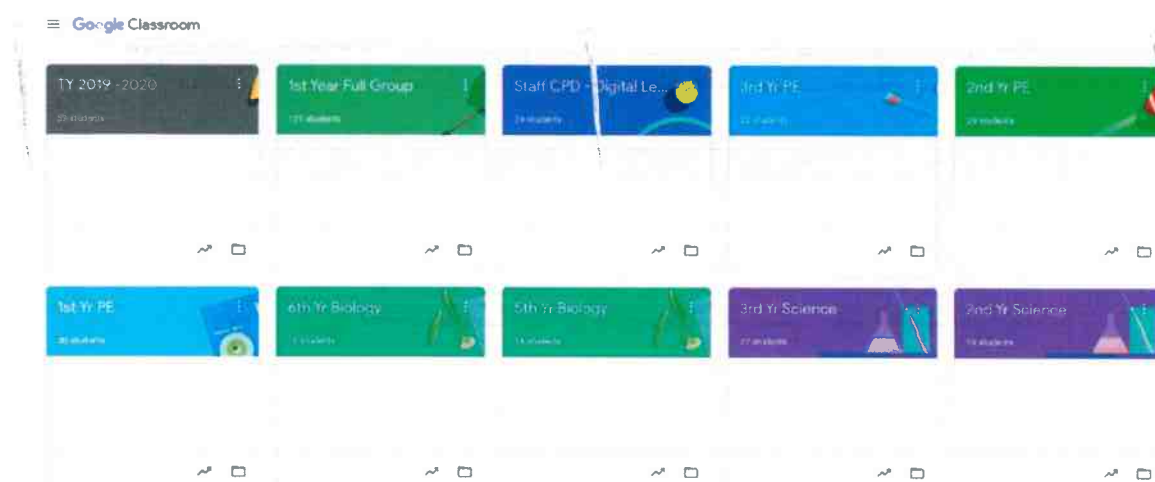
You must sign in with your school email and password, otherwise you will not be assigned to any classes.



How do I set it up?

As a student you will already be added to each class for each subject on your timetable. If a class is missing please email the teacher and ask them to provide you with the class code or send you an email invitation.

Depending on your platform (smartphone/tablet/desktop) the interface will look something similar to the screenshot below.



How do I use it?

Once you enter into the Google Classroom for an individual subject there are two sections to be aware of as a student. These are the 'Stream' and 'Classwork'.

Stream

This is accessed by clicking on the word '**Stream**' at the top of the page.

This is a location where the teacher can make announcements to the class. **Notifications** should be received when a teacher writes an announcement here. These notifications should remain on to ensure important information is not missed.

Teachers may write **assignments** here, so it is important to ensure that you are constantly checking in on the stream for each class in order to avoid missing important updates.

Videos, notes, PowerPoint presentations, podcasts etc. may all be added here to allow the student to access these resources quickly and easily.

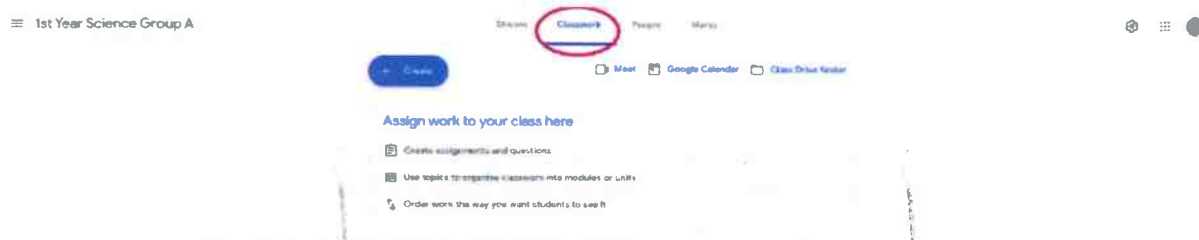
Classwork

This is accessed by clicking the word '**Classwork**' at the top of the page.

This is the main location that teachers will use to set **assignments** for their class. **Deadlines** will be set for completion of assignments and it is the responsibility of the student to ensure they are completed on time.

Google Forms quizzes can also be assigned through the classwork section. In this scenario students will need to click on the link to the quiz. They will then be redirected to a Google Forms site. It is

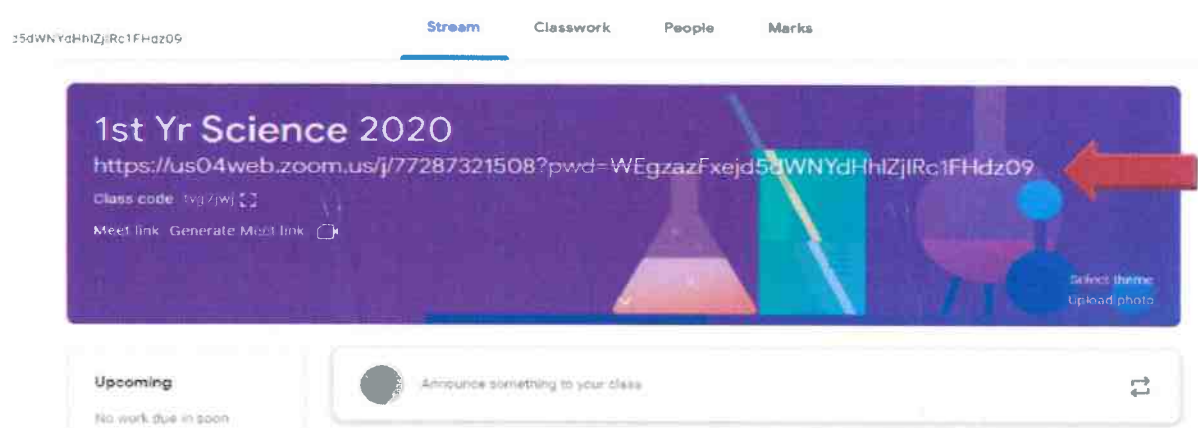
imperative that the student has signed into their school account on the device they are using, otherwise the Google Forms quiz will not open.



Linking Google Classroom to Zoom

Google Classroom will be utilised to provide the links for Zoom classes for students. This link will be placed on the Google Classroom banner. The same link can be used for each class of that subject.

For example, Stephen has Maths period 3 (10:10-10:50) on a Monday. At 10:10 he opens Google Classroom and opens the section on Maths. At the top of the stream he can then copy the link into his web browser (shown below with a red arrow). This link directs Stephen to the Zoom class for Maths.



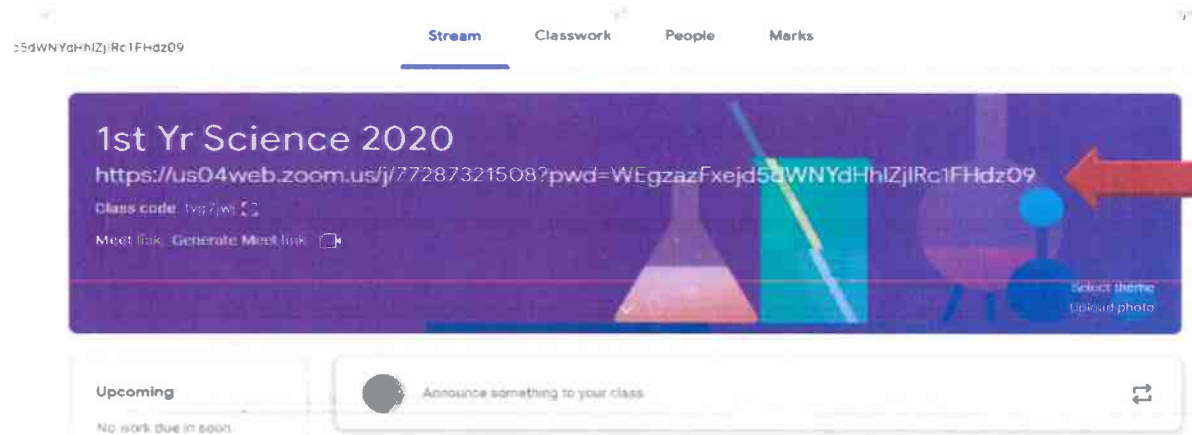
Zoom:

What is it?

Zoom is an online meeting room application which is used by the school. It allows teachers to run online classes.

How is it accessed?

Students will access their individual Zoom classes by clicking on the link provided by the teacher. This link will be displayed in the banner section of your Google Classroom class. In order to open the Zoom class, highlight the Zoom link, copy it, and paste it into a new tab. You will be taken directly to the Zoom class.



Zoom controls



- 1- Students can mute/unmute themselves during the class
2. This setting gives students the option of switching on and off the camera
3. This function will not be available to students
4. This allows students and teachers to view all attendees of the class
5. This allows students to share their screen
6. This allows students to access the chat function
7. This function will not be available to students. The teacher will record each Zoom class.
8. This feature allows students to leave the class once the teacher has given permission to do so

iPad and Chromebook Records

Class:

Year:

Device Number	Student Name
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*St. David's Holy Faith
Digital Learning Team*

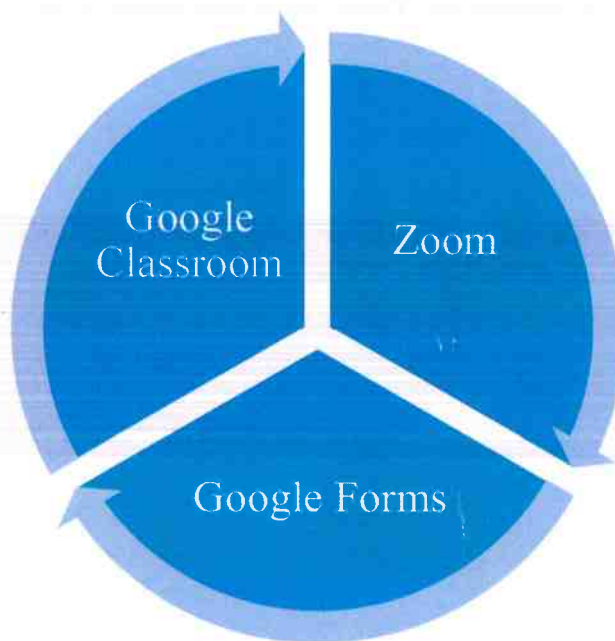


St. David's Holy Faith

Co. Educational Secondary School, Greystones, Co. Wicklow

Teacher Guidelines for Online/Blended Learning

Academic Year 2020-2021



The digital aspects of online learning/blended learning for teachers and students of St. David's Holy Faith Secondary School comprises three pillars which work in unison to aid in the delivery of teaching to students.

Staff devices

All teachers have been provided with a new school device as of November 2020 and January 2021 (iPad or HP laptop). These devices have been set up with a school account linked to Google classroom and school email. Each device is intended to be used for school purposes only. Each teacher is responsible for this school device. In the event of theft or damage to the device the teacher will be liable for the cost of replacement or repair. In the event that the teacher is no longer an employee of St. David's Holy Faith Secondary school, he or she is required to return the device to the school.

Approach to remote teaching and learning

St. David's Holy Faith Secondary School has adopted a model of blended learning during this particular lock-down with zoom online classes and google classroom used by teachers for all year groups.

- It is expected that teachers will teach online via zoom and through google classroom for all class periods as set out on their regular timetable. The Department of Education document 'Guidance on emergency remote teaching and learning in a covid-19 context (post-primary)' 2020 (section 3 page 8 and section 4 page 12) outlines very clearly this need for all schools to ensure this occurs.
- Teachers will continue to use Google Classroom to display their recurring zoom link and any supplementary material for students. Google Classroom will also act as a learning portal whereby teachers may wish to pre-record a lesson or lessons, and place on Google Classroom. It is envisioned that the zoom class or the google classroom activity will be in place for students at their scheduled class time. The inter-play of both will allow teachers the required flexibility in ensuring teaching and learning is maximised, whilst ensuring students are facilitated with differing modes of technology.
- When a teacher delivers a zoom class, they are required to record and upload the zoom class on google classroom. This is to ensure whereby there are many children in a household, with limited devices, said child(ren) can access lessons online.
- Attendance should be recorded in teacher diaries. In the event that a student is absent for multiple classes, this information should be reported to the appropriate Year Head.



Google Classroom:

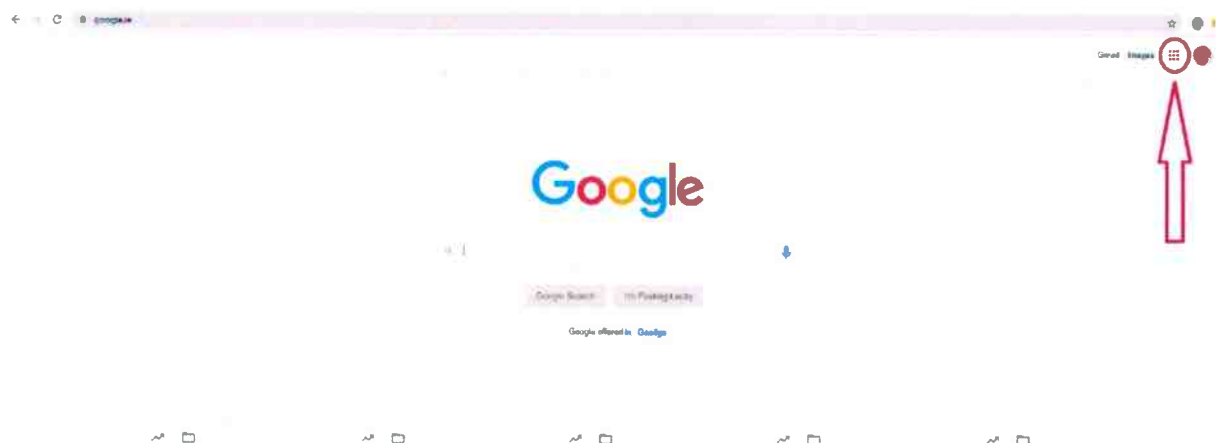
What is it?

Google Classroom is a key component to distance/blended learning that can be utilised by teachers. Zoom teaching and Google classroom are both integral to effective online teaching and learning for all students. Each Google Classroom will have the Zoom link displayed for the appropriate class.

How is it accessed?

There are two main ways in which you can access Google Classroom.

1. On your **iPad** you can download the Google Classroom app from the App Store. This can also be downloaded on a mobile phone from the App Store (iPhones) or Play Store (Android).
2. On a **desktop/laptop** you can select Google Classroom from the 9 dots on the top right of the screen when you open the Google homepage.

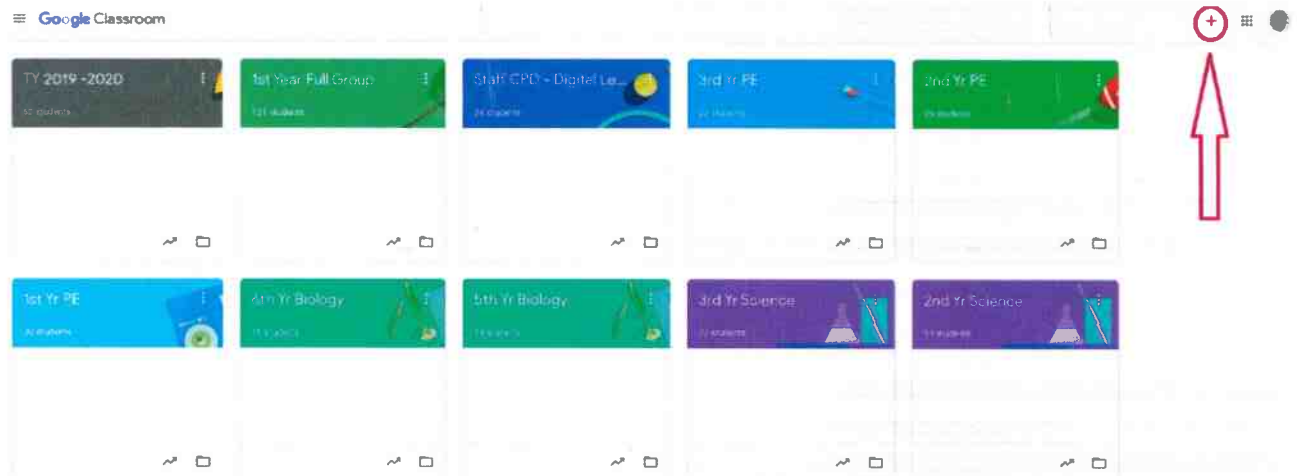


How do I set it up?

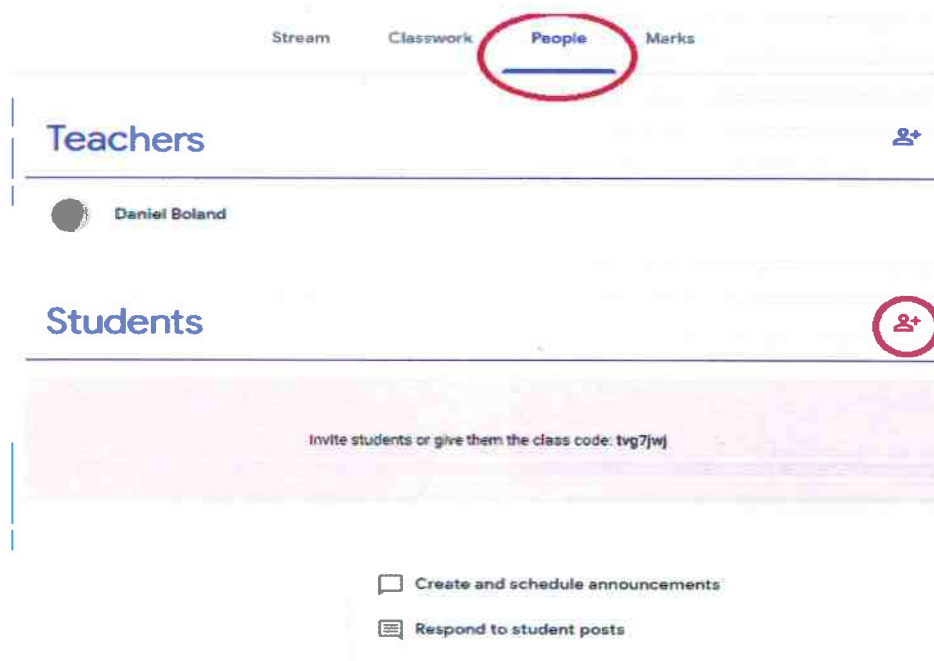
The first step with Google Classroom is to create your class. As a member of the St. David's email domain you have access to Google Classroom. There are two ways to set up your class:

***New teachers** - You will have to select "Teacher" after first signing in. This "Teacher" request may have to be approved. If they do not see "Create Class" then please contact Bryan (bodowd@stdavids.ie) for approval.

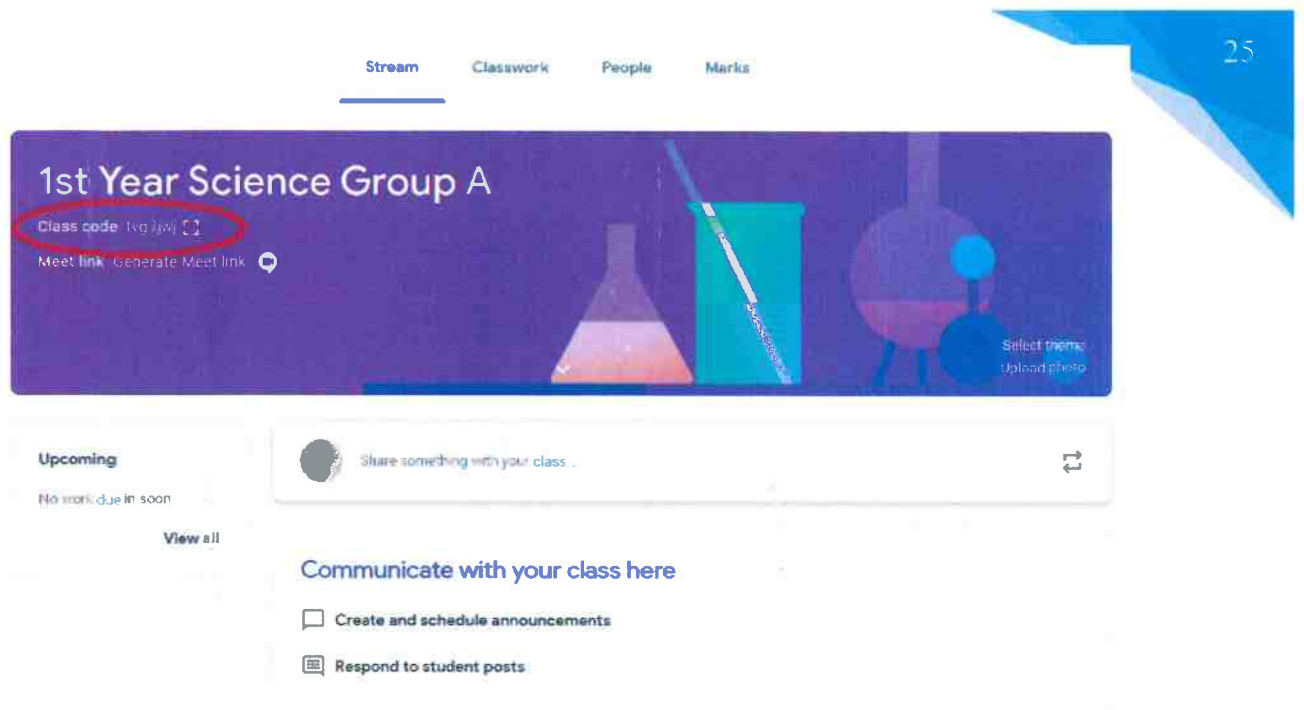
- On the top right-hand corner click on the '+' sign. Click on 'create class' and fill in the details required.



- Invite all students via **email**. You can do this through the '**People**' tab. You do not need the full email addresses of all students. Once you start typing their name their email addresses will appear.



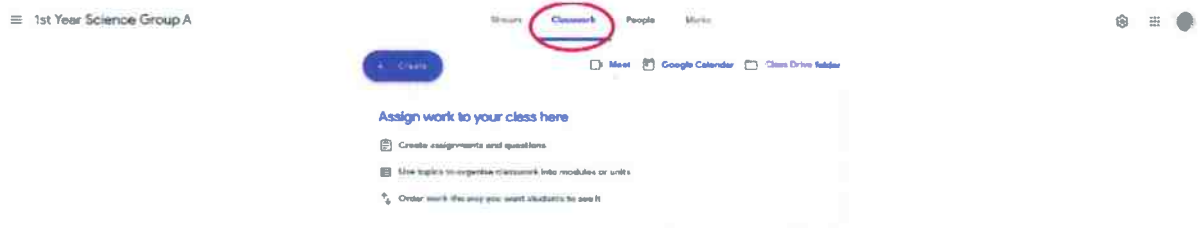
- **Or** Share the **class code** with your students and they can join directly.



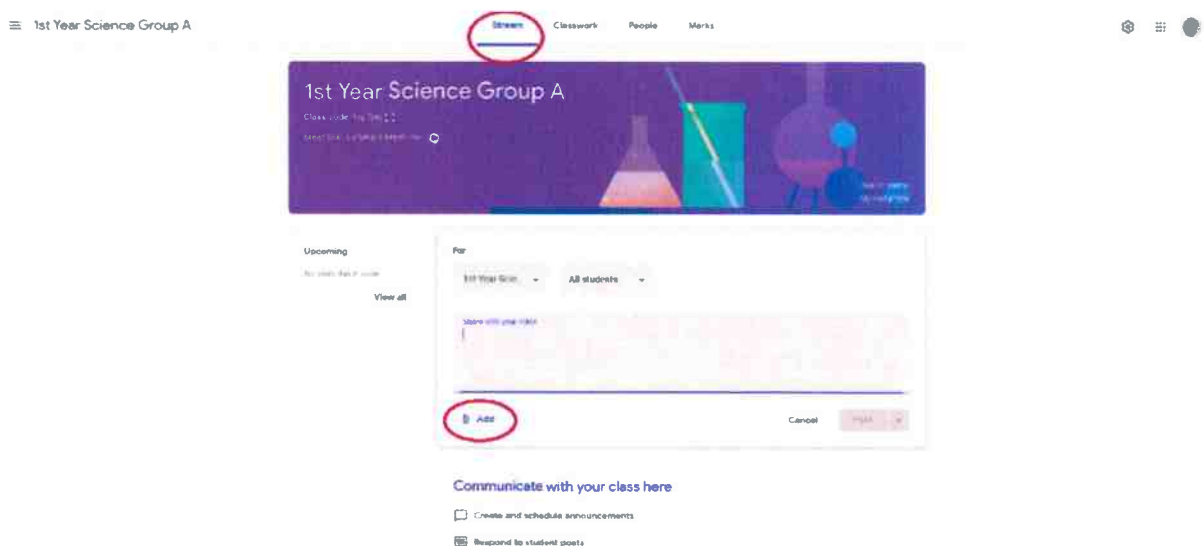
Once students have accepted your email or used the Google Classroom code, they will then be able to see any content that you post or any assignments that you set.

How do I use it?

- A location to set assignments.



- A platform to upload videos, podcasts, notes or PowerPoint presentations.
- A way of sharing documents with your class group.



- You can link your quizzes to Google Forms and set it to collect student scores.
- You may decide to set up a survey through Google Classroom.

Top Tips for Smooth Usage:

- ✓ **Add parents to Google Classroom** – All teachers must activate this section as this will minimise queries from parents.

This is completed by adding in the emails of parents/guardians in the **'People'** section.

- ✓ **Schedule Work** – It is easiest for students if they can see all the work that they are required to do from early in the morning. You can set the date and time for your work to appear on the stream by using the 'Schedule' feature. Ideally set work for 8 or 9am.

Instead of clicking 'Post' when you have written work on the stream/in classwork, click instead on the small arrow beside the word 'Post'. This will provide you with the option to schedule work which will then appear at the time you allocate.

- ✓ **Use the Classwork Section** – When setting work try to set it as an assignment in the classwork section. This ensures that students are aware if they have not submitted the assignment.
- ✓ **Set Suitable Timeframes** – Allow students time to complete assignments, in other words be cognisant of the volume of work students are undertaking, other duties that they may have around the house, and a lack of devices.
- ✓ **Schedule Work on 'Teaching Days'** – Only schedule work for a class on the days that you teach them. This should help to prevent students becoming overwhelmed.

What are the limitations?

- ❖ You cannot run a live class directly from Google Classroom. However, you can place the link for the Zoom class on the stream for that class group so students can access it for each Zoom period



Zoom

This is the second pillar of St.David's Holy Faith Secondary School's online teaching and learning.

What is it?

Zoom is an online meeting room application which is used by our school. It allows teachers to run online sessions to support students in their distance learning.

How is it accessed?

Zoom is accessed using the Zoom application on any Internet-enabled device. The Zoom meeting app can be downloaded from Google Play Store (Android/Chrome OS)/Apple Appstore (iOS) or <https://zoom.us/download> (PC). Staff have been provided with CPD in April 2020, May 2020 and October 2020. The ICT team remain available for any further queries in relation to using this software.

How do I set it up?

The first step with Zoom is to sign up with your school email account. As a member of the St. David's email domain you will be given access to a less limited Basic account plan.

1. Go to zoom.us. On the top right hand side click on the sign up button.
2. Enter your date of birth – this data is not stored, but must be checked for child protection reasons.
3. On the sign up page, select Sign in with Google
4. Select/Enter your school account details.
5. Click Create Account

Once the account has been created, you will have access to the Zoom meeting platform.

How do I use it?

You should decide, based on your subject area, how best to engage your students in their online learning. In order to host an online class, you will need to schedule a meeting and share the login details. Note: Students will not require a zoom account, they simply click on the link and join via the app.

Scheduling a Class:

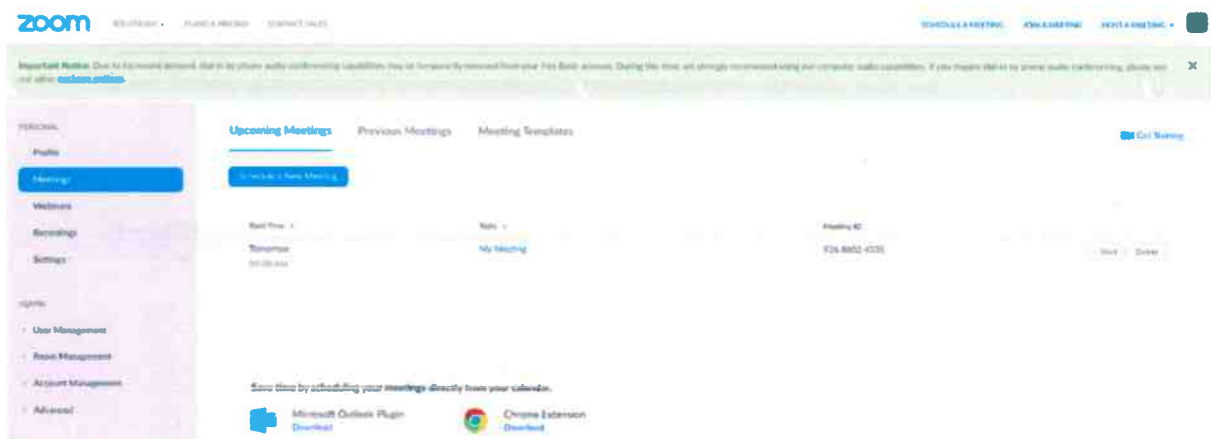
1. Login to zoom.
2. Click on Meetings on the left hand side.
3. Click the Schedule a Meeting button.
4. Enter the Topic.
5. Select the Date and Time
6. Ensure the timezone is set to Dublin
7. The following settings are recommended for teaching purposes:

- a. Set video off for participants
 - b. Disable join before host
 - c. Enable mute participants on entry
 - d. Enable waiting room
 - e. Enable record the meeting automatically on the local computer
8. Save the meeting

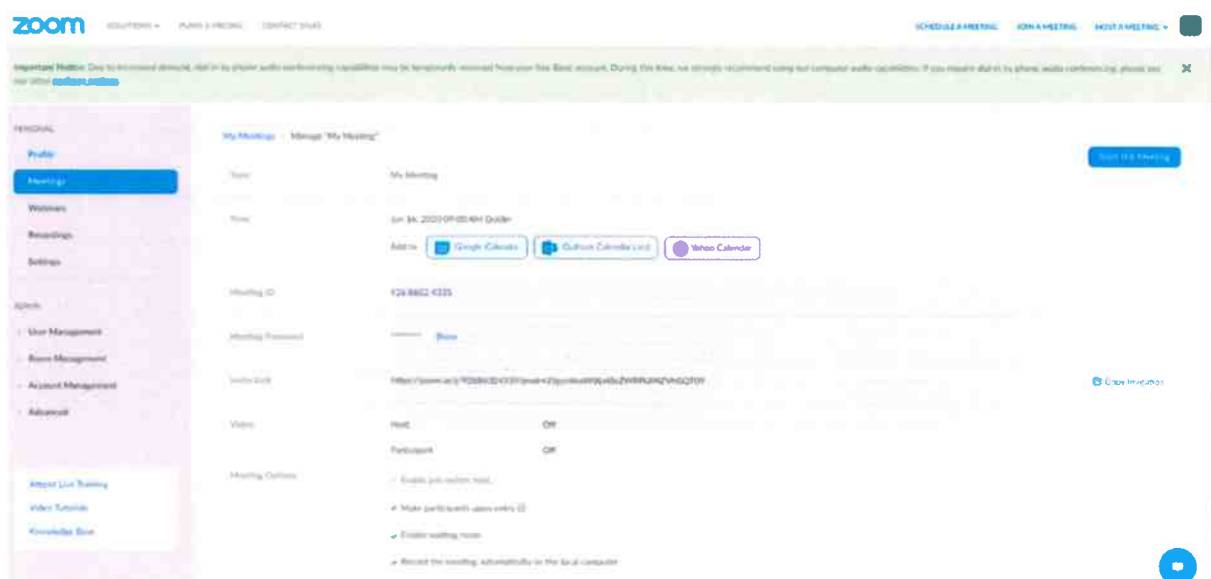
Sharing the meeting information:

It is essential that you share the meeting login information via Google Classroom.

1. Go to Meetings section on zoom.us.
2. Select the meeting link



3. Click the Copy Invitation link.



4. Then click Copy Meeting Invitation button.

- ## Top Tips for Smooth Usage:

- ✓ **Schedule meetings during timetabled class times only.** Once the initial Zoom link has been set up and labelled (e.g 1C history), this permanent link will be displayed in the Google Classroom banner and can be reused each time. This prevents the teacher setting up a new link each time. In order to activate the class, the teacher will open their Zoom account, select the class and begin class. Students will only need to open the link that is permanently posted in the Google Classroom banner. An instructional video on how to set up the recurring permanent link has been sent to all staff.
- ✓ **Recommend use of a headset with microphone** – Suggest to students that they make use of headsets with a microphone in order to limit the background noise during the meeting.
- ✓ **Record classes** – They can then be uploaded to Google Classroom for any student who was absent at the time of the lesson.

Additional Resources:

- Here is a link to some instructional videos for using zoom for education:
<https://ieducate.ie/video/>



Google Forms

Google Forms:

Uses:

Google forms can be used for questionnaires, encouraging student thinking and class assessments.

(i) Questionnaires/Survey:

Google forms can be used to ask students to indicate their preference for something, e.g. what day they would prefer a zoom class, which text they would like to study etc. The advantage of Google Forms is that students can respond to a question and all responses are collected in one place

(ii) Encouraging student thinking (Bloom's Taxonomy):

In addition to multiple choice style questions, Google Forms also allows for open ended responses where students can write their opinion about a topic. For example, as a stimulus the teacher could write a statement/upload an image or video on Forms whereby students have to comment on the statement/image/video and express their opinions/present an argument on the statement/image/video. This is an effective way of introducing the *evaluation* stage of Bloom's taxonomy into your lessons.

(iii) Class assessments:

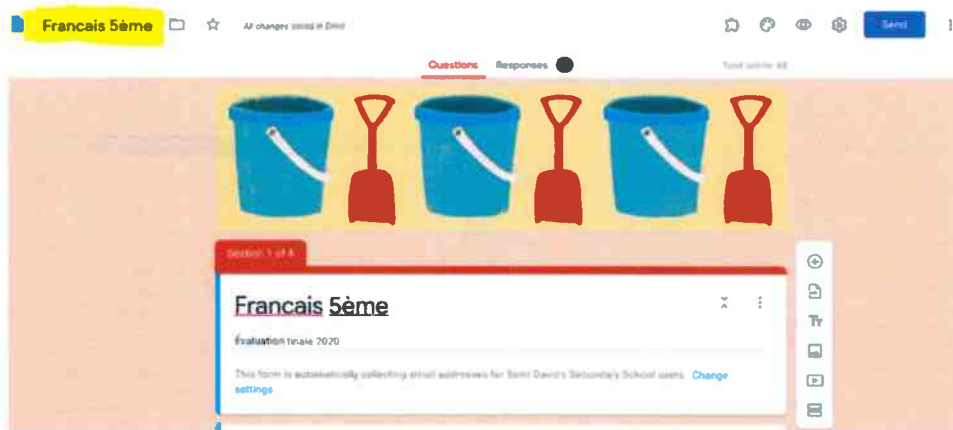
Google Forms can also be used for assessment purposes. By using the quiz feature of Forms teachers can attribute a certain amount of points to each question. There are also various question formats that can be used such as multiple choice, short answer questions and long answer questions. Questions can also be created as mandatory so that students can't skip them and it is also possible to set a minimum/maximum word limit per question.

There are several extra settings available to teachers when creating Google Forms.

Organising your Google Forms:

The most efficient way to organise your Google Forms is to create your form from within a folder on Google Drive. For example, if you are creating an end of term assessment for 2nd year History you may begin by creating your Google Form from within your 2nd year History folder on Drive. Once inside the desired folder on Drive, click on 'new' in the top left-hand corner, scroll down to 'more' and click on Google Forms. This will create the Google form

within the folder that you want and will make it easier to find the form after if for example you want to edit it/attach it to Google Classroom. You should also name your Google Form by clicking in the top left-hand corner of the screen.



Working on a single Google form as a group of teachers/subject department:

This can be done by clicking on the three dots (top right-hand corner) and then clicking on 'add collaborators'. When distributing the final assessment to students it is important that each teacher create their own individual copy of the form before distributing to students. Failure to do this will mean that responses from each of the collaborating teachers will be stored on the same form as opposed to teachers simply receiving responses from the students of their own class. To create a copy of the form click on the three dots (top right hand corner) and click on Make a copy.

Additional settings:

Settings

General Presentation Quizzes

☐ Collect email addresses

☐ Response receipts ?

Requires sign-in:

☒ Restrict to users in Saint David's Secondary School and its trusted organisations ?

☐ Limit to 1 response
Respondents will be required to sign in to Google.

Respondents can:

☐ Edit after submit

☐ See summary charts and text responses

Cancel Save

1. Collect email addresses: You should select this option when setting work to students so that you will know which students submitted the work.

2. Select the option 'Restrict to users in Saint David's Sec. School'. This ensures that students can only use their St. David's email. As per the school's AUP Policy, students cannot use person email addresses and must only use their St. David's account.

3. By selecting 'Limit to 1 response' students will only be able to complete the Google Form once. This is important for summative assessment so that students do not submit multiple versions of the same

assessment.


***Ensure that you click on 'save' after you have selected/deselected any new options here**

Settings

General
Presentation
Quizzes

☒ **Make this a quiz**
Assign point values to questions and allow auto-marking.

Quiz options

Locked mode on Chromebooks
 Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)
☐ Turn on locked mode

Release mark:
☒ Immediately after each submission
☐ Later, after manual review
Turns on email collection

Respondent can see:
☐ Missed questions
☐ Correct answers
☒ Point values

1. Select 'make this a quiz' if you would like to add point values to your questions.


2. The 'Release Mark' section gives you two options:

-Immediately after each submission:
By selecting this option, students will receive their grade immediately after the submit it.

-Later, after manual review: This option allows you to review all answers before releasing the grade to students. This is the preferred option

if your form contains quizzes where students have to write their own personal response to a question. It allows you to read the student's answer and attribute the correct amount of points before releasing the grade.

Settings

 Respondents aren't allowed to open tabs or other applications while taking this quiz. Respondents must take this quiz using a managed Chromebook. [Learn more](#)
☐ Turn on locked mode

Release mark:
☒ Immediately after each submission
☐ Later, after manual review
Turns on email collection

Respondent can see:
☐ Missed questions
☐ Correct answers
☒ Point values

Cancel Save

1. There are 3 options under the 'Respondent can see' section:

- Missed questions: this allows students to see any questions they may have missed (if questions are not programmed as mandatory)

-Correct answers: this allows students to see the correct answers once they have submitted. If setting a class test it is better to have this option switched off so that students who finish the test early cannot share the correct answers

-Point values: this allows students to see the point value for each question

Include a separate section for the end of a Google Form assessment:

It is a good idea to create a separate section for the end of the assessment. This allows you as a teacher to leave an instruction for the students to read over their answers and to warn students that once they click submit on this particular page their answers will be submitted. If the assessment is created without this end section there is a risk that students could click on submit at any stage and accidentally submit their answers too early (if the mandatory questions feature is not switched on).

The screenshot shows a Google Form titled "Francais 5ème" with a folder icon, a star icon, and the text "All changes saved in Drive". The form has a blue "Send" button in the top right corner. The main content area features a large image of a football and a red cricket ball. Below the image is a text box labeled "Long-answer text". To the right of the text box is a vertical toolbar with icons for adding questions, inserting a link, inserting a table, inserting a video, and inserting a drawing. The bottom section of the form is titled "End of évaluation" in a red header. Below the header is a white box containing the text: "Please note that this is the last page of your exam. Once you click 'submit' at the bottom of this page your exam will be submitted and you will not be able to change any of your answers." At the bottom of the form are two buttons: "Back" and "Submit".

Closing a Google Form after a specific time period so that students can no longer submit answers:

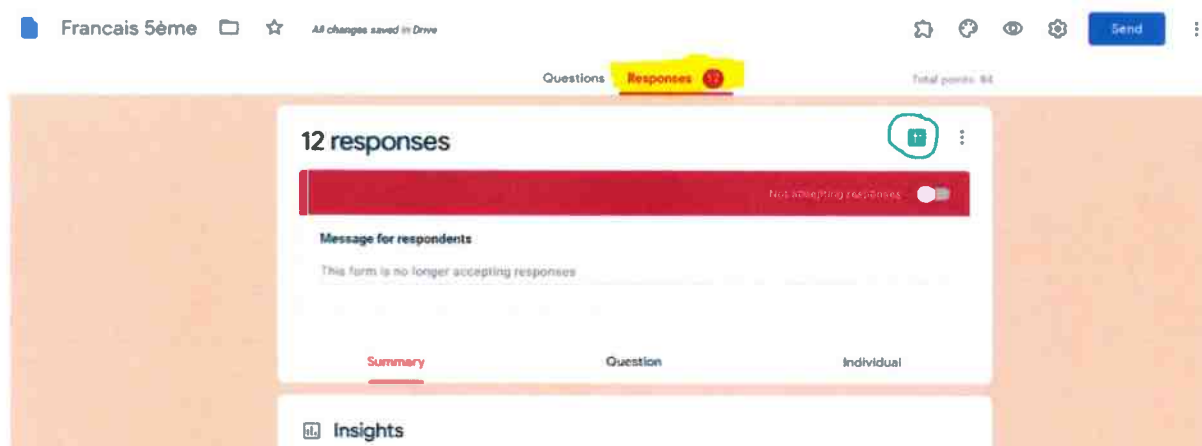
For certain assignments you may want the students to complete the Google Form by a **certain date/time** (e.g. Summer exams). You can close all access to the Google Form by clicking on the 'Responses' tab and then selecting 'Not accepting responses'.



Generating a spreadsheet with your Google Form answers:

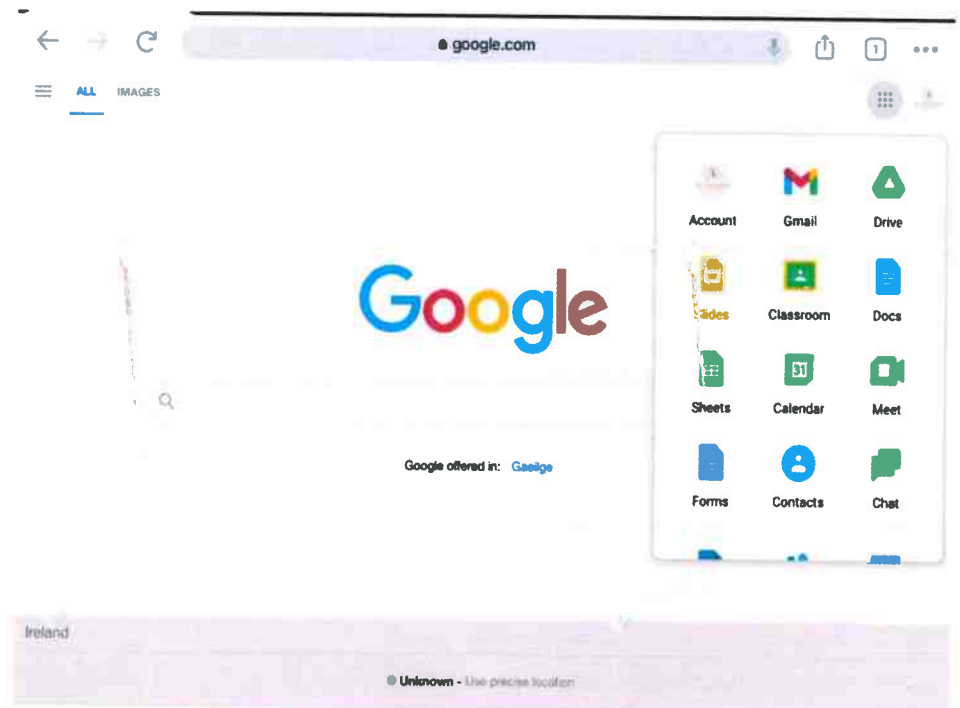
This is a useful feature as it will allow you to view all responses to an assignment/survey on a spreadsheet. To do this, click on the 'Responses' tab and then select the green Google sheets symbol in the top right-hand corner. This will automatically create a spreadsheet with the student responses.

Tip: Once you hide/delete the name/email address column of the spreadsheet (for anonymity) this is a useful tool to allow students to view/discuss/evaluate their peers responses particularly in opinion style questions.



Other Elements of Google Suite that can be used in Blended Learning

When you click the nine dots on your google homepage you bring up your Google Suite menu and what you have access too.



Main elements for Online teaching

- **Drive:** Is a cloud-based storage solution that allows you to save files online and access them anywhere from any smartphone, tablet, or computer. You can use Drive on your computer or mobile device to securely upload files and edit them online. Drive also allows you to share files with others and collaborate on them.
- **Docs:** Is an online word processor that lets you create and format documents and work with other people on them at the same time.
- **Slides:** Is an online presentation app that lets you create and format presentations and work with other people. It allows you to input images, and YouTube clips.
- **Sheets:** Is an online spreadsheet that lets users create and format spreadsheets and simultaneously work with other people. It can be used for keeping record of assignments submitted by students, recording attendance in class.
- **Calendar:** Is a great tool that you can quickly schedule meetings and events and get reminders about upcoming activities assignments on Google Classroom. You can also access the whole- school calendar which is managed by management to see when and where events are on.

ShowMe App

This is an app that is available to download onto your iPad from the Apple app store. Some parts of this app require sign up and to create an account.

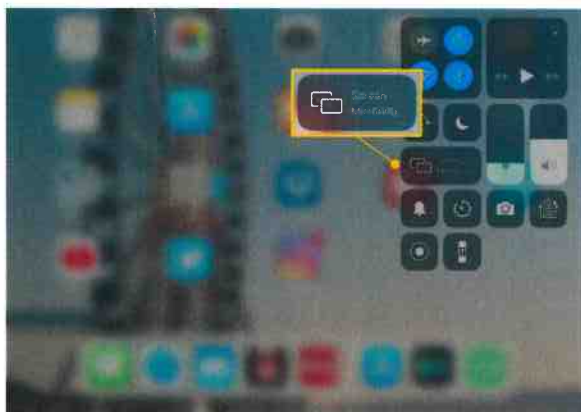
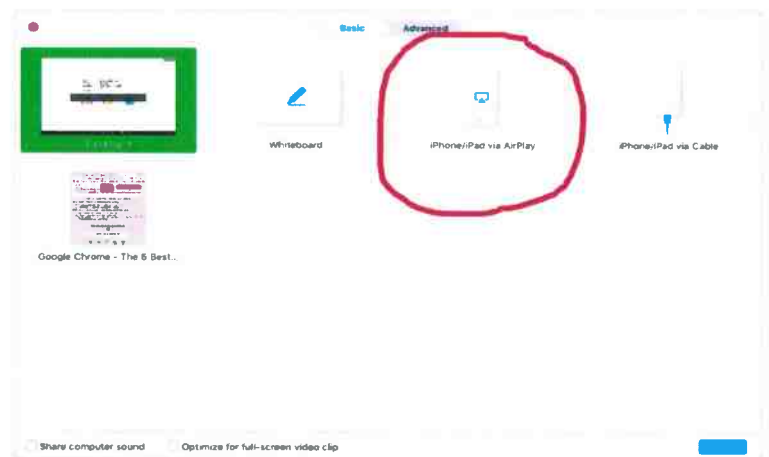


In the free account, it allows you to use your iPad as a whiteboard and share it with your class over Zoom. This feature is completed unlimited and require no sign up.

If you create an account, the app will allow you to record you iPad screen, save the recording and upload onto Google Classroom. This is a great feature for pre-recorded lessons however, it only allows five videos to be uploaded onto your Google Drive from the free account. After this you will have to subscribe to a subscription

How to Share over Zoom

1. Click screenshare on your computer. This will bring up the option menu to what device you would like to screen share from
2. Click the option iPhone/iPad via Airplay and hit share. This will bring up direction on screen to follow.



3. On your iPad pull down the menu and select screen mirroring
Select your on iPad i.e Zoom- Mary's laptop
4. Your iPad's screen will now be shown and open the ShowMe app

Breakout Rooms on Zoom

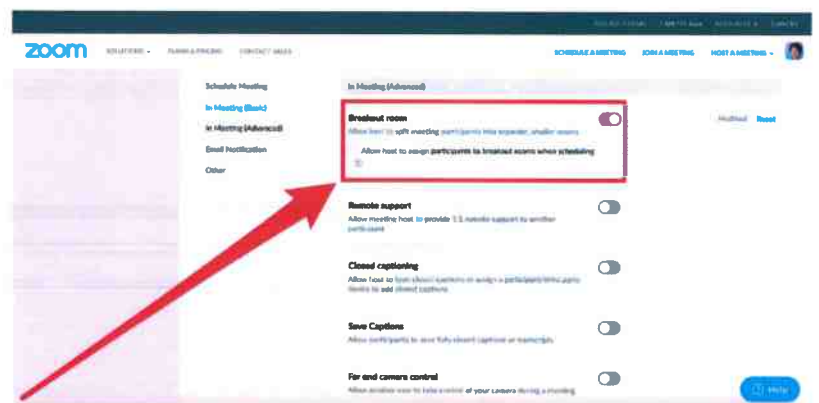
Breakout rooms allow you to easily split your Zoom class into separate sessions for small group discussion, and then bring those sessions back together to resume the original Zoom class.

As the meeting host, you can group participants into these separate sessions automatically or manually, and can switch between sessions at any time.

Also as host, you are able to move freely into each breakout room to check on students and move students around if needs be.

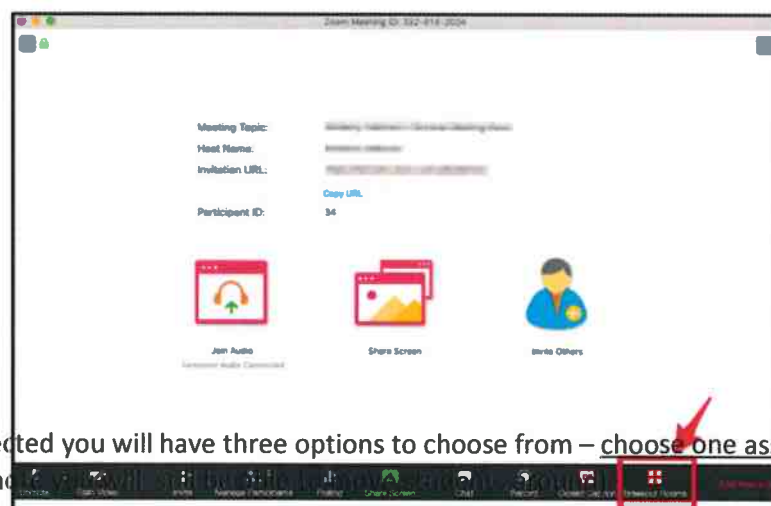
Getting Started

- Login into Zoom and open settings.
- Scroll down to *In Meeting (Advance)* and enable breakout rooms



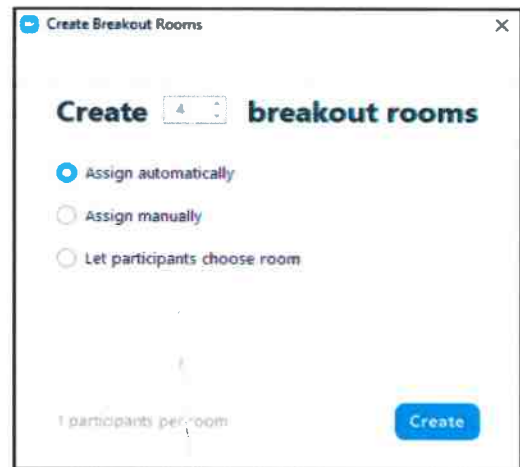
Using Breakout room during Zoom class

In the meeting toolbar, the host or co-host can click on the Breakout Rooms icon and access the following options to manage Breakout Rooms:

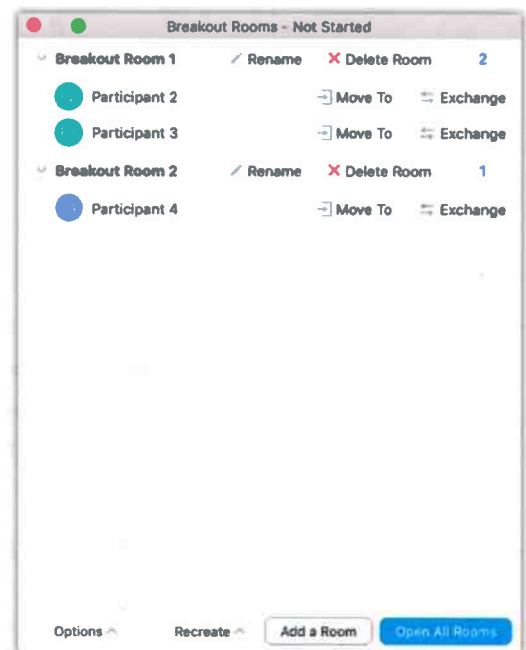


Once this is selected you will have three options to choose from – choose one assign automatically (no

Decide how many breakout rooms you want and use the arrows to move the number up or down. At the bottom of the screen it will tell you how many participants per room.



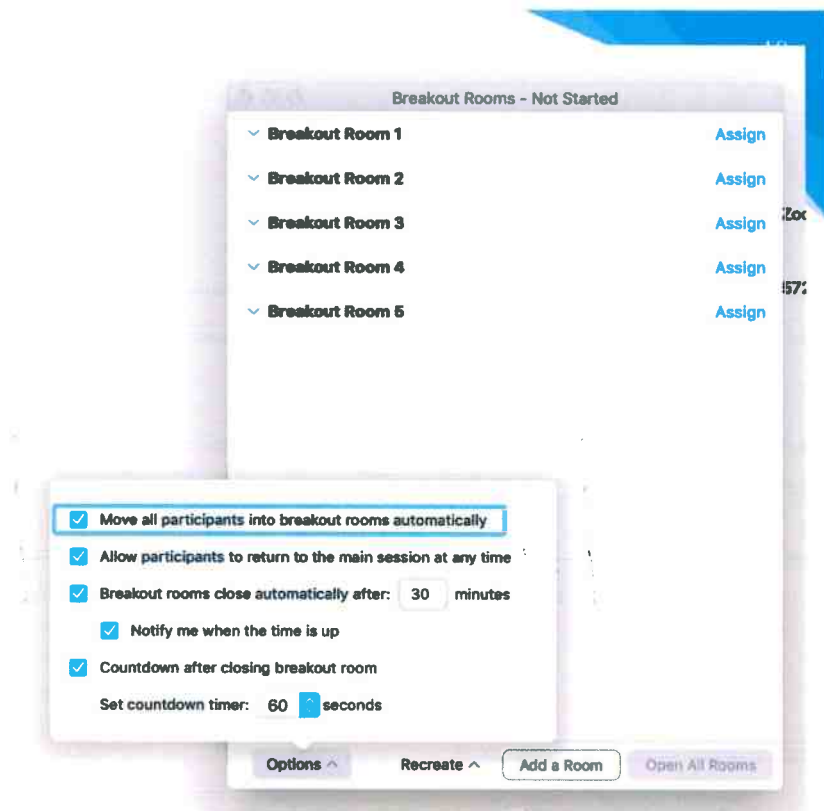
When you hit create the list will appear with the heading Breakout Room 1 and the list of participants under the heading and so on. To move a participant, simply select the participant's name and assign them to a different room.



To edit setting of breakout rooms before putting participants into them click options

You will be able to select and de-select which settings and be able to set a timer for how long to allow breakout rooms to last for.

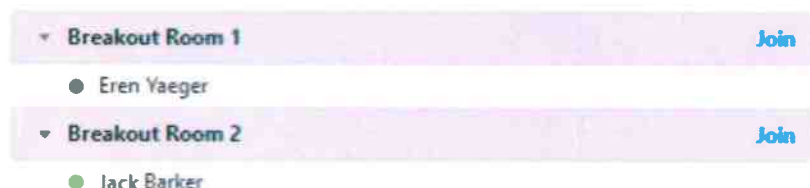
Finally click Open all Rooms to begin breakout session.



Managing breakout rooms in progress

Once the breakout rooms have been started, the assigned participants will be asked to join the Breakout Session.

You the host, will stay in the main meeting until joining a breakout session manually.



To do this just select Join

To send a message to all breakout room select Broadcast a message to all.

To close all select close all.



Padlet

Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files.



Private or Public?

- These walls can be set to private or public, with each wall having separate privacy settings. Private walls can be created by requiring a password to access them, or by limiting access to registered users, with specified emails.
- As the creator of a wall, teachers can moderate all notes before they appear and privacy settings can be adjusted at any time. It also has setting that allows students to only view the wall and its content and not contribute or make changes.

Getting Started

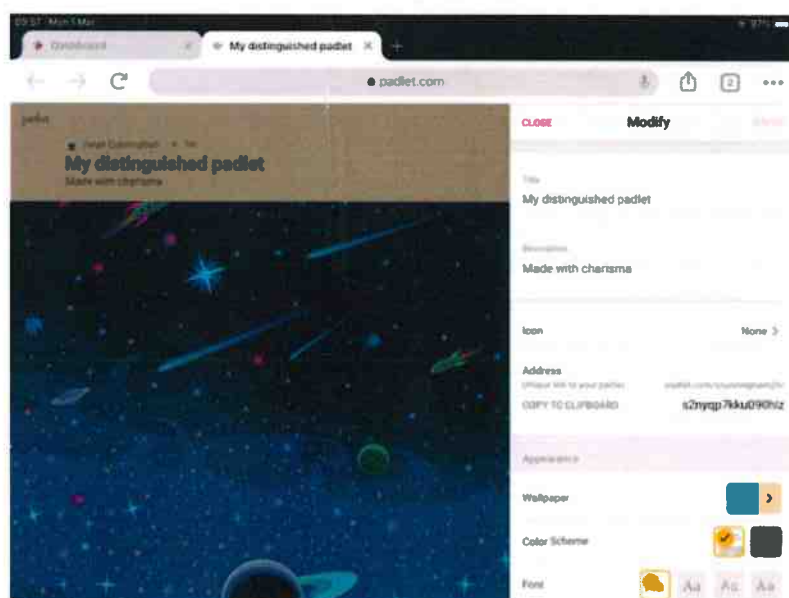
Creating a wall on Padlet Go to <http://padlet.com/> and click on “Login or Signup”

Sign up or Login with your google account. Once you have done this you can get started.

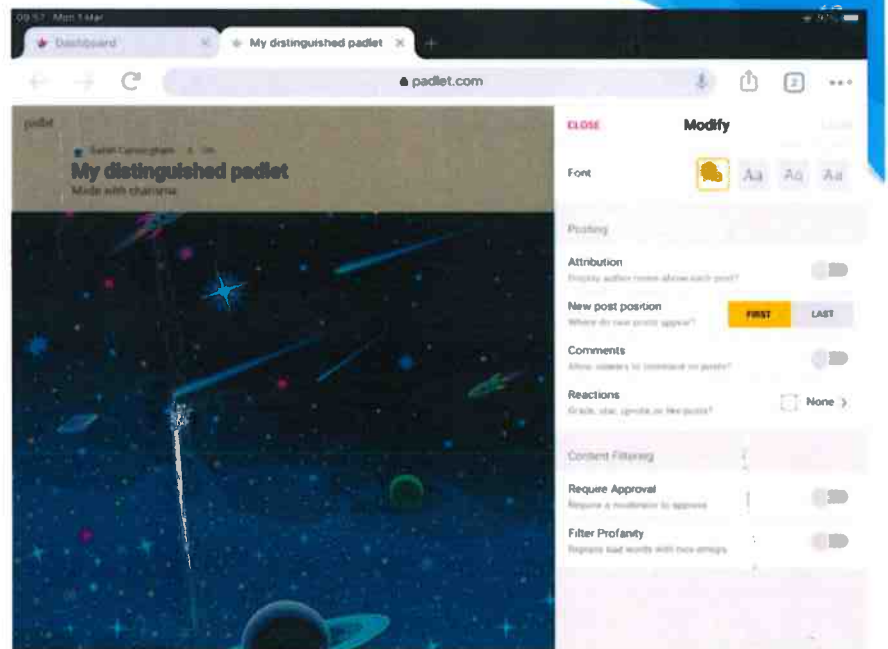


You will be able to start building your wall. You can

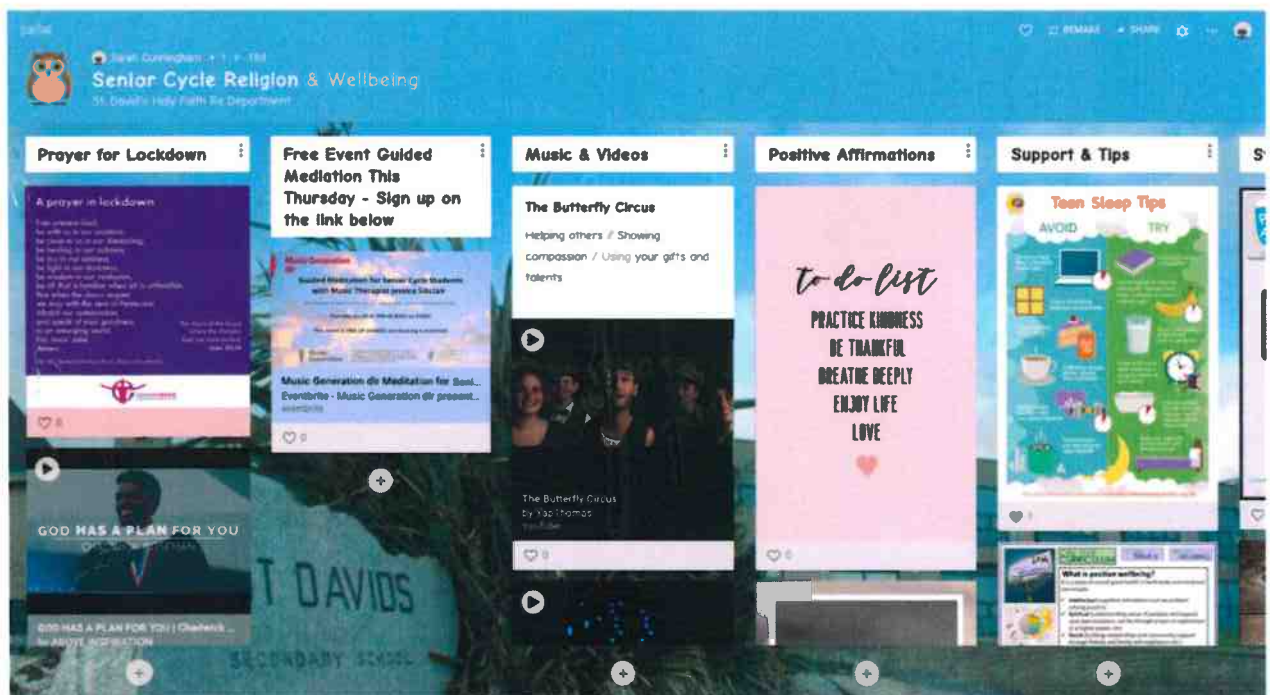
- Name it
- Edit Appearance
- Background Colour.
- Copy link to share with class



In this photo you can see the privacy settings which you can change to suit the needs of your Padlet



Once you have your settings completed and edits made you can begin posting on your wall and share with the students.

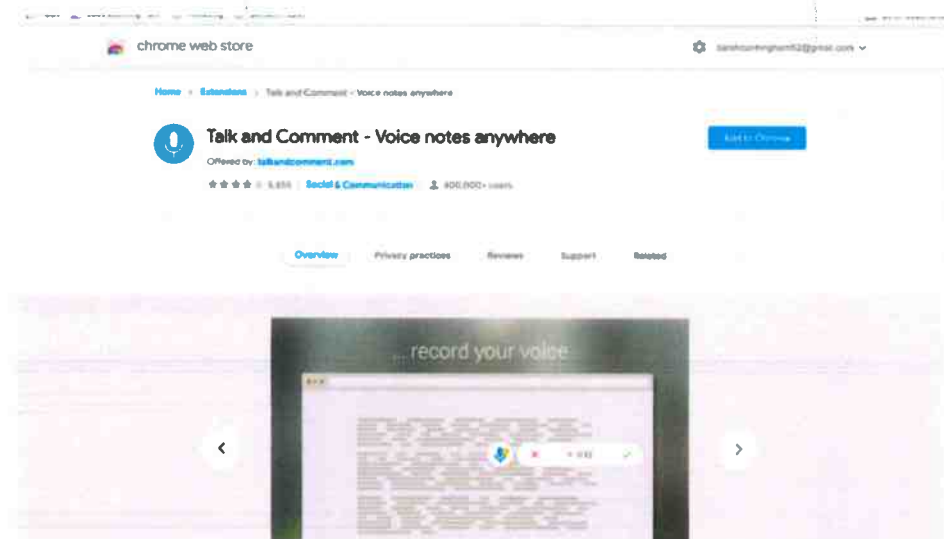


Text & Comment Chrome Extension

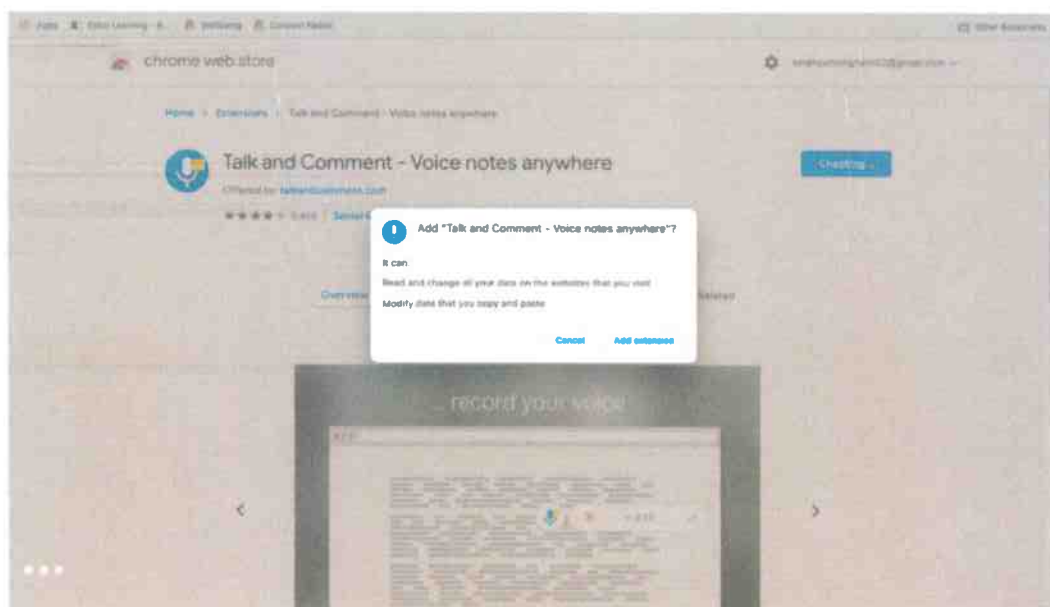
This is a Chrome extension that allows you to record your feedback on student work and students can access it and hear their feedback.

How to download it

1. To add: Google Text and Comment on Google Chrome

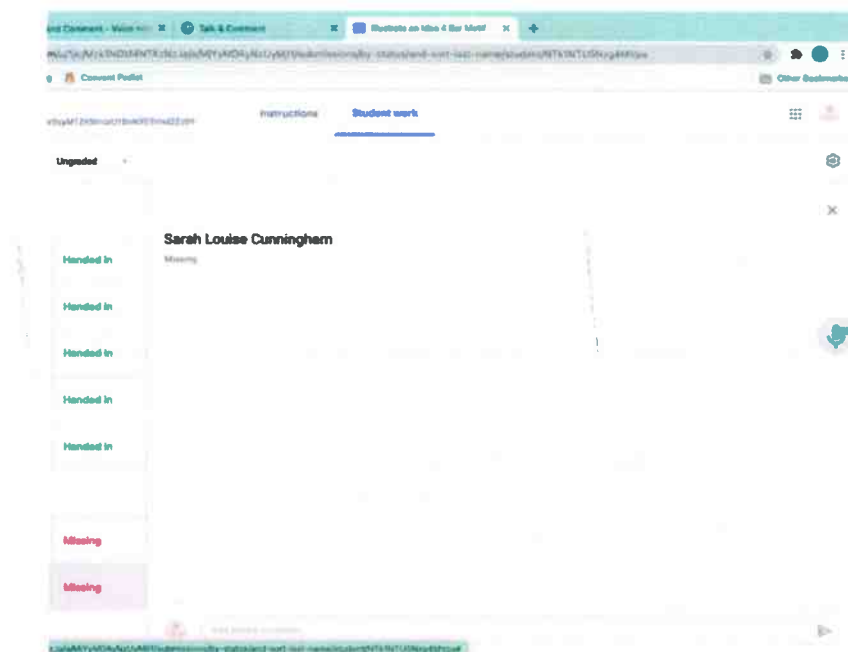


2. Click add Extension and allow

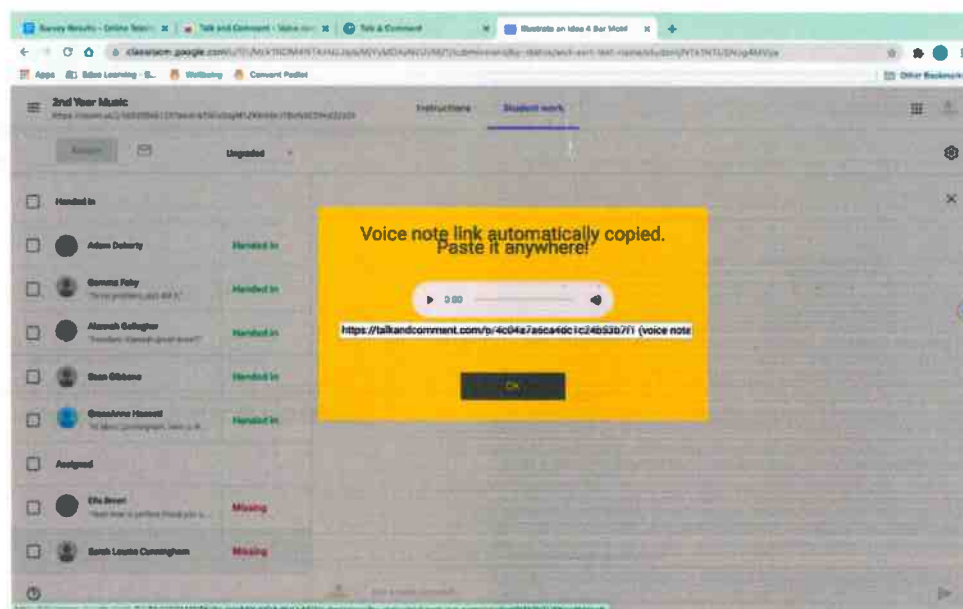


How to use it:

1. Open Google classroom and the students work you want to give feedback
2. In your toolbar click the jigsaw piece and open Text and Comment and a mic will appear.



3. Click the mic to begin recording you comment and stop when finished.
4. Copy the link that appears and paste into the comment section for students to access



The screenshot shows a Google Classroom interface. At the top, there's a navigation bar with tabs for 'Survey Results - Online Feedback', 'Talk and Comment - Voice Note', and 'Illustrate an Idea 4 Bar Motif'. Below this is a browser address bar showing the URL 'classroom.google.com/u/0/s/1HdM4tAznH3aZuJmYtyUDayfzrUyMjVouh6x5m5by-ntu5u/and-sort-last-name/student/W7k1tNtUSNeg4Mys'. The main header area includes '2nd Year Music' and 'Student work'. A list of students is shown on the left, with their names, profile pictures, and submission status. The status 'Handed in' is shown in green, and 'Missing' is shown in red. The students listed are Adam Doherty, Gemma Fahy, Aislinn Gallagher, Sean Gibbons, GraceAnne Hassett, and Elle Breen. Below the list, there's a section for 'Assigned' work, showing a video player and a 'Missing' status. On the right, a preview of a student's work is shown, titled 'Sarah Louise Cunningham', with a 'Missing' status. Below the preview, there's a section for '1 private comment' from Sarah Cunningham, dated 12:31, with a link to a voice note.

Student	Status
Adam Doherty	Handed in
Gemma Fahy	Handed in
Aislinn Gallagher	Handed in
Sean Gibbons	Handed in
GraceAnne Hassett	Handed in
Elle Breen	Missing

Assigned work:

- Video player: [https://talkandcomment.com/p/d4c0487a6ca4dc1c24853b711](#) (voice note)
- Status: Missing

Student work preview:

Sarah Louise Cunningham
Missing

1 private comment

Sarah Cunningham 12:31
<https://talkandcomment.com/p/d4c0487a6ca4dc1c24853b711> (voice note)

Appendices Six

St. David's Holy Faith Secondary School, Greystones, Co. Wicklow

Data Protection Policy

*The Board of Management ratified this Data Protection Policy
Document June 26th 2019*

Mission Statement of St. David's Holy Faith Secondary School

In St. David's Holy Faith Secondary School, emphasis is placed on the moral and spiritual formation of students along with their intellectual, social and physical development. Students are encouraged to strive towards academic excellence.

This school community advocates and will develop a strong sense of social justice. It is intended that the experience of education in St. David's Holy Faith Secondary School will be happy and creative, enabling each student to strive to fulfil his/her potential.

The school's Data Protection Policy applies to the personal data held by the school that is protected by the Data Protection Acts 1988 and 2003, and the GDPR (General Data Protection Regulation) 2018.

The policy applies to all school staff, the board of management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy, relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and the school will protect sensitive personal data.

Rationale

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts, 1988 and 2003. Schools are also obliged to comply with the General Data Protection Regulation (GDPR).

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. As more and more data is generated electronically and as technological advances enable the easy distribution and retention of this data, the challenge of meeting the school's legal responsibilities has increased.

The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the principal and board of management to make decisions in respect of the efficient running of the School. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and board of management.

Scope

The Data Protection Acts 1988 and 2003 apply to the keeping and processing of *Personal Data*, both in manual and electronic form. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to School staff, and to inform staff, students and their parents/guardians how their data will be treated. The policy applies to all school staff, the board of management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their *Personal Data* in the course of their dealings with the school.

Other Legal Obligations

Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection.

Under Section 9(g) of the Education Act, 1998, parents/guardians of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education.

Under section 20 of the Education (Welfare) Act, 2000, the school must maintain a register of all students attending the School.

Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers ("SENOs")) such information as the Council may from time-to-time reasonably request.

The Freedom of Information Act 1997 provides a qualified right to access to information held by public bodies which does not necessarily have to be "personal data" as with data protection legislation. While schools are not currently subject to freedom of information legislation, if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed if a request is made to that body.

Under Section 26(4) of the Health Act, 1947 a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection

Under *Children First: National Guidance for the Protection and Welfare of Children* (2011) published by the Department of Children & Youth Affairs, schools, their boards of management and their staff have responsibilities to report child abuse or neglect to TUSLA - Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána).

Aim of the Data Protection Policy

1. To ensure that St. David's Holy Faith Secondary School complies with the General Data Protection Regulation and the Data Protection Acts
2. To ensure compliance by the school with the Data Protection Principles
3. To ensure that the data protection rights of students, staff and other persons

Data Protection Principles

The school is a *data controller* of *personal data* relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the school is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 and 2003 and with the GDPR (General Data Protection Regulation) and which can be summarised as follows:

Obtain and process *Personal Data* fairly: Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection Acts and the terms of this Data Protection Policy. The information will be obtained and processed fairly.

Keep it only for one or more specified and explicit lawful purposes: The School will inform individuals of the reasons they collect their data and will inform individuals of the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times.

Process it only in ways compatible with the purposes for which it was given initially: Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a need to know basis, and access to it will be strictly controlled.

Keep *Personal Data* safe and secure: Only those with a genuine reason for doing so may gain access to the information. Sensitive Personal Data is securely stored under lock and key in the case of manual records and protected with firewall software and password protection in the case of electronically stored data.

Portable devices storing personal data (such as laptops) should be encrypted and password protected before they are removed from the school premises. Confidential information will be stored securely and in relevant circumstances, it will be placed in a separate file that can easily be removed if access to general records is granted to anyone not entitled to see the confidential data.

Keep Personal Data accurate, complete and up-to-date: Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. The principal may delegate such updates/amendments to another member of staff. However, records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change.

Ensure that it is adequate, relevant and not excessive: Only the necessary amount of information required providing an adequate service will be gathered and stored.

Retain it no longer than is necessary or required for the specified purpose or purposes for which it was given: As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data and Sensitive Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. St. David's Secondary School will set out the details of Data retention in the school's Records Retention Schedule.

Provide a copy of their *personal data* to any individual, on request: Individuals have a right to know what personal data/sensitive personal data, and the purpose for which it is held about them.

Definition and Data Protection Terms

In order to properly understand the school's obligations, there are some key terms that should be understood by all relevant school staff:

Data means information in a form that can be processed. It includes both *automated data* (e.g. electronic data) and *manual data*. *Automated data* means any information on computer, or information recorded with the intention that it be *processed* by computer. *Manual data* means information that is kept/recorded as part of a *relevant filing system* or with the intention that it forms part of a relevant filing system.

Relevant filing system means any set of information that, while not computerised, is structured by reference to individuals or by reference to criteria relating to individuals, so that specific information relating to a particular individual is readily, quickly and easily accessible.

Personal Data means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller i.e. the school.

Sensitive Personal Data refers to *Personal Data* regarding a person's

- Racial or ethnic origin, political opinions or religious or philosophical beliefs
- Membership of a trade union
- Physical or mental health or condition or sexual life
- Commission or alleged commission of any offence or
- Any proceedings for an offence committed or alleged to have been committed by the person, the disposal of such proceedings or the sentence of any court in such proceedings, criminal convictions or the alleged commission of an offence.

Data Controller for the purpose of this policy is the Board of Management of St. David's Holy Faith Secondary School.

The *Personal Data* records held by the school may include:

Staff records

(a) Categories of staff data

As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation. These staff records may include:

- Name, address and contact details, PPS number
- Original records of application and appointment to promotion posts
- Details of approved absences (career breaks, parental leave, study leave)

etc.)

- Details of work record (qualifications, classes taught, subjects etc.)
- Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under mandatory reporting legislation and/or child-safeguarding guidelines (subject to the DES Child Protection Procedures).

(b) **Purposes:** Staff records are kept for the purposes of

- the management and administration of school business (now and in the future)
- to facilitate the payment of staff, and calculate other benefits/ entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)
- to facilitate pension payments in the future
- human resources management
- recording promotions made (documentation relating to promotions applied for) and changes in responsibilities etc.
- to enable the school to comply with its obligations as an employer including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare at Work Act. 2005)
- to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies
- and for compliance with legislation relevant to the school.

Location and security

In a secure, locked filing cabinet that only personnel who are authorised to use the data can access. Limited information regarding contact details is stored on Facility, our administration software, which is password protected and has limited authorised access. Employees are required to maintain the confidentiality of any data to which they have access.

Student records

(a) **Categories of student data**

- Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:

- name, address and contact details, PPS number
- date and place of birth
- names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
- religious belief
- racial or ethnic origin
- membership of the Traveller community, where relevant
- whether they (or their parents) are medical card holders
- whether English is the student's first language and/or whether the student requires English language support
- any relevant special conditions (e.g. special educational needs, health issues etc.) which may apply in the following circumstances
 - Information on previous academic record (including reports, references, assessments and other records from any previous schools) attended by the student
 - Psychological, psychiatric and/or medical assessments
 - Attendance records
 - Photographs and recoding of students
 - Irish exemptions
 - Academic record – subjects studied, class assignments, examination results as recorded on official School reports
 - Records of significant achievements
 - Whether the student is repeating the Leaving Certificate
 - Records of disciplinary issues/investigations and/or sanctions imposed
 - Garda vetting outcome record (where the student is engaged in work experience organised with or through the school which requires that they be Garda vetted)
- Other records e.g. records of any serious injuries/accidents etc. (parents may be informed that a particular incident is being recorded).
- Records of any reports the school (or its employees) have made in respect of the student to State departments and/or other agencies under mandatory reporting legislation and/or child safeguarding guidelines (subject to the DES Child Protection Procedures).

Purposes:

The purposes for keeping student records are:

- to enable each student to develop to their full potential
- to comply with legislative or administrative requirements
- to ensure that eligible students can benefit from the relevant additional

- teaching or financial supports
- to support the provision of religious instruction
 - to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events etc.
- to meet the educational, social, physical and emotional requirements of the student
- photographs and recorded images of students are taken to celebrate school achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the "Guidance for Taking and Using Images of Pupils in Schools"
- to ensure that the student meets the school's admission criteria
- to ensure that students meet the minimum age requirements for their course,
- to ensure that any student seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities
- to furnish documentation/ information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other Schools etc. in compliance with law and directions issued by government departments
- to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/ references to third-level educational institutions and/or prospective employers
- In respect of a work experience placement, (where that work experience role requires that the student be Garda vetted) the School will assist the student in obtaining their Garda vetting outcome (with the consent of the student and their parent/guardian) in order to furnish a copy of same (with the consent of the student and the student's parent/guardian) to the work experience employer.

(d) **Location and security:** In a secure, locked filing cabinet and/or computer database. that only personnel who are authorised to use the data can access. Limited information regarding contact details is stored on our administration software vsware that is password protected and has limited authorised access. Parents/guardians have access to their child's e-portal page through a personal access code given by the school. Employees are required to maintain the confidentiality of any data to which they have access.

Board of Management records:

- (a) **Categories of board of management data:** These **may** include:
- Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)
 - Records in relation to appointments to the Board

- Minutes of Board of Management meetings and correspondence to the Board that may include references to particular individuals.
- (b) **Purposes:** To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of board appointments and decisions.
- (c) **Location and security:** In a secure, locked filing cabinet and/or computer database that only personnel who are authorised to use the data can access. Limited information regarding contact details is stored on Facility, our administration software, which is password protected and has limited authorised access. Employees are required to maintain the confidentiality of any data to which they have access.

Other records

The school will hold other records relating to individuals. The format in which these records will be kept are manual record (personal file within a relevant filing system), and/or computer record (database). Some examples of the type of other records that the school will hold are set out below (this list is not exhaustive):

Creditors

- (a) **Categories of data:** the school may hold some or all of the following Information about creditors (some of whom are self-employed individuals):
- name
 - address
 - contact details
 - PPS number
 - tax details
 - bank details and
 - amount paid.
- (b) **Purposes**
This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.
- (c) **Location and security**
In a secure, locked filing cabinet and/or computer database that only personnel who are authorised to use the data can access. Limited information

regarding contact details is stored on Facility, our administration software, which is password protected and has limited authorised access. Employees are required to maintain the confidentiality of any data to which they have access.

Charity tax-back forms

- (a) **Categories of data:** the school may hold the following data in relation to donors who have made charitable donations to the school:
- name
 - address
 - telephone number
 - PPS number
 - tax rate
 - signature and
 - the gross amount of the donation.
 -
- (b) **Purposes:** Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the parents name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. The School in the case of audit by the Revenue Commissioners retains this.
- (c) **Location and security:** In a secure, locked filing cabinet and/or computer database that only personnel who are authorised to use the data can access. Limited information regarding contact details is stored on Facility, our administration software, which is password protected and has limited authorised access. Employees are required to maintain the confidentiality of any data to which they have access.

CCTV images/recordings

- (a) **Categories:** CCTV is installed externally i.e. entrance doors and internally in public areas such as hall, corridors and social areas as detailed in the CCTV Policy. These CCTV systems may record images of staff, students and members of the public who visit the premises.
- (b) **Purposes:** Safety and security of staff, students and visitors and to safeguard school property and equipment.

- (c) **Location:** Cameras are located externally i.e. entrance doors and internally in public areas such as hall, corridors and social areas. Recording equipment is located in the reception office of school.
- (d) **Security:** Access to images/recordings is restricted to the principal, deputy principals and year heads where relevant. Tapes, DVDs, hard disk recordings are retained for 28 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to an Garda Síochána pursuant to section 8 Data Protection Acts 1988 and 2003.

Examination results

- (a) **Categories:** The school will hold data comprising examination results in respect of its students. These include class, mid-term, annual, continuous assessment and mock- examinations results.
- (b) **Purposes:** The main purpose for which these examination results and other records are held is to monitor a student's progress and to provide a sound basis for advising them and their parents or guardians about subject choices and levels. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and such other similar bodies.

Location and security: In a secure, locked filing cabinet and/or computer database that only personnel who are authorised to use the data can access. Exam results are stored on Facility, our administration software, E-Portal, and Schoolwise that are password protected and has limited authorised access. Parents/Guardians have access to their child's e-portal page through a personal access code given by the school. Employees are required to maintain the confidentiality of any data to which they have access.

October Returns

- (a) **Categories:** At the beginning of each academic year (and for 1st year or transferring students, on enrolment) parents/guardians and students are asked to provide the school with certain information so that the School can make returns to the Department of Education and Skills ("DES") referred to as "October Returns". These October Returns will include sensitive personal data regarding personal circumstances, which are provided by parents/guardians and students on the basis of explicit, and informed consent. The October Return contains individualised data (such as an individual student's PPS number) that acts as an "identifier" for the DES to validate the

data that belongs to a recognised student. The DES also transfers some of this data to other government departments and other State bodies to comply with legislation, such as transfers to the Department of Social Protection pursuant to the Social Welfare Acts, transfers to the State Examinations Commission, transfers to the Educational Research Centre, and transfers to the Central Statistics Office pursuant to the Statistics Acts.

The data will also be used by the DES for statistical, policy-making and research purposes. However, the DES advises that it does not use individual data, but rather aggregated data is grouped together for these purposes. The DES has a data protection policy which can be viewed on its website (www.education.ie). The DES has also published a "Fair Processing Notice" to explain how the personal data of students and contained in October Returns is processed. This can also be found on www.education.ie (search for Circular Letter 0047/2010 in the "Circulars" section).

(b) **Purposes:** The school asks parents/guardians and students to complete October Returns for the purposes of complying with DES requirements to determine staffing and resource allocations and to facilitate the orderly running of the school. The main purpose of the October Returns is for the DES to determine whether the student qualifies for English language support and/or additional resources and support to meet their particular educational needs. The October Returns are submitted to the DES electronically. The DES has their own policy governing the security of the data sent to them by all post-primary schools. The co-operation of each student and/or their parents/guardians in completing the October Return is greatly appreciated, as the school's aim is to ensure that each student is assisted in every way to ensure that s/he meets his/her full potential.

(c) **Location and security:** In a secure, locked filing cabinet and/or computer database that only personnel who are authorised to use the data can access. Limited information regarding contact details is stored on Facility, our administration software, which is password protected and has limited authorised access. Employees are required to maintain the confidentiality of any data to which they have access.

Links to Other Policies and Curriculum Delivery

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the data protection policy and any

implications, which it has for them, shall be addressed.

The following policies may be among those considered:

- Child Protection Policy
- Anti-Bullying Policy
- Code of Behaviour
- Admissions/Enrolment Policy
- CCTV Policy
- Substance Use Policy
- ICT Acceptable Usage Policy
- SPHE/CSPE .

Processing in Line with data Subject's Rights

Data in this school will be processed in line with the data subjects' rights.

Data subjects have a right to:

- (a) Request access to any data held about them by a data controller
- (b) Prevent the processing of their data for direct-marketing purposes
- (c) Ask to have inaccurate data amended
- (d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

Dealing with Data Access Requests

- Section 3 access request

Under Section 3 of the Data Protection Acts, an individual has the right to be informed whether the school holds data/information about them and to be given a description of the data together with details of the purposes for which their data is being kept. The individual must make this request in writing and the data controller will accede to the request within 21 days.

The right under Section 3 must be distinguished from the much broader right contained in Section 4, where individuals are entitled to a copy of their data.

- Section 4 access request

Individuals are entitled to a copy of their personal data on written request.

- The individual is entitled to a copy of their personal data (subject to some exemptions and prohibitions set down in Section 5 of the Data Protection Act)
- Request must be responded to within 40 days

- Fee may apply but cannot exceed €6.35
- Where a subsequent or similar request is made soon after a request has just been dealt with, it is at the discretion of the school as data controller to comply with the second request (no time limit but reasonable interval from the date of compliance with the last access request.) This will be determined on a case-by-case basis.
- No personal data can be supplied relating to another individual unless that third party has consented to the disclosure of their data to the applicant. Data will be carefully redacted to omit references to any other individual and only where it has not been possible to redact the data to ensure that the third party is not identifiable would the school refuse to furnish the data to the applicant.

Providing Information over the Phone

In our school, any employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular, the employee should:

- Check the identity of the caller to ensure that information is only given to a person who is entitled to that information.
- Suggest that the caller put their request in writing if the employee is not sure about the identity of the caller and in circumstances where the identity of the caller cannot be verified.
- Refer the request to the principal for assistance in difficult situations. No employee should feel forced into disclosing personal information.

Implementation Arrangements, Roles and Responsibilities

In our school the board of management is the data controller and the principal will be assigned the role of coordinating implementation of this Data Protection Policy and for ensuring that staff that handle or have access to *Personal Data* are familiar with their data protection responsibilities.

The following personnel have responsibility for implementing the Data Protection Policy:

Name

Responsibility

Board of Management:

Data Controller

Principal:

Implementation of Policy

Teaching personnel:

Awareness of responsibilities Administrative

Implementation Arrangements, Roles and Responsibilities

In our school the board of management is the data controller and the principal will be assigned the role of coordinating implementation of this Data Protection Policy and for ensuring that staff that handle or have access to *Personal Data* are familiar with their data protection responsibilities.

The following personnel have responsibility for implementing the Data Protection Policy:

Name	Responsibility
Board of Management:	Data Controller
Principal:	Implementation of Policy
Teaching personnel:	Awareness of responsibilities Administrative
personnel:	Security, confidentiality
IT personnel:	Security, encryption, and confidentiality

Ratification date: _____

Signed: _____

Chairperson of the Board of Management

Signed: _____

Principal

Review date: _____