Tel/Fax: 061 – 31 59 27
Email: info@smnslimerick.ie
Website: www.smnslimerick.ie
Uimh. Rolla: 12834 S

Acceptable Use Policy Addendum
DISTANCE LEARNING

- In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs (acting under the direction of teachers) may use Zoom , SeeSaw or other platforms approved by the Principal as online platforms to assist with remote teaching and learning where necessary.

- The School has signed up to the terms of service on the online platforms in use by the school.

- The School has enabled the most up to date security and privacy features which these online platforms provide.

- If teachers or SNAs are using Zoom, parents'/guardians' email addresses only will be used to facilitate the child to access lessons or meetings.

- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the online platforms. Parents/guardians must agree to be in the room with their child for meetings or classes.

- Parents/ guardians must sign a consent form for their children to engage with teachers and/or SNAs using online platforms. This will be done using permissions in the Aladdin Connect app.

- Children will be expected to follow the school's Guidelines for Behaviour (**Appendix 1**) and Code of Behaviour (**Appendix 2**) when engaging with online platforms.

- Staff members will adhere to school guidelines on the use of platforms for live engagement (**Appendix 3**).

Appendix 1
Guidelines for Pupils using Zoom , Seesaw and similar platforms

Code of Behaviour for Online Classes or Meetings

Our Code of Behaviour for online classes or meetings is like our Code of Behaviour at school, based on respect for oneself and others. We expect the same high standards of behaviour as we would in school. The same guidelines apply to the submission of activities (written , photographic or video) submitted to teachers via Seesaw Class or by email to the class email account.

To help us get the most benefit from working online, we ask that the following guidelines be followed:

1. Dress appropriately for school.

2. Be aware of your surroundings. Choose a room with as little distraction as possible but with an adult close by. Be mindful of noise from other people or pets.

3. Ensure that you have a work-appropriate background with good lighting. It is worthwhile testing out your camera and audio before your start. Try to have all of your head showing especially your mouth, this ensures everyone can see who is talking.

4. Mute your microphone when you are not talking. Only turn it on if you are invited to speak. Muting your microphone when you are not speaking allows others to share their thoughts without distraction or frustration.

5. Use the hand icon to show you would like to speak

6. Do not use the Chat function unless invited to by your teacher. Be respectful at all times when using Chat.

7. Eliminate distractions and focus on the class or meeting. If you are using your phone/tablet or laptop to attend the online class or meeting, close all other apps and mute notifications.

8. No eating allowed during online classes or meetings

9. Stay seated and stay present during online classes or meetings. Do not leave the room or talk to others not participating in the class or meeting

10. Meetings must not be shared on social media , photographed or recorded in any way by pupils, parents/guardians, or staff.

11. Be patient! Online classes and meetings are new to most of us and we are all learning.

12. If commenting or responding to comments be respectful and polite.

Code of Behaviour for use of Online Platforms
Behaviour Levels 1, 2 and 3

Any behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.

Level One Behaviours:

Level 1 - *Behaviours are those that interfere with the orderly learning environment.*

Level 1: Disciplinary Actions

Consequences for Level 1 behaviour are dependent upon the severity and frequency of the specific behaviour.

Teachers will discipline students at level 1.

The child or the child's inappropriate post will be removed from the school's online platforms by the teacher.

The teacher will notify the child's parents/guardians

Level 1: Supportive Intervention

Teacher to phone the parent and speak to the pupil.

Child to write a letter of apology to the teacher.

Level Two: Behaviours

Level 2 Behaviours are those that seriously interfere with the orderly environment and are potentially dangerous to the safety and well-being of the students and staff.

Level 2: Disciplinary Actions

• Referral to principal

• Communication with parent(s)/guardian(s)

• Exclusion from online platforms used by the school for a certain number of sessions

Report to be submitted to the BOM or Tusla as deemed appropriate.

Level 2: Supportive Intervention

Option of creating a Behaviour Contract with the child

• Request for assistance from external agencies such as the National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, SESS, Child and Adolescent Mental Health Services, National Council for Special Education.

• Referral of a Child displaying behavioural problems for psychological assessment (with the parent(s)/guardian(s) consent).

Level Three Behaviours:
Level 3 behaviours are considered the most serious violations. These behaviours endanger the immediate health, safety and personal well-being of the pupils and staff of the school. They represent a direct threat to the orderly operation of the learning environment. Situations, which include illegal activity, may result in contact with an Garda Síochána and parents

A very serious/extreme one-off offence
• Repeated or serious instances of Level 2 behaviour which have not been modified by intervention
• Cyberbullying
• Engaging inappropriately on social media platforms
• Intentional possession or use of weapons
• Violent fighting or intentionally causing physical harm to others
• Discriminatory or prejudicial activities or actions toward another person or group involving race, gender, religion, physical condition, disability, or ethnic origin

Level 3: Disciplinary Actions
Behaviour at Level 3 may involve exclusion from the school's online platforms. The length of the exclusion will depend upon the severity and frequency of the specific behaviour.
This will be at the discretion of the BOM and may involve other agencies.

Parents/Guardians will be asked to confirm that they will supervise their child's behaviour on the school's online platforms.
A serious breach of the school's code of behaviour may result in expulsion from the school's online platforms.

Appendix 3
Guidelines for Staff using Zoom
Zoom has many controls that meeting hosts can use to maximise the privacy and security of their meetings. At Saint Michael's National School we will configure Zoom, by default, to ensure meetings are as secure and private as possible. These default settings are:

MEETING ACCESS
1. Unique meeting IDs which are automatically generated are required for each meeting or series of meetings

2. Passwords are required for meetings.
3. Participants are not allowed to join before the meeting host.
4. All participants are placed in a "Waiting Room" and are admitted to meetings by the host.
5. Participants cannot re-join if the host has removed them except at the host's discretion

Group Classes or Meetings

At least two members of staff should co-host group meetings

Staff should engage with children using the same level of professionalism as in school – the environment may seem more informal but be wary of adopting an approach that could be considered too casual.

RECORDINGS & TRANSCRIPTS

1. Messages sent via chat are not saved.
2. Participants cannot save a transcript of the call.
3. Meetings are not recorded

Additional security

1. Files cannot be transferred via chat
2. Only the host can share their screen unless the host asks a child to do so

All the above features will be enabled as default settings within SMNS. There may be situations where staff wish to override these defaults but please consider very carefully before you do so.

RECOMMENDATIONS

We recommend:

1. If you have altered any settings, at the end of the meeting or class, reset them to the SMNS Default Settings by clicking RESET next to the individual setting.
2. You can amend existing meetings by logging into your Zoom account on zoom.us, click Meetings on the left menu and then review and edit any upcoming meeting.
3. That you use your SMNS Zoom account rather than any personal Zoom account so that you benefit from the SMNS security configuration.

Further information on Zoom security features are available here www.zoom.us/security