Greenhills Community College

Digital Learning Policy

Greenhills Community College

Limekiln Avenue

Greenhills

Dublin 12

Mission Statement

We, in Greenhills Community College, are committed to providing a comprehensive integrated education that will enable each individual to fulfil his potential in a positive, caring, respectful, learning environment where skills and attitudes for life-long learning are developed. We will promote equality, innovation and partnership in the delivery of our services.

Aims and Objectives

- To foster the growth of the students of the College morally, spiritually, socially, academically, emotionally and physically regardless of their social background, education achievements or intellectual ability.

- To educate students from all beliefs and cultural backgrounds.

- To provide a comprehensive curriculum to assist each student to make the most of their talents, skills and abilities.

- To operate the College as a partnership between the staff, students, parents and the wider community in accordance with the Education Act 1998 and the Education Welfare Act 2000.

- We aim to establish an inclusive work environment free from discrimination in accordance with the Equal Status Act 2000.

Background

Greenhills Community College, an all-boys second-level school, was opened in 1970 to serve the developing area of Southwest Dublin. The college seeks to stimulate and foster the physical, intellectual, moral, emotional and spiritual growth of the students. Parents who choose Greenhills Community College as a second-level school for their children do so in the knowledge that the college will value each student for his own personal gifts. Today the college is up-to-date and is well equipped to meet the challenge of preparing our young people for a successful future. The college is multi-denominational and welcomes students from all religious and cultural backgrounds.

Board of Management:

- Three nominees of Dublin & Dun Laoghaire Education & Training Board

- Two parent representatives

- Two teacher representatives

- Three Community representatives

- The College Principal acts as Secretary to the Board

Current Management Structure:

- Principal: Ms. Noirin Lannon

- Deputy Principal: Ms. Geraldine Leahy

- Assistant Principals:
    - Ms. Regina Beirne
    - Ms. Margaret Brosnan
    - Ms. Mary McMahon
    - Ms. Paula Needham
    - Mr. Ciaran Stone
    - Mr Tadhg Farrelly

For the purpose of this policy, the word "device" shall be taken to mean any personal electronic item, such as (but not restricted to) laptops, iPads, cameras, mobile phones, iPods, eReaders, gaming devices, etc.

Introduction

The use of Information and Communications Technologies (ICT) / Digital Learning Technologies (DLT), laptops, social media, mobile phones and other devices is now a feature of modern society and such technology is integral to the lives of most of our students. Greenhills Community College uses instructional technology as one method of teaching and learning and, to support our students in becoming proficient in the competencies essential for success in a 21st Century learning environment. Greenhills Community College facilitates a variety of resources alongside the curriculum. As we move forward with new educational changes namely in Junior Cycle practice, the Digital Learning Framework, we move towards embedding digital technologies to create meaningful student learning experiences. By encouraging positive student engagement, we hope to realise and maximise the potential of digital technologies as a valuable resource for assessment and elearning purposes in a safe and effective manner to enhance teaching and learning. We continue to identify and implement the school's strategies on promoting the safe use of the Internet tool in particular, through digital citizenship awareness. However, classes and activities need to be conducted in an environment free from unnecessary distractions or disruptions. It is incumbent on all members of the Greenhills Community College community to use technology responsibly, ethically, and respectfully of others. This policy has been drawn up to ensure that modern technologies are used appropriately.

Increasing sophistication of technology presents a number of issues for Greenhills Community College including:

- The high value of devices.
- Integration of cameras into phones and iPads leading to child protection, GDPR.
- Bullying and teacher harassment issues.
- Potential for text and cyber-bullying.
- Potential to use iPads and phones at inappropriate times and for distracting or inappropriate uses.
- Potential for disruption to classes. Even when silent, the use of mobile phones for communication purposes undermine classroom discipline.

The aims of this policy, therefore, are:

- To ensure that students benefit from the learning opportunities offered by devices and the School's internet resources in a safe and effective manner

- To ensure that devices are used appropriately and that their use does not disrupt teaching and learning or infringe on the rights of others
- To clearly outline the acceptable use of devices
- To allow staff to carry out their duties unimpeded and free from harassment
- To accommodate future needs and changing circumstances

Scope of this Policy

This policy covers any aspect of student learning and distance learning as used by Greenhills Community College staff.

In all cases, students must use their @greenhillscollege.ie account to log in. Students are not to use any other account under any circumstances for the purposes of elearning and distance elearning within Greenhills Community College.

The list of applications that will be used for elearning and/or distant elearning will primarily be Office 365, incorporating:

- Microsoft Outlook (email)
- Microsoft Teams

There may be some additional applications teachers may use, and the teacher will provide the student with the information required to access them. Students must, in all cases, use an @greenhillscollege.ie account as their login.

Child Safeguarding Statement and Policy

Staff should contact the DLP, Principal or the DDLP, Deputy Principal, if the staff member is concerned about any incident or behaviour which they encounter during an online class or student gathering via Video Conferencing. The normal and agreed referral procedures should be followed. Teachers and SNA's should continue to be alert to the possibility that a child protection concern may arise in relation to learners they come in contact with during online classes and should follow the normal practice, as though they were in school, as per the Child Protection Procedures for Primary and Post-Primary Schools 2017. In circumstances where it is not possible to jointly report a concern with the school Designated Liaison Person (DLP), the teacher, SNA or other member of staff should make their own report directly to Tusla and provide a copy of that report to the school or centre DLP at the earliest opportunity. Details are available on the Tulsa website or through the Tulsa online portal. In cases of emergency, where a child appears to be at immediate and serious risk, and it is not possible to make

contact with Tusla, An Garda Síochána should be contacted without delay. This may be done by contacting your local Garda Station.

General Principles for use

Greenhills Community College will enforce this policy, the Code of Behaviour and other School policies, rules and procedures. This policy attempts to set out boundaries and sanctions for inappropriate device usage. It is difficult to cover all possibilities which might arise, and so, in instances not specifically covered the following general principles apply. Sanctions will depend on the seriousness of the incident.

1. Phones should not be used in class at any time (see Code of Behaviour Policy).

2. Devices should only be used for school and study purposes and should only contain information appropriate to these uses. Students should never remove school managing software from them.

3. The use of social media is forbidden in school or at school activities.

4. Students should not take photographs or videos without permission.

5. Inappropriate web searches or activities are forbidden on any device.

6. Cyberbullying, in any form, is strictly forbidden.

7. Misuse of technology may result in a number of sanctions, depending on the seriousness of the incident: confiscation, detention, report card, suspension and, in very serious cases, expulsion.

Mobile Phones

- Telephone calls to and from parents/guardians should be made through the office and not on personal mobile phones (see Code of Behaviour Policy).

- Mobile phones must be turned off during school hours. Breach of this rule will result in confiscation of the phone (see Electronic and Digital Device Policy 2020).

- The use of all mobile phones is banned in Greenhills Community College. Unauthorised filming/photography/ recording in school will result in a suspension from school (see Code of Behaviour Policy).

- Parents/Guardians are reminded to resist from texting or calling their child during the school day.

- If a student needs to contact home urgently, a phone call will be made from the office or if parents need to make contact urgently, they should phone the School and the message will be relayed promptly.

- If a student is feeling unwell, they have to report to the Year Head or Deputy Principal, who will then contact home if necessary.

- If a student breaches these rules the phone (and SIM card) may be confiscated immediately (see Code of Behaviour Policy).

- If a student refuses to hand over a phone (seen or heard during class-time, in the canteen, sports hall or on the corridors) to the teacher, the student will receive an automatic detention and will be referred to the Deputy Principal or Principal (see Electronic and Digital Device Policy 2020). At this stage any refusal to hand over the phone will result in the student automatically proceeding to Level 3 (see Ladder of Referral). However, the overall effect is recorded as only receiving the next level on the ladder. If a student has their phone confiscated on any further occasions their parent/guardian must collect the phone the following working day. Repeat offences, or if the student behaves unhelpfully, will result in the phone being confiscated for a longer period of time. A parent or guardian will be required to collect it, or further sanctions will be given.

- Except for the purposes of ensuring compliance with these rules, the privacy of a student shall be respected. When a phone is confiscated, Greenhills Community College reserves the right to check the content of a confiscated phone if the college believes that a breach of the rules has been made.

- Mobile phones should NEVER be brought into an exam, and exam papers will be cancelled if it emerges that a student has done so.

- Social media should never be accessed during school or on school activities.

- It is recommended that students do not bring expensive phones to school.

Email

- Students will use school email accounts.

- Students should check their email accounts regularly.

- Students should not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

- Students should not reveal their own or other people's personal details, such as addresses, telephone/mobile numbers, email addresses or pictures.

- Students should never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Students should note that sending and receiving email attachments is subject to permission from their teacher.
- Students may only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Internet chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and may only be accessed when supervised by a teacher.
- Usernames will be used to avoid disclosure of identity.

Use of the Computer Room

- Students will not at any time intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for appropriate purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information of their own or any other person.
- Students or staff must not use their Greenhills Community College identity for taking part in any personal activities. A school profile is for use of school business only.
- Downloading materials or images not relevant to students' studies is in direct breach of this policy and is strictly forbidden.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Teachers will not share their personal details with students, including personal mobile numbers, personal email addresses or social networking personal details. Exchange of assignments, notes, resources etc. may be done through Teams or similar virtual learning environments and/or through school email addresses. This is to ensure transparency and protect both students and teachers from any potential harassment, embarrassment, inappropriate allegation, or Child Protection issues that could arise in the absence of a monitored communication system.

- Unless explicitly instructed by a teacher to do so, students are not allowed to access any social networking websites while in school or during school opening hours. Student access to social networking sites is strictly forbidden while in school or during school opening hours, unless under a teacher's direct supervision and instruction. This access restriction also applies to all other social networking sites in existence at the time of approving this policy, or any new social networking sites that arise before the date of the next review of this policy.

Guidelines for Laptop Use

- The school acknowledges that, as a high technology 21st century school that students may use advanced digital devices such as laptops to engage in learning.

- The use of appropriate digital devices is permitted for learning purposes only, in the classroom with the permission of the teacher.

- Students are prohibited from viewing or allowing others to view on a digital device, material which is obscene, defamatory, or inappropriate.

- Please be advised that the College will take no responsibility for a personal digital device taken onto the campus by a student.

- A student may bring a laptop home for educational access only, with the permission of school management.

- Greenhills Community College will make every effort to ensure effective use of laptops by students.

- Greenhills Community College will make every effort to resolve any reported issues relating to the use of laptops.

- Greenhills Community College retains the right to carry out random laptop inspections of the physical condition and any relevant material stored or downloaded on all devices provided to the student.

- Students should not store personal photographs on the laptops or show such photos to others in Greenhills Community College (including those on their phones). Photographs, video or audio are often taken as part of class activities (CBAs/Classroom-Based Assessments etc). However, they should not be taken in school without a teacher's permission.

- In preparation for the Subject Learning and Assessment Review (SLAR) meetings, each teacher will identify one sample of students' work for each descriptor, where feasible,

and will have these available for discussion at the meeting. Any audio or audio-visual recording device, such as a tablet, mobile phone, laptop or video camera, available in the school can be used for this purpose. School rather than personal devices should be used. The recording should take place with cognisance of Child Protection Guidelines. [This only applies to subjects where students will be recorded].

- School laptops should only be used in class with the teacher's permission, and for the use that the teacher has requested.
- School laptops should not be used for social media purposes (including messaging) or for playing games, either at home or in school. This is to ensure that students are not distracted while studying.

Damage or Loss of Equipment

If a school laptop is lost or damaged by theft, neglect or misuse it is the student's financial responsibility to replace the laptop. If a school laptop is damaged, the school will work with the student to resolve these issues.

If a device has been used to take photographs/audio or video footage:

- The device will be confiscated until the matter can be resolved.
- Depending on the nature of the content viewed, Greenhills Community College reserves the right to contact relevant outside bodies (Gardai, legal advice, HSE, etc) to determine the appropriate course of action.
- The sanction applied will depend on a number of factors, including:
    - Where the photographs/audio/video footage was taken.
    - Whether the subject(s) consented to the photographs/audio/video footage being taken.
    - The content of the photographs/audio/video footage.
    - If a teacher is included in the photographs/audio/video footage.
    - If the material was shared with others or posted on social media.
- Sanctions can range from detention to expulsion, depending on the nature of the incident.

eLearning Approach

elearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. As in line with DDLETB guidelines Microsoft Office 365 is the preferred platform for elearning in the school.

For example:

- All teachers will ensure that all students work is distributed using Office 365 applications each day.

- All teachers will interact with students using Office 365 applications to give clarification on questions that arise from the work that is expected from the student.

- All teachers will interact with students on Office 365 platforms to provide formative feedback on work submitted.

- Teachers must use regular live classes/tutorials through Microsoft Teams.

- Teachers are required to use a blend of lives classes/tutorials through Microsoft Teams only.

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

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Responsibilities

To ensure that ICT/DLT resources are used appropriately, Greenhills Community College has established procedures and parameters under which these resources may be used by staff and students. The aim of these procedures is to ensure that students will benefit from learning opportunities offered by the Greenhills Community College's internet resources in a safe and effective manner. Therefore, if this Policy is not adhered to, this privilege will be withdrawn, and appropriate sanctions will be imposed. This Policy should be read carefully to ensure that the conditions of use are accepted and understood. Greenhills Community College employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Communications via ICT/DLT resources are sometimes public in nature. School rules for behaviour apply. It is expected that users will at all times comply with these rules and will act in a responsible, ethical and legal manner at all times. Particular care must be taken when using email and other forms of direct electronic communications. Hacking and other unlawful activities, including any form of cyber-bullying, is strictly

prohibited. Users are prohibited from installing personal software to any ICT/DLT resource without prior permission from school management.

- It is recommended that parents use software and/or equivalent systems at home in order to minimise the risk of exposure to inappropriate material.

- The school may monitor students' Internet usage, this includes looking at their history on their school laptops or computers in school.

- Uploading and downloading of non-approved software is strictly forbidden, whether downloaded in school or elsewhere.

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

In order to provide an Internet environment that is safe and age-appropriate to students, school management reserves the right to monitor and review the use of ICT/DLT resources and will do so as needed to ensure that the systems are being used for educational proposes. It is important that the school community understands this and recognises that monitoring access, among other things:

- increases the safety and security of people and resources by supporting a positive learning and work environment, safe from harassment, intimidation or threats,

- discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests,

- promotes appropriate internet access, electronic communications messages (e.g. blogs and appropriate discussion forums).

Therefore, users must be aware that they should not have any expectation of personal privacy in the use of these ICT/DLT resources.

Responsibilities while partaking in eLearning

For staff and teachers:

- All staff are required to update their skills and attend training regularly to conduct online/remote teaching and learning. This can be done through DDLETB Digital Support Teams group.

- Teachers have overall control of the online interaction of their class.

- Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. Students who disrupt teaching and learning may receive a temporary

ban from all online access. A Parent/Guardian may be contacted in relation to online behaviour.

- As a sanction for not observing the rules and guidelines for remote classes and for not following online etiquette, students will be removed from live classes for a period of time at the discretion of the Principal and Deputy Principal. Students will have access to the notes and files for all classes and are expected to complete work assigned by their teachers.

- Teachers will do their utmost to be available at the identified time on their timetable - this may be through Teams chat or by e-mail.

For students (see Appendix I):

- Currently all 2nd level and FET learners have access to a Microsoft 365 account. This is their DDLETB Digital Identity and is unique to them. It is important to highlight that any user who knowingly shares their Microsoft 365 credentials, including links to online classes in Teams or resources or supports that have been shared with them, is in breach of school/college/centre/DDLETB policy.

- You are to communicate through your @greenhillscollege.ie account only. The use of any other account or e-mail address is expressly prohibited.

- Do not engage in communications with any account other than an @greenhillscollege.ie account. Report any other activity to your teacher or Year Head using their @greenhillscollege.ie email account.

- Students must always be civil and respectful to your teachers and fellow students.

- Students are not allowed to record or forward any content within a Teams group - such as worksheets, exam papers, answers, solutions, videos, – to anyone else without the permission of the creator of that content and/or the teacher.

- All online lessons delivered through Teams may be recorded by the teacher for distribution to students who were absent from the lesson.

- All other online activity is recorded. This includes anything you send or say via e-mail, Teams Chats, and OneNote, and whether you are checking regularly for assigned work.

- Students must find a quiet appropriate space for the Teams meeting or class.

- Students must dress appropriately for the Teams meeting or class.

- Students must be on time for their tutorial Teams meeting or class.

- The students' microphone should be muted at the start and only turned on when the teacher asks you to do so.

- If a student needs to speak please type a # into the chat or raise your hand in Teams and your teacher will ask you to turn on your microphone and you can ask your question.

- Students must use the chat feature to ask questions during the Teams meeting, class or tutorial.

For parents:

- You should ensure that your son is checking in regularly for assigned work.

- Where live classes are being run you should ensure your son is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, students should be appropriately dressed.

- Live online classes should be viewed by your son only.

Live Online Classes

Teachers may deliver some aspects of the coursework "live" using Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts (see Appendix I).

In the use of Teams:

- Students must always follow the direction of their teacher just as in the classroom (see Code of Behaviour Policy).

- Students are not to record the lessons/meetings at any time.

- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.

- A Teams link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.

- All Teams sessions may be recorded by the teacher, and these recordings may be made available by the teacher to the class only to watch back again later. This recording includes any comments, video, screen shares, whiteboards and audio from the class.

- Only the teacher is allowed record a session. No-one else is permitted to record.

Data Privacy Statement

What we retain:

- Login activity, specifically, the last time a student logged in to their Office365 account.
- In live classes using Teams, all audio, video, whiteboard, annotations and screen share activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

Why we retain it:

- To assist us in making sure students are engaging in learning sufficiently and in good time.
- To assist us in generating appropriate and relevant feedback to parents/guardians on progress.
- To provide revision materials by means of replaying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class.
- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where we retain it:

All recordings are kept within the College's own systems which requires a valid @greenhillscollege.ie login to access. The College's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long we retain it for:

Ordinarily this is cleared at the end of each exam session, i.e. at the end of 3rd Year and at the end of 6th Year. In any case, activity and content will not be retained beyond the students' exit from the College, either through early exit or through graduation.

Social Media

Greenhills Community College reserves the right to investigate and deal with incidents and activities that happen outside school time and which impact on the welfare or education of students of Greenhills Community College. This often applies in the case of misuse of social media sites which can lead to unfortunate online nastiness or cyber-bullying. Students shall be advised that they need to think carefully about possible serious repercussions of anything they say on the internet as well as the hurt it can cause. The minute anything unpleasant is published online it can be viewed repeatedly and by multiple users and therefore formally

constitutes bullying. Students and Staff should not use their Greenhills Community College email address to register for any Social Media services, including but not limited to Instagram, Snapchat, Pinterest, Twitter etc.

Circulating, publishing or distributing on the internet material associated with School activities, including, but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to Greenhills Community College or another person, is considered a serious breach of School discipline.

Dealing with hurtful comments on the internet

Reading hurtful or offensive comments on the internet can be very difficult for a student and their parents. It is essential in such situations that the student and/or their parent contact a member of the Greenhills Community College staff so that the matter can be addressed. Students and parents/guardians can sometimes feel that drawing attention to a cyber-bullying issue will exacerbate the problem, but our experience is that failing to deal with online nastiness means it will continue and most likely worsen.

Greenhills Community College can offer advice and counselling to students on dealing with upsetting material. Any member of staff should be contacted to arrange this support.

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention, and, in extreme cases, suspension or expulsion (see Code of Behaviour Policy). Greenhills Community College also reserves the right to report any illegal activities to the appropriate authorities. Violations of this policy are deemed as violations of school behavioural expectations and the Code of Behaviour. Anyone who is aware of problems with, or misuse of these ICT/DLT resources, or has a question regarding the proper use of same, should discuss this with a member of staff or management. Greenhills Community College Board of Management urges any person who receives a harassing, threatening, intimidating or other improper messages to report it immediately to a member of staff.

Webwise

There is also excellent advice on the internet. The website www.webwise.ie. is an internet safety initiative focused on raising awareness of online safety issues and good practice among students, their parents/guardians and teachers.

General

- Greenhills Community College accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to the use mobile phones or other devices.

- Greenhills Community College accepts no responsibility for any corruption of personal devices.

- It is strictly forbidden for students to share login names or passwords or to use another person's account.

- Greenhills Community College reserves the right to investigate suspected incidents of misbehaviour by accessing the personal devices or social media pages of students. Where there is a suspicion of inappropriate content being stored on a device the presumption of privacy does not apply.

Further Education

Greenhills Community College also runs a wide range of Further Education courses. This policy applies also applies to Further Education students. Where Further Education students are under 18 years of age, parents/guardians will be contacted in relation to breaches of this policy. Where students are over 18 years of age, issues will be dealt with by the Further Education Assistant Principals, the Deputy Principal or the Principal.

Approved by the Board of Management following a consultation process with the Student Council, PTA Committee and Teaching Staff: _____2021

Appendix I

Guidelines on using Teams

These Guidelines are written in conjunction with the Code of Behaviour Policy. All students are expected to establish a good school-day routine with sensible health breaks and follow their usual timetable on a daily basis. Additionally, Greenhills Community College has now put in place the ability for our students and teachers to use Teams for real-time engagement with teachers.

Please note:

- The live classes are only one element of a balanced approach that we are taking. We expect students to engage in other tasks such as independent work, online classes such as pre-recorded lessons, physical workouts, time away from the screen.

- There may be amendments to planned Teams classes from time to time and sometimes at short notice. This can be due to a number of reasons - technical or personal for example.

- Communication is two-way: there are genuine reasons why a student may not be able to attend a live class or submit an assignment on time. Please inform the teacher and give an expected date for submission of same assignment.

Protocol for Real-time Classes on Teams

- Always reply to an invitation sent by your teacher.

- Each video class Teams will have its own code.

- Use your Outlook calendar to organise your own timetable.

- Stick to the timetable and be ready to sign in 5 minutes before the time.

- Use your email address to log in and have your password ready.

- Be ready to speak up and take your turn. Your contribution is important. Other students gain confidence when they hear familiar voices.

- Greenhills Community College rules apply. Be courteous, be respectful. Remember, lessons may be recorded by the teacher (see Code of Behaviour Policy).