

ICT Acceptable Use Policy (AUP) 2023-2024

Portumna Community School



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Section 1 - Overview

Portumna Community School Mission Statement

We are a Community School committed to:

- the provision of a comprehensive educational system available to all.
- the recognition and development of each student's social, intellectual, physical and spiritual potential.
- the achievement of high standards in teaching, learning and performance.
- the establishment and maintenance of a co-operative, supportive partnership between school, home and community
- the professional development of staff

Please refer to the school Admission Policy (available from www.portumancs.ie) for Portumna Community School Characteristic Spirit and general school objectives.

Overview of ICT Communication Methods

Portumna Community School uses the following ICT communication methods and learning/teaching platforms; school website, Twitter, VS Ware including text alert messaging, the School App, EasyPay, Microsoft Office 365 and Survey Monkey to communicate with staff/students/parents & guardians.

- **Website:** The school website www.portumnacs.ie contains all relevant policies for consideration and is updated regularly. During the school year other points of information such as assessment calendars and academic resources are available. The website also provides access to twitter promoting school activities and events, VS Ware, Microsoft Office 365 and EasyPay portal.
- **School App:** Teachers & parents/guardians have access to the **School App** which allows access to all communication methods on a single access point. Parents/guardians receive regular updates including, school calendar, news and notifications. The school App is also available for parents/guardians to send notes explaining absences, relevant messages to school personnel,

permission slips and upload relevant forms. The App portal which is accessible via the school website and School App allows payment of school associated costs.

- **VS Ware:** The school uses a Management Information System called **VS Ware**. This system records and administers the school timetable, attendance data, student reports and monitors 'Code of Behaviour'. Currently parents/guardians can access student reports and timetables via VS Ware.
- **Twitter:** the social media platform **Twitter** is used to promote activities and events.
- **Survey Monkey:** this data collection method is used to survey students, staff and parents/guardians where appropriate.
- **Microsoft Office 365:** see below

Microsoft Office 365 ICT Access

All staff and students receive an individual school email address and password where they can access Office365, providing access to Microsoft Word, Excel, PowerPoint, Teams, OneDrive, SharePoint etc. This is the ICT learning/teaching platform used across the school and all electronic correspondence by students to staff must be via their school email/Teams. The same principles of positive classroom student/teacher interaction and 'Code of Behaviour' guidelines are applicable during any online interaction and communication. Access to the Office 365 platform is through the school website www.portumnacs.ie.

Rationale for this Policy

The Internet and associated platforms are a powerful educational resource that can significantly enhance teaching and learning, when used appropriately. The Board of Management of Portumna Community School is committed to providing access to Internet facilities in the School, for precisely that purpose. However, there are many potential dangers associated with the use of the Internet and it is the responsibility of the Board of Management to protect all users of the School's Internet facilities, in

particular students of Portumna Community School, from these dangers. It is also the responsibility of the Board of Management to comply with Irish Legislation in this area:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988.

This policy governing access to and use of the Internet by students and staff of Portumna Community School outlines practices and procedures and is also intended to provide maximum protection for users from potential dangers associated with the use of the Internet.

This policy should be read in conjunction with the following school policies;

- Data Protection and Management Policy
- Code of Behaviour
- Anti-Bullying
- Child protection
- ACCS guide on use of social media in post – primary schools

The Aim of the ICT AUP

The aim of this ICT Acceptable Use Policy (AUP) is to ensure that staff and students will benefit from learning opportunities offered by Portumna Community School's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if Portumna Community School's ICT AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and the Code of Behaviour will be imposed.

This policy will be ratified by the Board of Management in May 2021 after consultation by staff, senior students, parents and will be reviewed in 2023/24. Before signing the AUP all stakeholders should be read carefully to indicate that the conditions of use are accepted and understood.

Section 2 - Content Filtering, Web Browsing & Downloading

- Students will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Students are encouraged to report accidental accessing of inappropriate materials in school but outside the classroom to their Year Head.
- Students and staff will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Students and staff 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.
- Students will use the Portumna Community Schools internet connection only for educational and career development activities and filtering software will be used to avoid the risk of exposure to inappropriate material.
- Students will not engage in online activities such as uploading or downloading large files (including software) that result in heavy network traffic which impairs the service for other internet users.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Virus protection software will be used and updated on a regular basis.

Section 3 - Email & Messaging

- Portumna Community School will encourage all students & staff to use their assigned Microsoft office 365 email account. The use of personal email accounts is only acceptable in agreed circumstances. (E.G. Applying to College/UCAS, Career & character references).
- Students & staff should not under any circumstances share their email account login details with other students. Students will not send any material that is

illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Students and Staff should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders. Cyber protection updates and training will be provided by an authorised approver. The IT support company engaged for the 2021/22 is 'Computex Educational IT Specialists' Galway. Their company details and agreed supports are available upon request from the school Principal.
- When using the internet in school or for remote learning students, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities in school or for remote learning with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved as per the school Code of Behaviour 'Ladder of Referral'.

Section 4 - Social Media

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of students and other staff and the reputation of Portumna Community School is protected. This policy relates to use of authorised Portumna Community social media platforms and the use of social platforms for approved school related activities.

As approved by the school Principal and with regard to school based activities, students and staff may at times engage with personal websites such as social networking sites, for example Facebook, blogs, microblogs such as Twitter, chat rooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, and content sharing sites such as Flickr and YouTube, this policy applies. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services by students and staff at Portumna Community School that have negative consequences in line with the school anti bullying policy, Code of Behaviour and 'Ladder of Referral'.

- Staff (in line with the 'Dignity at Work' policy and Teaching Council code of professional conduct) and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
- Staff and students must not discuss personal information about students, staff and other members of the Portumna Community School community on social media
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media
- Staff and students must not engage in activities involving social media which might bring Portumna Community School into disrepute.
- Staff and Students must not represent their personal views as the views of Portumna Community School on any social media medium.
- Issues regarding staff misuse of social media will be dealt according to the agreed teaching union and ACCS procedures. Student misuse of social media will be dealt with as per the school Code of Behaviour & 'Ladder of Referral'.

Section 5 - Personal Devices & Mobile Phones

- Students **are not allowed** to use mobile phones in school. If students wish to make contact with home, they may use the office phone free of charge by speaking to the school secretary. If parents/guardians wish to make contact with their children, they may phone the school and leave a message on our automated system; any message left can be conveyed by email to the staff concerned. COB amended in June 2023 to include a section on mobile phone usage.

- If a student is found with and/or using a mobile phone it will be confiscated and given to the Deputy Principal. A parent or guardian is required to call to the school to retrieve it. The Code of Behaviour has a special section dedicated to the sanctions imposed with unauthorised phone use.
- The school asks for parental support for this rule which enables students and teachers to go about their daily work without distraction from mobiles. It is recommended that no electronic personal devices be brought to school. These may be taken from a student if seen and kept in the Deputy Principal's office. They will be returned to students at the end of the day on the understanding that they will not be brought to school again.
- **The school recommends that you give very careful consideration to your child's access to the internet and social media. In our experience, the most difficult and hurtful experiences for young people often come from these sources and they can find themselves in breach of Irish and European law with serious consequences.**

Mobile Phones and Electronic Devices capable of recording audio and / or pictures are not allowed in school as their use can constitute a serious disruption of school life and of class quality as well as posing risks of breach of privacy and enabling bullying behaviour. In addition, the un-moderated access to the internet from such devices renders them unsuitable to be brought into school.

Students may use the office telephone to make essential calls once permission to do so has been obtained. If a student breaches the no phone allowed policy, the following is a timeline that will ensue in line with the Code of Conduct Policy for Portumna Community School.

Offence 1: The device is held for 24 hours in the Deputy Principal's Office.

Offence 2: The device is held for 48 hours in the Principal's Office until the parent calls for it.

Offence 3: The device is held for the term in the Principal's Office until the parent calls for it.

Offence 4: The device is held for the duration of the school year and the student has to sign a commitment to uphold the code of conduct with the parent.

On occasion students may be requested to use their phones for school activities, leaning & teaching purposes. Parents & guardians will be notified in advance. Teachers may request permission for students to use phones in class for designated activities with the Principals permission. At all times the school Code of Behaviour is applicable for all school related activities.

Students should avoid the use of personal laptop computers or computers of any sort and use the Microsoft Office 365 platform to save their work for e.g. presentations, CBAs etc. and may use designated school computers to present in class. Any such usage must comply with the school's Acceptable Use Policy for the internet.

Section 6 - Images & Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / guardians and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term.

In the context of school based activities and events, use of authorised school ICT platforms by staff and students and having due regard to the Portumna Community School Code of Behaviour and Dignity at Work policy the following statements will apply:

- In the context of Portumna Community School related activities and events care should be taken when taking photographic or video images that students are not participating in behaviour/activities that might bring the individuals or Portumna Community School into disrepute.
- In the context of Portumna Community School related activities and events students must not take, use, share, publish or distribute images of others without their permission.
- Students must not share images, videos or other content online with the intention to harm another member of the Portumna Community School community regardless of whether this happens while attending school and/or participating in school related activities that has a negative impact in line with existing policies and the characteristic spirit of Portumna Community School.

Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as per the school anti bullying policy, Code of Behaviour and 'Ladder of Referral'. Sharing of such content as deemed as criminal or a child protection concern may result in a referral to external agencies such as Tusla and/ or An Garda Siochana.

All parents/guardians have been invited to sign the Photographic and Videographic Image Consent forms (Appendix 2) which grants Portumna Community School permission to publish photographs of students with due regard to the guidelines.

Section 7 - Cyber bullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact,

cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

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

Measures are taken by Portumna Community School to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night. Parents/guardians will be encouraged to monitor their son (s)/daughter (s) internet and social media usage through updates and organised information nights on the impacts of Cyber bullying.

Any cyber bullying issues in line with the anti-bullying policy and/or have a negative impact on school life will be dealt with in line with the Code of behaviour & 'Ladder of Referral'. In this context, Portumna Community School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement that is forwarded/shared can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Any school related cyber bullying isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as

appropriate, in accordance with Portumna Community School's Code of Conduct Policy & 'Ladder of Referral'.

As Portumna Community School has a no phone usage policy issues that arise outside of school time, not directly associated with school attendance, school learning & teaching and/or school activities will be directed to a parent's/guardians attention.

Section 8 - School Website

- Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to Portumna Community School's website.
- The website will be regularly checked by the Principal to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- The publication of student work will be coordinated by a teacher.
- Portumna Community School will use only digital photographs, audio or video clips, focusing on group activities or individual activities with parental permission.
- Personal student information including home address and contact details will not be published on Portumna Community School web pages.

Section 9 - Sanctions

Any school related misuse of the internet and school ICT platforms while in school, on school business and school activities may result in disciplinary action, including white/yellow/red report, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion as per the school ladder of referral (attached as a PDF in the COB).

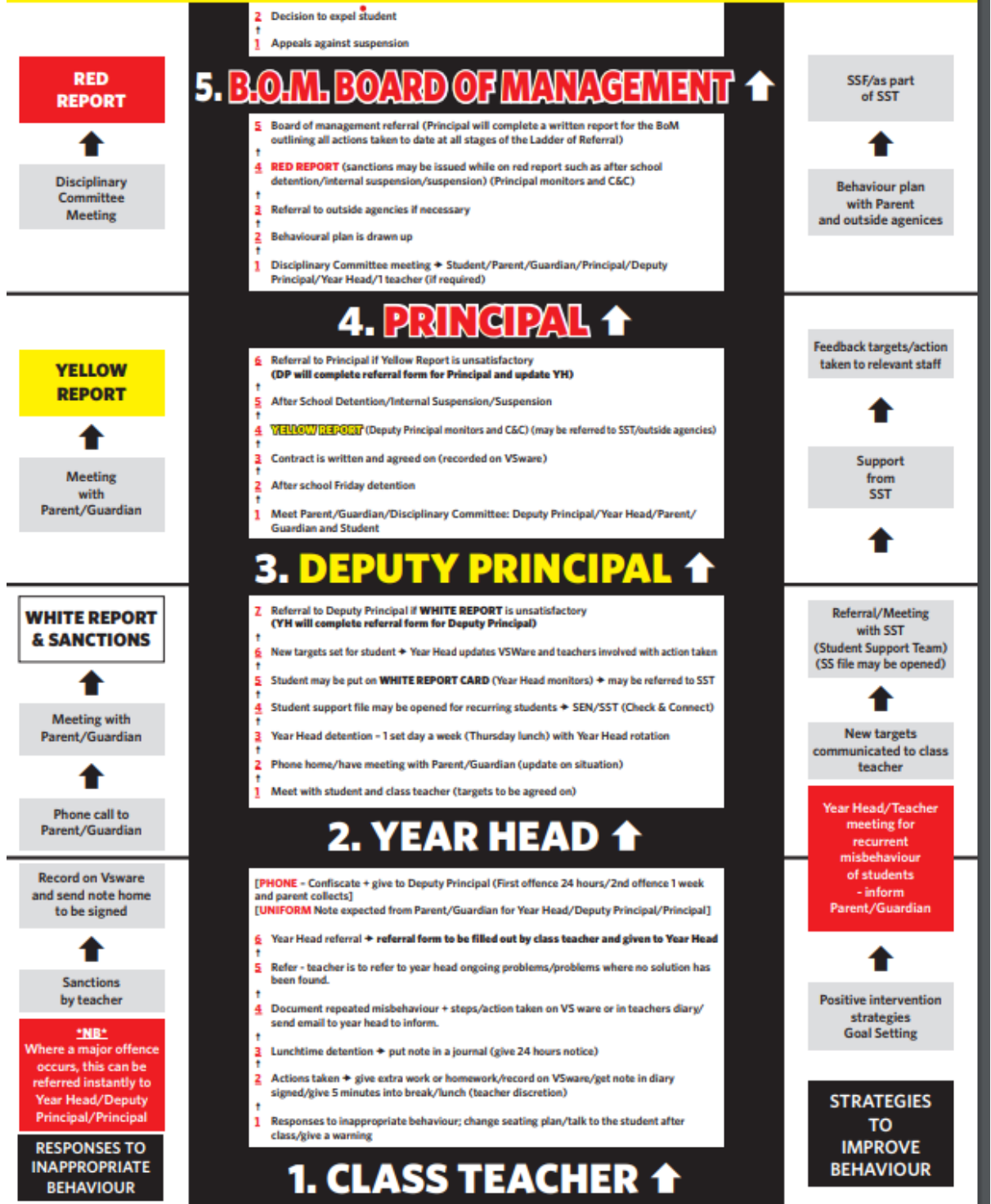


LADDER OF REFERRAL



EXAMPLES OF BREACHES OF DISCIPLINE

- BULLYING*
- SMOKING/VAPING*
- TRUANCY*
- TALKING
- NO HOMEWORK
- NO MATERIALS
- DISRUPTING TEACHING & LEARNING
- NO MOTIVATION
- LATENESS
- REFUSAL TO CARRY OUT INSTRUCTIONS
- PHONE
- UNIFORM



Portumna Community School also reserves the right to report any illegal activities to the appropriate authorities.

Portumna Community School will deal with school related incidents that take place outside the school that impact on the wellbeing of staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Portumna Community School will, where known, inform parent(s)/ guardian(s) of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

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

Students should immediately report the receipt of any communication that makes them feel uncomfortable is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Portumna Community School implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in the area of internet safety as part of our implementation of the SPHE and DML curriculum. At present this provision will be presented through the Wellbeing Programme.
- Internet safety advice and support opportunities are provided to students in Portumna Community School through our Wellbeing Week, SPHE & DML Programme (Wellbeing).
- Teachers will be provided with continuing professional development opportunities in the area of internet safety and the Microsoft Office 365 platform.
- Portumna Community School participates in Safer Internet Day activities to promote safer more effective use of the internet and engage with the

Planet Youth Programme facilitated by the Western Regional Drug Task Force.

- Sanctions specific to Personal Devices & Mobile Phones are outlined in Section 5 of this Policy.
- This Policy recognises and respects the importance of Portumna Community Schools Child Protection Policy in relation to all IT usage & safety.

Section 10-PCS Remote Learning & Teaching Plan

PCS Remote Learning/Teaching Plan

As of January 2021 and for use there after.

Introduction

Should the school experience a temporary closure due to government and/or public health guidelines related to COVID 19 this plan will provide guidelines and information to students, their parents, and staff, in relation to the use of technology when learning remotely i.e. from a place other than school and where students are not in a classroom setting.

Background

Based on previous remote learning/teaching school experience and the DES document 'Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context: for post-primary schools' this plan is based on a blended learning/teaching model i.e. regular live teacher classes to allow for teacher/student engagement during times as indicated on the normal school timetable and a blend of independent student learning tasks/experiences and completed assignments/HW/skill development.

Aims

- To outline procedures and practice for staff, pupils involved in online/distance learning
- To outline procedures and practice for pupils in self-isolation, and are otherwise fit and healthy, to continue with their academic program
- To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, assigning work and providing feedback to students as part of a normal academic program.

Applications to be used for distance learning

The Microsoft Office 365 platform

- Microsoft Outlook
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Quizzes
- Microsoft Stream

There may be some additional applications that teachers can use, and the teacher will provide the students with the information required for access. This must, in all cases, use an @portumnacs.ie account as the login.

Learning/Teaching Engagement Guidelines

Weekly engagement based on specific subject requirements

Junior Cycle Students and TY

Class/teacher contact	Teaching/learning
1	Live Tutorial- (1 class to be selected from time tabled classes)
1	Student homework/ assignment to be completed
1	Student independent learning- directed by teacher. i.e.-Reading section from a text, uploaded material, recorded class, YouTube video.

Non - Core Subject Rotation: 1 class per week

WK 1	PE + SPHE	Wellbeing team to coordinate rotation
WK 2	CSPE	
WK 3	Wellbeing	

Assigning of & submission days for HW/assignments to correspond with student timetable.

Senior Cycle Students including LCA

Class/teacher contact	Teaching/learning
1/2	Live Tutorial- (1 class minimum ideally 2 to be selected from timetabled classes)
2	Student homework/assignment to be completed

1/2

Student independent learning- directed by teacher. i.e.-Reading section from a text, uploaded material, recorded class, YouTube video. This contact may reduce by 1 if live tutorial increases to 2.

Assigning of & submission days for HW/assignments to correspond with student timetable. Teachers in the first instance (Monday afternoon Jan 11th/Tuesday 12th or thereafter) should outline to each of their class groups via MSO Teams the plan for their weekly contacts i.e.

Sample Senior Subject Engagement Timetable

Subject:	Construction
Monday:	Outline weekly plan, read pages 65-74 (chapter 8).
Tuesday:	Homework: Questions 7-12 page 76 on chapter 8 submit for tomorrows class
Wednesday:	Live class: Topic-Thermal bridging chapter 9
Thursday:	Live class or assigned work (read pages 77-84 chapter 9)
Friday:	Homework: Questions 1-4 page 92 on chapter 9 Submit for Monday.

Teachers will be asked to register their live class contact days on a schedule for each year as to avoid congestion of live classes on particular days and create an even spread of live contacts for each year group (available on SharePoint Monday January 11th).

Student Expectations

Students may submit material online outside of business hours but there is no expectation of interaction between the teacher/student at these times. However, we strongly advise students adhering to their timetable.

- Pupils should check Teams daily to access posts/resources and assignments for individual subject's based on their timetable
- Engage with the Teaching/Learning Timetable to structure their learning and submission of work as outlined by their teachers
- Attend scheduled online subject classes

- Complete all assigned work and submit to the subject teacher in the agreed manner (upload, photograph, scan)
- Please ensure that the material submitted is legible, in focus, in correct order and correctly oriented.
- Use Teams posts to communicate with teachers and ask questions if they do not understand/require help within normal school time hours (9:00 am - 3:55 pm)
- Pupils may need to email/message the teacher as appropriate if they are having difficulties with the system or need assistance with assigned work
- Deadlines must be met where practically possible; Year heads will be informed if they are not
- All interactions on Teams to be of classroom level type discussions
- Any behaviour or language deemed inappropriate during school online and after established school times and the consequences for such behaviour, will be dealt with in line with the school Code of Behaviour Policy and as per the ladder of referral. This is because the student is using a school student account on a school digital platform
- Students must refrain from using school digital platforms for personal conversations
- It is not required to wear the uniform for online learning however, appropriate dress is expected when participating in live Teams meetings/classes

Online live Teams meetings/classes

Student Etiquette

The following are expectations from all students. Students that do not follow these guidelines can be removed from the Teams meeting/class if necessary.

- A Teams meeting/class is intended for the students only.
- Mute your microphone if you are not speaking
- Join the meeting/class on time

- Turn off video unless requested to do otherwise
- Dress appropriately when using cameras
- Do not use the Chat feature with your class unless the teacher states to do so. When using chat, write using school appropriate language. Remember that the class meeting is public, and a record of the chat is retained.
- Only post chat messages relevant to the lessons
- Ask parents who may be there to be mindful that other students may see or hear them and anything in the background

Student etiquette and student expectations will be communicated to parents and students in advance of remote learning and teaching.

School Supports

School support teams such as Student Support Team, Special Education Team, Year heads and middle management meetings will continue to operate in a remote setting as per usual school structure.

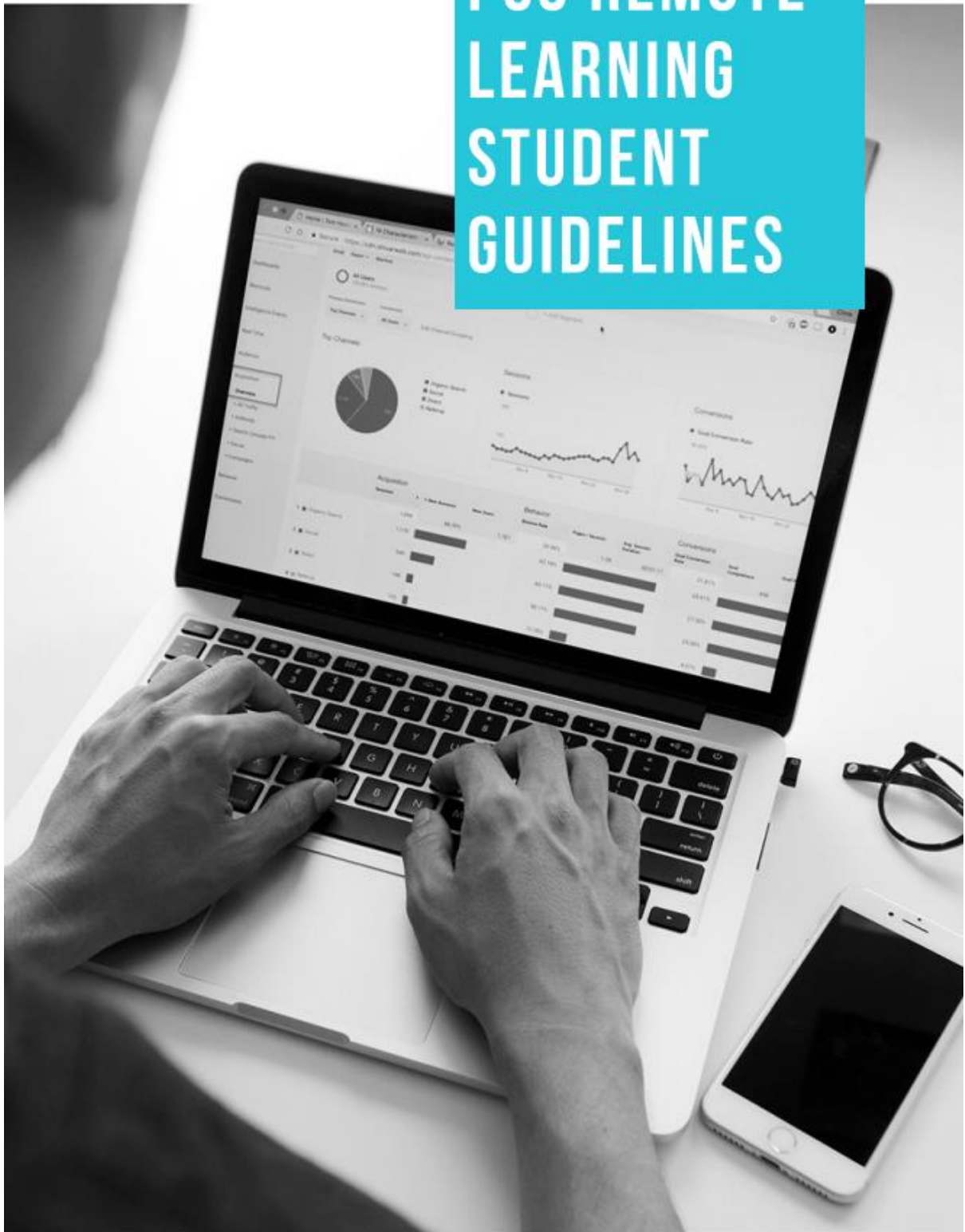
For teacher/student live class engagement VS Ware class registration should be recorded for that class only. VS Ware should be used as normal to record behaviour incidents, positive school contribution etc.

The Digital Learning Team to support teachers where applicable.

This plan will be reviewed and amended accordingly if required.

Section 11-PCS Remote Learning Student Guidelines

PCS REMOTE LEARNING STUDENT GUIDELINES



PCS REMOTE LEARNING PLAN

STUDENT GUIDELINES

Introduction

Should the school experience a temporary closure due to government and/or public health guidelines related to COVID 19 this plan will provide guidelines and information to students, their parents, and staff, in relation to the use of technology when learning remotely i.e. from a place other than school and where students are not in a classroom setting.

Background

Based on previous remote learning/teaching school experience and the DES document 'Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context: for post- primary schools' this plan is based on a blended learning/teaching model i.e. regular live teacher classes to allow for teacher/student engagement during times as indicated on the normal school timetable and a blend of independent student learning tasks/experiences and completed assignments/HW/skill development.

Aims

- To outline procedures and practice for staff, pupils involved in online/distance learning
- To outline procedures and practice for pupils in self-isolation, and are otherwise fit and healthy, to continue with their academic program
- To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, assigning work and providing feedback to students as part of a normal academic program.

Applications to be used for distance learning

The Microsoft Office 365 platform

- o Microsoft Outlook
- o Microsoft Teams
- o Microsoft OneNote
- o Microsoft Forms
- o Microsoft Quizzes
- o Microsoft Stream

There may be some additional applications that teachers can use, and the teacher will provide the students with the information required for access. This must, in all cases, use an @portumnacs.ie account as the login.

Learning Engagement Guidelines

WEEKLY ENGAGEMENT BASED ON SPECIFIC SUBJECT REQUIREMENTS

- Students should follow their timetable structure when at all possible working in a blended learning approach i.e. students will receive 'Live' class engagements, HW/assignments/exam papers (if applicable) skill development for completion and independent learning tasks (revision/research/projects)
- Live classes, assigning of & submission days for HW/assignments to correspond with student timetable as outlined by subject teachers.
- Teachers in the first instance (Monday afternoon Jan 11th/Tuesday 12th or thereafter) should outline to each of their class groups via MSO Teams the plan for their weekly contacts i.e.

Sample Senior Subject Engagement Timetable

Subject: Construction

Monday: Outline weekly plan, read pages 65-74 (chapter 8).

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Thursday: Live class or assigned work (read pages 77-84 chapter 9)

Friday: Homework: Questions 1-4 page 92 on chapter 9
Submit for Monday.

Student Expectations

- 1.** Students may submit material online outside of business hours but there is no expectation of interaction between the teacher/student at these times. However, we strongly advise students adhering to their timetable.
- 2.** Pupils should check Teams daily to access posts/resources and assignments for individual subject's following the structure of their timetable
- 3.** Pupils should check Teams daily to access posts/resources and assignments for individual subject's following the structure of their timetable
- 4.** Attend scheduled online subject classes
- 5.** Complete all assigned work and submit to the subject teacher in the agreed manner (upload, photograph, scan)
- 6.** Please ensure that the material submitted is legible, in focus, in correct order and correctly oriented.
- 7.** Use Teams posts to communicate with teachers and ask questions if they do not understand/require help within normal school time hours (9:00 am - 3:55 pm)
- 8.** Use Teams posts to communicate with teachers and ask questions if they do not understand/require help within normal school time hours (9:00 am - 3:55 pm)
- 9.** Deadlines must be met where practically possible; Year heads will be informed if they are not
- 10.** All interactions on Teams to be of classroom level type discussions
- 11.** Any behaviour or language deemed inappropriate during school online and after established school times and the consequences for such behaviour, will be dealt with in line with the school Code of Behaviour Policy and as per the ladder of referral. This is because the student is using a school student account on a school digital platform
- 12.** Students must refrain from using school digital platforms for personal conversations
- 13.** It is not required to wear the uniform for online learning however, appropriate dress is expected when participating in live Teams meetings/classes

Student Etiquette

The following are expectations from all students. Students that do not follow these guidelines can be removed from the Teams meeting/class if necessary.

A Teams meeting/class is intended for the students only.

Mute your microphone if you are not speaking

Join the meeting/class on time

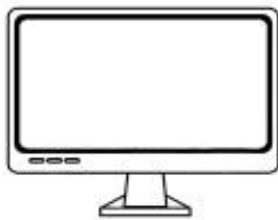
Turn off video unless requested to do otherwise

Do not use the Chat feature with your class unless the teacher states to do so. When using chat, write using school appropriate language. Remember that the class meeting is public, and a record of the chat is retained.

Dress appropriately when using cameras

Only post chat messages relevant to the lessons

Ask Parents/Guardians who may be there to be mindful that other students may see or hear them and anything in the background



School support teams such as SST, SEN, Year heads and middle management meetings will continue to operate in a remote setting as per usual school structure.

For teacher/student live class engagement VS Ware class registration will be recorded and HW/assignments monitored. As normal VS Ware will be used to record behaviour incidents, positive school contribution etc.

ACCESSING MSO TEAMS

IN THE FIRST INSTANCE IF STUDENTS HAVE DIFFICULTIES ACCESSING THEIR MSO OFFICE ACCOUNT, JUNIOR CYCLE PLEASE CONTACT THEIR DML TEACHER MR. LYNCH VIA EMAIL MLYNCH@PORTUMNACS.IE AND SENIOR CYCLE STUDENTS CONTACT THEIR YEAR HEAD.



Year Heads

1st Year mburke@portumnacs.ie

2nd Year mfallon@portumnacs.ie

3rd Year emadden@portumnacs.ie

TY ismith@portumnacs.ie

5th Year gfogarty@portumnacs.ie

LCA ismith@portumnacs.ie

6th Year nmurtagh@portumnacs.ie

Other Supports

Chaplain/Head of SST bdunne@portumnacs.ie

Head of SEN emadden@portumnacs.ie

Guidance Counsellor dlyons@portumnacs.ie

Deputy Principal edunne@portumnacs.ie

Principal principal@portumnacs.ie

Please note the change to Year Heads roles from Monday 11th of January. Please note also that Mr. Fallon will be supporting Mr Smith during a transition phase.

This plan will be reviewed weekly and amended accordingly if required.



PORTUMNA COMMUNITY SCHOOL

2021

STUDENT GUIDE

MICROSOFT TEAMS



Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.portumnacs.ie or www.office.com



Click sign in and sign in with your full school email address.

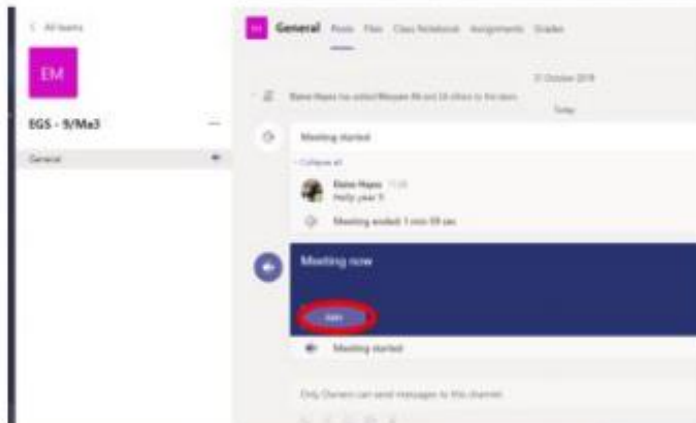


Click on the Teams icon

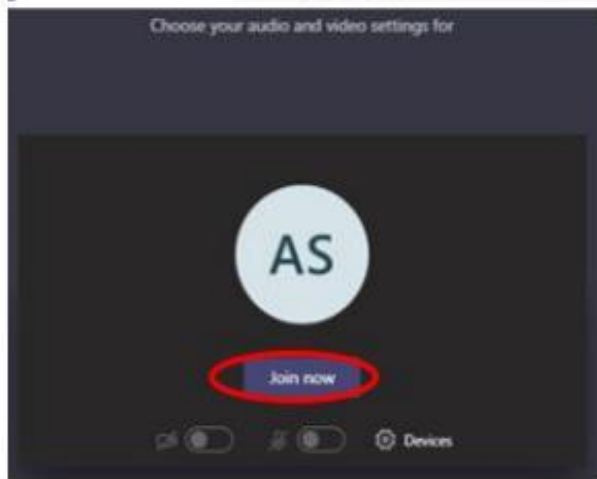


You should now see all the Teams if your teachers have already set them up for you, or you may have different codes to join your classes.

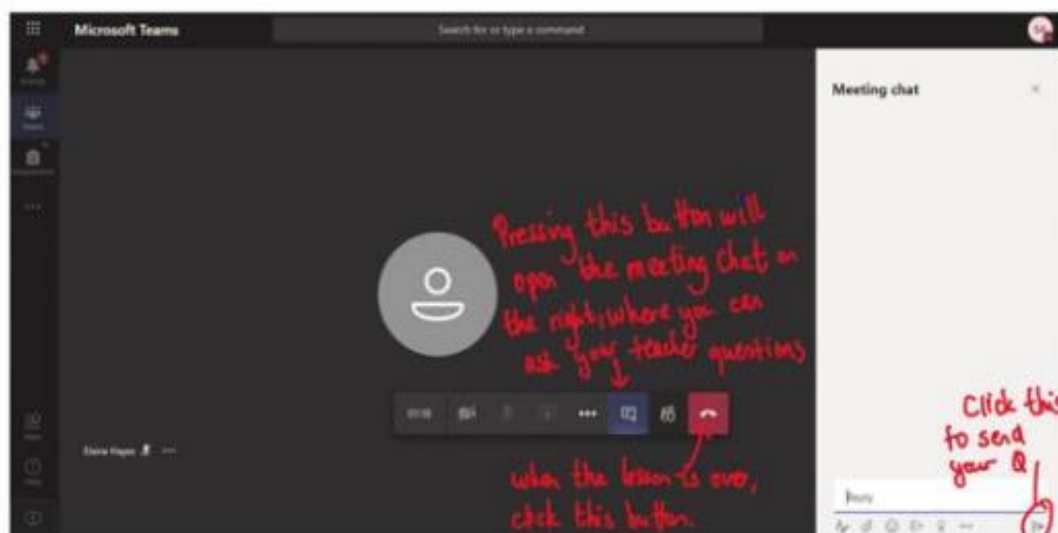
Teams - Joining a Virtual Classroom - Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

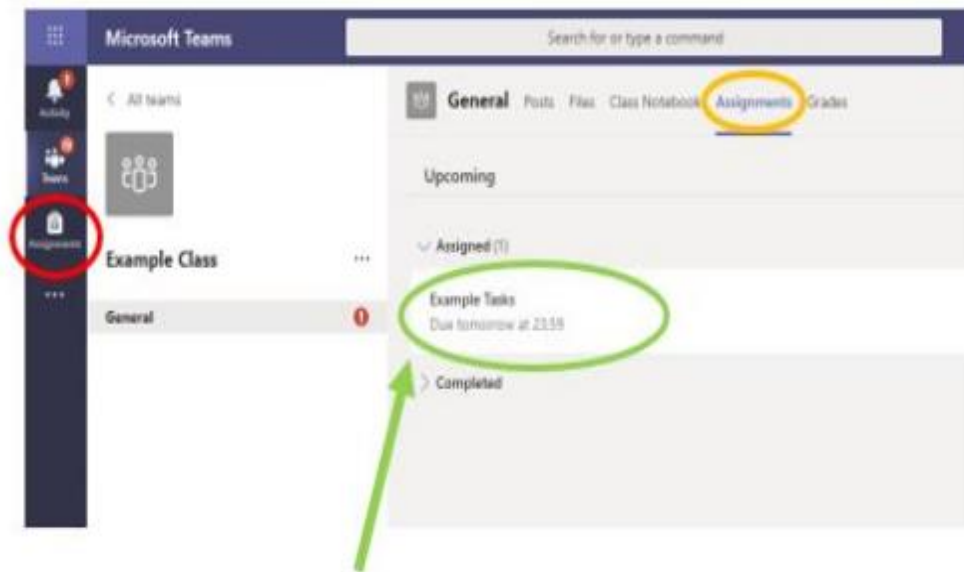


The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over



Teams - Uploading an assignment

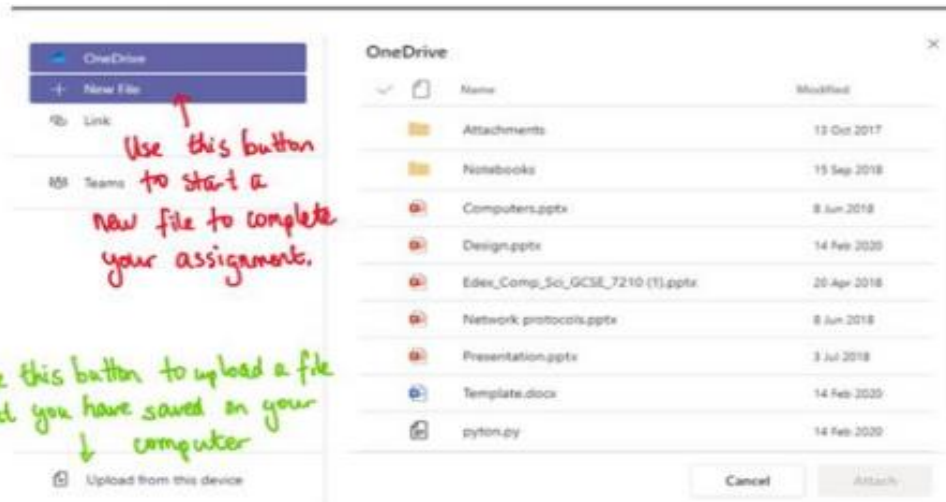
Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

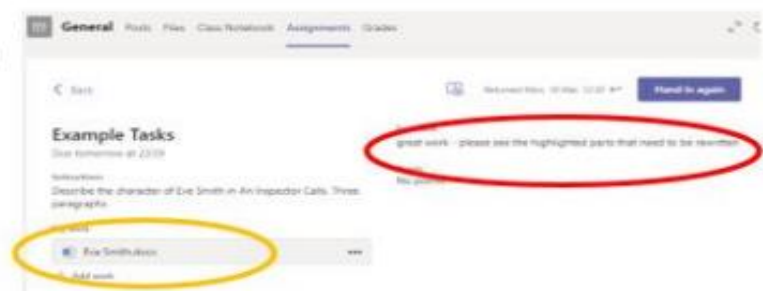
To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.





Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



Section 12-Permission Form

All students who enrol at Portumna Community School must agree to follow the School's Acceptable Use Policy and sign the Internet Permission Form. This form must be countersigned by the students' parents/guardians and is now available on the School App. **(See Appendix 1)**

SAMPLE

Appendix 1

Internet Permission Form

Portumna Community School



Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Student: _____ Year: _____

Student: I agree to follow Portumna Community School's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ Date: _____

Parent(s)/Guardian(s): As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son and/or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my son(s)/daughter(s)' schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing student's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

Parent(s)/ Guardian(s) Signature: _____ Date: _____

Appendix 2

Photographic and Videographic Image Consent Form **Portumna Community School**



Photographs and videos are stimulating forms of media which can motivate and inspire students. Research has shown that using such forms of media in education can help encourage creativity, motivation as well as improve communication and team-working skills.

Portumna Community School asks that parent(s) guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a student is 18 or older, he/she is capable of giving such consent. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of students in Portumna Community School:

1. Staff will be aware of possible Child Protection issues when taking photographs of students and in relation to where these photographs are used.
2. Pupils may be identified in these publications in recognition of their participation in events/activities, except there the publication is online.
3. Students in photographs or videos published on Portumna Community School website or social media sites will not be named or identified in any way other than by group e.g. finalist basketball team.
4. If you chose to withdraw your consent, the school will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be reacted e.g. if a photograph was published in a newspaper or past yearbook already printed.
5. All online media promotion on behalf of the school is underpinned by our Internet Acceptable Use Policy.

I _____ [*insert signature of Parent/Guardian/Student over 18 years*]
 consent that photographs and video footage of _____ (*students name here*) may be taken and used by or on behalf of Portumna Community School to promote its activities [currently and in the future] in the following circumstances; as selected by me:

Photographic Image and /or Videographic footage of the student for the purpose of:		
	Yes	No
Please tick as appropriate		
On Portumna Community College website and or social media and any other online publication associated with schools/centres/programmes/services.		

Given to third parties, with the student's name, for the purpose of being used in print media e.g. newspapers, magazines, brochures/ leaflets, posters, prospectus, reports books and other similar publications e.g. student attaining top results in the Leaving Certificate or a soccer team winning a competition.		
Displayed within the school and including the student's name e.g. an image of a student awarded 'Student of the Year' with his/her name below.		
In school yearbooks with the student's name also used.		
For promotional purposes related to the school e.g. school prospectus or a video of a school production.		

In circumstances not listed above where the student's photographs or videos are sought, your consent as a parent/guardian/ student over 18 years will be requested separately at a later date.

Student's Name (IN BLOCK CAPITALS) _____

Name of Parent(s)/Guardian(s) _____ Date: _____

[where student is under 18 years]