School Code of Conduct

This Code of Positive Behaviour is a set of practices and procedures that form the school's plan for helping students in the school to behave well & learn well. It helps staff, students & parents to work together for a happy, safe & effective school. It helps to ensure an orderly, harmonious school where high standards of behaviour are expected & supported. In our school, students are encouraged to take responsibility for themselves, for their own learning & for their discipline. Good behaviour will create a good learning environment. We have high expectations for good behaviour

during the school day, travelling to and from school, and on school related activities. In O'Carolan College, we pride ourselves on supporting student Wellbeing. At enrolment, students and their parents/guardians are given a copy of the Code of Behaviour and must accept this as part of the enrolment procedure. All students are expected to operate within this policy.

Scope of Policy

This code applies to students of and Visitors to O'Carolan College and relates to all school activities both during and outside of normal school hours. This policy has been written and will be reviewed annually in consultation with all the school partners, including Board of Management, Staff, Parents and Students.

Relationship to schools mission, vision, aims.

Our mission statement is based on the motto incorporated in the school crest **Saothar agus Sonas. Saothar**- meaning hard work. To produce hard working students who aspire to achieve their maximum potential both during school and in the world outside of school and to instil in the students a positive work ethic where effort and endeavour are highly valued qualities. Sonas- meaning happiness and prosperity. To develop our students as well adapted healthy members of a modern Ireland, so

that they may understand that prosperity of the mind is our most valued quality.

The aspiration of our school is to allow every student to learn to the best of their ability and to be able to do so without harassment or intimidation. It is also a function of this school to teach and encourage all students to respect themselves, their peers, property, teachers and all members of the school staff. As a consequence of this, we believe that all students will be empowered to do themselves justice in examinations, find rewarding careers and develop into young citizens who will make a contribution to their society in terms of integrity, honesty and respect for all.

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour, which is ill mannered, dangerous or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

Goals / Objectives
The aims of our Code of Behaviour are:

- • To build positive relationships of mutual respect and mutual support among students, staff and parents
- • To encourage students to take personal responsibility for their learning and their behaviour
- • To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation
- • To guide students into becoming mature responsible and participating citizens
- • To allow for the appropriate involvement of all school personnel
- • To ensure understanding by the parents, students, staff and management of the Code of Positive Behaviour and the reasons for it
- • To outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged and rewarded
- • To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour
- • To outline the interventions to be used when a student repeatedly misbehaves
- • To prevent discrimination and allow for appropriate accommodation of difference, in accordance with Equal Status legislation.

Roles and Responsibilities
The school climate and atmosphere are created by the actions and the behaviour of everyone in the school. Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in strengthening positive relationships of respect and trust.
The school expects that students will at all times do their best to uphold the code of behaviour of our school.

Parents/Guardians
The school acknowledges the role of parents/guardians in the development and operation of the Code of Positive Behaviour and expects them to support the code and encourage their child to uphold it.

Teachers
The quality of relationships between teachers and students is a powerful influence on behaviour in the school. The code fosters relationships of trust between students and teachers. The code also actively promotes student Wellbeing. The school acknowledges the role of teachers in the development and operation of the Code of Positive Behaviour. The school recognises that a teacher's main focus
is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. We have teachers assigned to each class and year group with special responsibilities for operating the code.

All teachers are to promote positive behaviour, model good behaviour and apply discipline procedures consistently. Subject Teachers, Tutors, Year Heads, Guidance Counsellor, SEN teachers, Home School Community Liaison Coordinator, School Completion Project Worker, Psychological Services, Other Agencies, Pastoral Care team, Deputy Principals and Principal all have specific roles to play in upholding the code.

Other Staff

The school acknowledges the contribution of non-teaching staff in the day to day running of the school. They too have a part to play in the successful operation of our Code of Positive Behaviour. In particular, they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

Board of Management

All policies are developed with the authority of the Board of Management and must be approved by its members and formally approved and confirmed by Louth and Meath ETB, before becoming official school policy. While members of the Board of Management are not involved in the day to day procedures, they are the body to whom parents and students over 18 may appeal in cases of suspension or expulsion. The adults in the school have a responsibility to model the school's standards of behaviour, in their dealings both with students and with each other, since their example is a powerful source of learning for students. Parents/Guardians are expected to model the standards that the students are asked to respect. The ways in which parents and teachers interact provides students with a model of good working relationships.

School Regulations, Responsibilities, Rights and Routines

School Rules apply whenever you are wearing the school uniform, when representing the school or when engaged in any school activity. School rules describe in simple terms how to behave in order to learn well and to develop into mature and responsible adults. They are there to safeguard students' right to learn and teachers' right to teach in a caring, safe and respectful environment. They are to protect
the wellbeing of both students and staff. They are to encourage students to take responsibility for their own behaviour and to promote good behaviour.

It is expected:
1. That you come to school every day and arrive on time
2. That you come to school and leave in full uniform
3. That you have respect for people and property
4. That you do your best in class and at your homework
5. That you are fully prepared for class with the appropriate equipment.
6. That you act in a respectful manner in school and when representing the school

School Regulations, Responsibilities, Rights and Routines explained

1. That you come to school every day and arrive on time. This means:	Because:
• That you are in the school at 8.45am daily • That you attend school every day unless it is absolutely unavoidable. • That if you miss school you have a written explanation for any enforced absence using the absent slip at the back of the school journal and submit to your class tutor • That if you are unavoidably late, you bring a note from your parent/guardian • That if you are sick during the school day and need to leave the school, you must go to reception with a note from your class teacher and the secretary will contact home. • That if you must leave school during the day you must get the parental note signed by the teacher prior to signing out at the office • That you are collected from school by your parent/guardian once you have signed out • That you proceed to all classes without delay and arrive on time. • That you do not go to the toilets/lockers between or during classes without your teachers' permission • Enter/leave the school through the designated front door. • That the school car park is for staff ONLY	• The school is entitled to an explanation for your absences. • It is expected that a late arrival to school be explained out of courtesy. • Arriving late for class disrupts teaching and learning • Time missed is hard to make up • Going to the toilets/lockers during or between classes disrupts class • The school rules apply on your way to and from school and during lunch break • This develops the key skill of Working With Others. You are learning to cooperate

2. That you come to and leave school in full uniform. This means:	Because:
• You wear the official school uniform with Brown or black leather shoes NO Boots, runners, sandals, canvas or raised heel or raised sole footwear are permitted. • You wear the full school uniform in school at all times except, when otherwise directed by the school • You are required to bring and to wear the specified sports gear (PE Hoodie/Black T-shirt and black tracksuit bottoms) for participation in timetabled P.E. classes, sports training and sports competitions.	• Visible tattoos are not permitted • Make – up is not allowed. • False or long nails are not allowed.

• Smoking, e-cigarettes & vaping or use or possession of illegal substances on school grounds, on school trips or in school uniform are not permitted • Visible tattoos are not permitted • Make – up is not allowed. • False, customised or long nails are not all Ear piercings are limited to small studs and hoops of less than 1cm. • Discrete removable studs are permitted as facial piercings but must be removed when requested in line with health and safety	• This also develops the key skill of Staying Well. You are being healthy. You are also being responsible and safe. • Wearing false or having excessive long nails can be dangerous in the context of health & safety.

3. That you have respect for people and for property. This means:	**Because:**
• Being helpful and treating other students, all staff and visitors to the school with good manners and respect • Respecting the instructions of your teachers and staff • That you sit in your assigned seat according to your teacher's seating plan • Any form of bullying is unacceptable. It must be reported immediately to your tutor/Year head/any teacher • That you should proceed in an orderly fashion around the corridors. • That you don't use offensive or abusive language • That you use the litter and recycling bins in classrooms, in resource areas and in the school grounds • That you respect the school property and the property of other people • Reporting any accidental damage you may have caused or seen to the main office • This also develops the key skill of Staying Well. You are being healthy. You are also being responsible and safe. • Wearing false or having excessive long nails can be dangerous in the context of health & safety.	• Like you, other students are entitled to good manners and respect. • Teachers are entitled to your respect and cooperation • Bullying causes fear, hurt and misery. Bullying will be dealt with by the Tutor and the Anti- Bullying Committee • Inappropriate behaviour can lead to accident or injury. • Offensive or abusive language shows disrespect and can cause hurt • Keeping the school environment pleasant and litter free is everyone's responsibility • You would expect the same respect for your property • This develops the key skill of Staying Well. You are being positive about learning • This develops the key skill Working With Others. You are cooperating and respecting difference. You are developing good relationships and dealing with conflict. • You are mindful of your wellbeing and the wellbeing of others.

4. That you do your best in class and at your homework. This means:	**Because:**

• That you listen in class to your teachers • That you contribute to class and participate in class to the best of your ability • That you do not interfere with teaching and learning • That you do not disturb the class or disrupt the learning of others • That you sit in an orderly manner at all times in your assigned place	• The teacher is trying to help you • Disturbing the class is unfair to others who wish to learn • Homework reinforces the work done in class • Your School Journal helps you remember what you have to do • Getting your School Journal signed lets your parents see how you are getting on
• That you do your homework each night, written and oral and to an acceptable standard • That you always have your School Journal with you and take down your homework in it • That you always have your journal on the right hand corner of the desk • That you get it signed by your parent/ guardian each week • That you keep your journal graffiti free and in good order. • That if you need to leave your classroom, you must get permission from your teacher with a note of explanation in your School Journal. • If you are required by another teacher, that teacher must note this in your School Journal and you must present this note to your timetabled teacher at the start of the class • That you help keep your classrooms tidy	• Getting your School Journal signed to leave the classroom helps keep a record of your time missed and lets other teachers know that you have permission to be out of class • It is important to take responsibility for tidying up after ourselves. • This is developing the key skill of Managing Myself. You are setting and achieving personal goals • This is developing the key skill of Managing Information and Thinking • This develops the key skill Working With Others. You are cooperating and learning with others. You are also contributing to making the world a better place
5. That you come in properly prepared for your subjects. This means:	**Because:**
• That you have the proper pens, books and copies required for each class • That you bring in any special materials and equipment needed for class • All bags, books and Student Journal be kept in good condition and free of graffiti. • That you are responsible for your own property • You must come prepared for each class. Lockers are only accessible in mornings before school starts, breaks and end of school day.	• This develops the key skill of managing myself and being literate • It wastes time if you do not have your pens, books etc. • It is impossible to do the subject without the materials/equipment needed • Graffiti can offend. • Neatness helps students stay organised. You are old enough to look after your own property • Label clearly each item of personal property. • This is developing the key skill of Managing Myself. You are making considered decisions • This is developing Working with Others by learning with others
6. That you act in an appropriate manner around the school. This means:	**Because:**

- You proceed quickly and quietly to each class. In the corridors you should avoid pushing or jostling other students and you should avoid loud and unruly behaviour both inside and outside classrooms
- You wait quietly for your teacher while lining up outside the classroom
- You go to your locker only before tutor class begins in the morning, at break time, at lunchtime and at the end of the school day
- Loitering in the toilets during break times or at any other times is not allowed
- That eating and drinking is allowed only in the school in the designated areas at specified times.

- This develops the key skill of managing myself and being literate
- It wastes time if you do not have your pens, books etc.
- It is impossible to do the subject without the materials/equipment needed

Appendix/Disclaimer
- This list should not be regarded as exhaustive and the mere fact that a particular matter is not specified in this code will not exonerate a student from blame should there be an infringement of another person's rights
- Actions, which impede the work of the school or damage the spirit of trust, respect and co-operation, which we seek to create, are subject to sanctions as the need arises
- At all times the school reserves the right to view and confiscate if necessary, the contents of a student's locker, bags and or to view any items carried by students on their person. This is in the interest of the welfare, health and safety of the entire school community. In the event that it is necessary to execute the right to view/confiscate items, parents/guardians are made aware of the necessity and the situation.
- Students are responsible for all of their own belongings while on school premises.
- O'Carolan College will not be responsible for loss/stolen items. Students should not bring valuable items to school.
- All bags must be placed in the racks provided. Bags should not be left on the corridor/floor area as these are a hazard to health and safety.

Preventative Measures
In O'Carolan College, students will be encouraged in their efforts to uphold the Code of Positive Behaviour by use of the following measures:
- (a) The Code of Positive Behaviour will be published on the school website and a summarised version is published in the Student Journal. When a student enrols in O'Carolan College or commences a new academic school year, he/she and his/her parents are asked to read this Code and sign it (thereby in agreement with the content of the Code of Positive Behaviour). By doing so they acknowledge their support and cooperation with the Code. This is to ensure that parents and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.

During the information meeting that is held each year for the parents of incoming First Years, the main points of the Code of Positive Behaviour are outlined. Parents are encouraged to contact their son/daughter's Tutor or Year Head if they wish to raise a concern about a behavioural matter. Parents are invited and strongly encouraged to join the active Parents' Association in O'Carolan College.
- (b) At the start of each academic school year, the Code of Positive Behaviour is discussed with all students in each year group. This is done so as to give students the opportunity to think and talk about behaviour, learning and general school rules allowing students to understand what the Code of Positive Behaviour means for them.
- (c) The Code of Positive Behaviour is published in the on-line Teachers' Handbook. At the beginning of the school year, the main aspects of the Code of Positive Behaviour and its implementation in O'Carolan College are highlighted. This promotes consistency of good practice.

- (d) We recognise in O'Carolan College that effective teaching and learning are closely linked to positive behaviour. When students are actively engaged and motivated to learn, it is more likely that their behaviour will be positive. All teachers are encouraged to participate in high quality continuous professional development. Within school, staff development includes exploring different teaching methods such as Assessment for Learning, differentiation and collaboration. Regular Subject Department meetings address curriculum needs and promote collegiality and professionalism among staff.

Procedures to deal with poor behaviour and recognition of positive behaviour The following strategies and sanctions are used so that our students understand that they have choices about their own behaviour and that all choices have consequences.

They are scaled taking account of the nature of the incident, the situation leading up to the incident and are implemented by the staff of the school in accordance with our system of referral.

- A reminder or caution to the student
- Interview or talk with the student outlining the expected behaviour.
- This can be done privately or in the classroom setting.
- Alter the seating arrangement or move the student seat
- Carrying out a useful task in school
- Extra appropriate work assignment
- Student to present to the teacher before school or at break with the work complete and/or an apology
- Note in Student Journal
- Removal of privilege
- Refer student to Tutor/Year Head/Deputy Principal/Principal
- Telephone call to parents
- Meeting with parents
-

Strategies and sanctions for more serious incidents or for consistent breaches of our Code of Positive behaviour include the following. These may be applied but not necessarily in the order listed.

Referrals

The basic principle of a referral system is that the higher up the ladder an incident is dealt with, the more serious it is viewed. The ladder of referral involves all staff in the implementation of the Code of Positive Behaviour in a day to day and practical way. It gives an ownership of the policy to all staff and it is appropriate that they be involved as they operate it on an ongoing basis.

If a student has a problem which is contributing to their inability to uphold the Code of Behaviour then the following referrals may be made:

Referral to Class Tutor

Referral to Year Head

Referral to Guidance Counsellor
Referral to psychologist for testing and/or help in behaviour modification.
Referral to Deputy Principal Referral
to Principal

Step 1: The Subject Teacher

The subject teacher is the frontline source of help for students. As a leader of learning and someone with an established relationship of trust, the subject teacher will have a strong influence with students. Each teacher has the responsibility for managing behaviour in his/her own classroom and will deal with routine incidents of misbehaviour through classroom management strategies. The Class Tutor will also advise and guide the student to reflect on deviant behaviour with a view to changing to more positive behaviours. More serious offences should be dealt with under Step 2 of our referral system.

Step 2: The Class Tutor

Each class is assigned a class tutor which has a special responsibility for them. They have a pastoral and disciplinary role to play with class groups. When repeated poor behaviour is reported in the diary, the tutor will speak with the student and decide on a sanction.
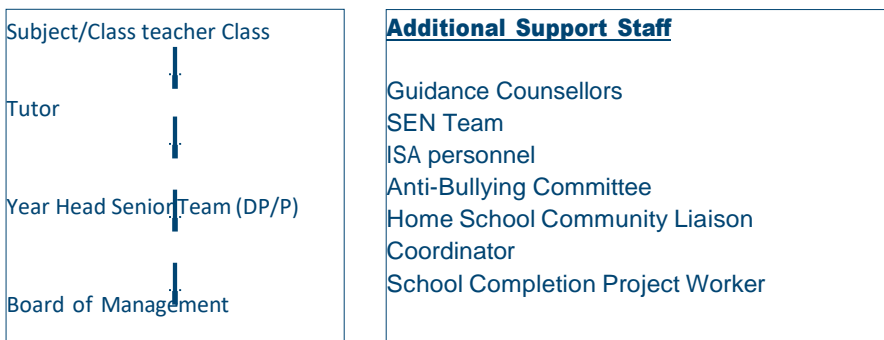
Step 3: The Year Head

Each Year Group is assigned a Year Head with special responsibility for all students in the year group. They have a pastoral and disciplinary role to play with the class groups that make up this year group. Failing to improve after a sanction with the class tutor will result in the Year Head putting a student on report for one week, a phone call home and possibly a meeting with the parents. If the report is not improving behaviour then Restorative Practice (positive behaviour plan) will be discussed and devised with the student and in collaboration with parents.
Step 4: The Deputy Principal or Principal
Students whose behaviour has not improved despite the school's best efforts will be referred by the Year Head to the Deputy Principal/Principal. If the Deputy Principal or Principal decide that a suspension is warranted the procedures in our policy on suspension and expulsion will be followed.

LADDER OF REFERRAL

Subject/Class teacher Class
Tutor
Year Head Senior Team (DP/P)
Board of Management

Additional Support Staff

Guidance Counsellors
SEN Team
ISA personnel
Anti-Bullying Committee
Home School Community Liaison
Coordinator
School Completion Project Worker

Staff roles	Procedures to deal with poor behaviour Sanctions	Recognition of Positive Behaviour Rewards
Role of Class/Subject Teacher The teacher promotes a positive learning environment with mutual respect between teacher & students. They are responsible for class discipline, & records punctuality & attendance.	**Procedures to deal with poor behaviour** Meeting & discussion with student • Explanatory note in Journal Additional class work/ homework/ lunchtime detention • Referral to Tutor	**Rewards** • Verbal praise • Good Note in Journal • Awards System/Certificates • Class trips/activities Postcards/Positive Discipline initiatives
Role of Class Tutor Tutor has particular responsibility for their class group. The Tutor: • Has a caring role Monitors attendance, punctuality, behaviour & learning through the Student Journal. Checks & signs the Journal weekly. Ensures each student has a Journal or Journal Sheet.	**Sanctions:** Meeting & discussion with student Phone call to Parent/ Guardian • Daily review of Journal • Detention • Contract of Behaviour Referral to Year Head/ Assistant Year Head	**Rewards** • Verbal praise • Good Note in Journal • Awards System • Class trips/activities Postcards/Positive Discipline initiatives • Certificates • Homework Pass
Role of Year Head Year Head has overall responsibility for all the students in the year group. The Year Head: Works with the Tutor Team to monitor student progress/ performance/ attendance/ punctuality/ uniform & behaviour so that teaching & learning can take place. • Acts upon all referrals.	**Sanctions:** Discuss issue/ behaviour with student Meet with student &/or Parent/Guardian • Detention • Contract of Behaviour • Year Head Report Recommendation to Deputy Principal/ Principal for Suspension	**Rewards** • Verbal praise • Good Note in Journal • Awards System • Class trips/activities Postcards/Positive Discipline initiatives • Certificates Acknowledgement at Assembly • Referral to Deputy/ Principal

Role of the Principal/ Deputy Principal	Sanctions	Rewards
Support the Teaching & Learning in the classroom • Act upon all referrals	• Meeting with student Meeting with Parent/ Guardian Acknowledgement at Board of Management Recommendation for Suspension Referral to Board of Management for Exclusion from school.	• Verbal praise • Good Note in Journal • Commendation slip • Awards System • Class trips/activities Postcards/Positive Discipline Initiatives • Certificates • Acknowledgment at Assembly
Role of the Board of Management This is the final tier in the discipline structure. Decisions are made on the basis of recommendations of others		

Procedures in the event of consistent breaches of the Code of Conduct

1. A student may be sent to the Year Head for advice and guidance.
2. Detention, withdrawal of privileges from a student or withdrawal from class or Weekly Report or Contract may be used for specific transgressions e.g. poor punctuality, homework not done, unsatisfactory behaviour on the playing field etc.
3. If a student is not wearing the correct uniform he/she should have a note of explanation, signed by a parent/guardian, in his/her school journal. Jackets, coats and jumpers not conforming to the school uniform will be temporarily confiscated. If a student is not wearing the correct footwear slippers will be issued to wear for the day.
4. Students who are found using a mobile phone during class, without permission of the teacher will be asked to surrender it.
5. There will be cases of indiscipline that will require the Principal to act independently of the above procedures in order to maintain the safety of a student or staff.
6. The Principal and Tour Leader will make the final decision if the school is confident enough about the standard of behaviour of a student to take him/her on a school tour, especially an overnight trip.
7. The school reserves the right to search bags/lockers if deemed necessary especially with regards to health and safety.
8. The Principal has the authority to suspend a student for up to three days if this is deemed necessary. This may be extended to five days in consultation with the Chairperson of the Board of Management. Procedures for suspension are set out in the attached LMETB Suspension and Expulsions Policy and Procedures.
9. In the case of a student who continues to misbehave, the student's case may be brought before the Board of Management.
10. The Board of Management may advise the permanent exclusion of a student following the procedures laid out in the attached LMETB Suspension and Expulsions Policy and Procedures
11. The school reserves the right to withdraw a student from an extracurricular activity

or from any other privilege of the school's choice if the said student is in breach of school rules or regulations.

Implementation
All registered students of the school have a summarised version of the Code of Positive Behaviour in their School Diary. The Code will be published in its entirety on the school website and is also available from the school upon request. All staff have a copy of the code in their Teachers' Handbook.
At the beginning of each year, each class is brought through the Code of Positive Behaviour. This is in order to give students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Positive Behaviour means for them. At the beginning of the school year teachers are also brought through the main aspects of the implementation of the code. This is done to promote consistency of practice.
This Code of Positive Behaviour was drawn up in consultation with the parents, students, staff and the Board of Management of O'Carolan College. The code is monitored on a regular basis. Aspects of the code are discussed formally at Year Head, Staff and Department meetings. Teachers are encouraged to communicate concerns and suggestions to the pastoral team.

This policy was adopted by the Board of Management of O'Carolan College.

Exclusion from School

Where the Principal considers a student should be excluded from the school, the matter will be referred to the Board of Management for decision.

In the case of exclusion, parents/guardians have the right of appeal to the Board of Management and L.M.E.T.B.

A student can be recommended for exclusion in the following circumstances:

- Where there is an on-going refusal by a student to abide by the regulations of the school and the Principal, in consultation with the Board of Management, has, in their considered judgement, exhausted all reasonable options.
- Having drugs, illegal substances or dangerous weapons in the school and/or selling or distributing same at any time.
- Serious physical or verbal assault of any person in the school community.
- Wilful and serious damage to school property.
- Breaking the Law of the Land while at school or engaged in school activity.

Success of the code is measured in terms of the students who show improvement and not the number punished. We strive never to give up on a student.

Student Internet Safety Acceptable Use Policy (AUP)

PURPOSE/AIM OF THIS POLICY

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

EMERGENCY REMOTE TEACHING AND LEARNING/DISTANCE LEARNING/VIDEO CONFERENCING

During the COVID 19 pandemic there may be occasions where full school closures/partial school closures/class-group closures occur. In these instances,interactions between students and teachers via an online learning and teaching platform/video conferencing e.g., Microsoft Teams, SEESAW, Aladdin etc.,and/or via email will reflect that which takes place in a physical classroom where possible. There may be additional applications that teachers may use, and the teacher will provide the student with the information required to access them.

SCHOOL STRATEGY

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. This includes the use of school ICT devices and equipment including laptops, tablets, school computers and student personal devices including mobile phones, tablets etc.The school Bring your own Device (BYOD) policy will also be relevant in BYOD school. These strategies are as follows:

GENERAL

- Internet sessions will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material while LMETB students/learners are in LMETB schools and centres. It is expected that parents/guardians have appropriate filtering software in place for students/learners while working away from the school/centre
- The school will regularly monitor students' Internet usage
- Students and teachers will be provided with training in the area of Internet safety
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis
- The use of USB keys, CD-ROMs, or other digital storage media in school requires a teacher's permission as all students with LMETB email addresses/accounts have access to a One Drive account through LMETB
- Students will treat others with respect at all times and will not undertake
- any actions that may bring the school into disrepute or cause hurt or embarrassment to any member of the school community

WORLD WIDE WEB

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials in accordance

with school procedures

- Students will use the Internet for educational purposes only
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- 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

E - MAIL

- Students will use the approved student school email accounts which includes @lmetb. ie at the end of the email address under supervision by or permission from a teacher
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate anotherperson
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures
- Students will not under any circumstances share their email account login details with other students
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Students will note that sending and receiving email attachments is subject to permission from their teacher
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders

INTERNET CHAT

- The use of chat rooms within the school are forbidden
- One to one chat is disabled within Teams for students. However, they can chat within the Post Tab within the Team and this is visible to all members including the Teacher. Breakout Room are now available in teams but only the Teacher/Meeting Organiser can create a breakout room.

SCHOOL WEBSITE

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- Website using facilities such as guestbooks, noticeboards or weblogs where applicable will be checked frequently to ensure that they do not contain personal details. Records will be kept regarding same
- The publication of student work will be co-ordinated by a teacher
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission

- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website with out the parental permission.Photographs, audio and video clips will focus on group activities. Video clips may be password protected
- Personal student information including home address and contact details will be omitted from school web pages
- The school website will avoid publishing the first name and last name of individuals in a photograph
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on theweb
- Students will continue to own the copyright on any work published

MICROSOFT(MS) TEAMS
- Is an online learning and teaching platform that teachers and students may use in this school
- It provides teachers with a method of managing lessons setting, sharing content with teachers and students and facilitating live classes remotely
- Students may use the platform to check for homework, see online demonstrations or elements of lessons, engage with live classes, get help and support from teachers and for the purposes of sending work to teachers
- Students should be aware that any links received for MS Teams meetings and/or classes are for their private use only and they are not authorised to forward any links to other parties either within or outside the school
- This platform is for education and school work only and it must not be used by students and teachers for any purposes other than this
- As with all MS products extensive user logs are maintained and can be accessed when required for the purposes of an investigation by a school, LMETB, TUSLA, Garda Siochana etc where necessary

PERSONAL DIGITAL DEVICES
- The school acknowledges that as a high technology 21st century school, students may use advanced digital devices such as iPads, tablets or laptops to engage in learning. The use of such 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
- In circulation spaces the use of a digital device is confined to educational purposes only
- The playing of games on personal devices is strictly prohibited
- Leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone cameraor digital device camera, still or moving is in direct breach of the school's acceptable use policy
- Should students wish to contact home they may do so through the school office and not via their personal mobile phone
- The school will take no responsibility for a personal digital device taken into the school building and its grounds by a student

Online Teaching and Learning Platforms/Video Conferencing
- Students and teachers will be provided with training in the area of Online Teaching and Learning Platforms/Video Conferencing
- It is expected that students and staff will use this platform in a professional and ethical manner for the purpose of teaching, learning and assessment
- It is expected that students when engaging in classes remotely will follow the instruction of their teacher regarding the use of camera during live classes that may occur. It is also expected that students will locate themselves in an appropriate setting for such classes
- Students should never post, stream or transmit any content, including live video, that violates this policy in such a way that is offensive to students/staff
- Students should not do anything illegal, facilitate any illegal activity, or promote violence
- Students should not do anything that threatens, exploits or otherwise harms children or fellow students
- Students should not engage in any activity that is harmful, obscene or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material or criminal activity
- Students should not engage in any activity that is fraudulent, false or misleading
- Students should not engage in any activity that is defamatory, harassing, threatening, obscene, indecent or otherwise inappropriate
- Students should not send unauthorised messages or irrelevant material
- Students should not share any links for meetings with anyone else either inside the school, LMETB or to external users
- Students should not misrepresent a user's identity or affiliation with any entity or organization, or impersonate any other person
- Students should not harvest, collect or gather user data without consent
- Students should not violate or infringe any intellectual property or proprietary rights of others, including copyrights
- Students should not violate the privacy of others or distribute confidential or personal information of others
- Students should not engage in any activity that is harmful or disruptive to the operation of online classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumvent restrictions on use due to regulations or account closures
- Students should report any concerns or suspicious activity immediately to a member of staff

LEGISLATION

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

EDUCATION & TRAINING ON INTERNET SAFETY

- Students will be provided with education in the area of internet safety as part of implementation of the SPHE programme
- Internet safety advice and support opportunities are provided to students through Induction Programmes, Transfer and Transition Programmes, Wellbeing Programmes, ICT Classes
- The school holds an annual Internet Safety Week
- The school holds an annual Wellbeing Week• Students participate in Safer Internet Day activities that promote safer and more effective use of the internet
- The school support the development and training of Digital Champions in the school
- Teachers are provided with continuing professional development opportunities in the area of internet safety
- Talks are scheduled for parents on the area of Internet Safety
- Training is provided for parents on online learning and teaching platforms
- The school website has a tab that links direct to www.WEBWISE.ie, www.education.ie, www.scoilnet.ie, www.ncse.ie and www.pdst.ie which include a range of resources for students, teachers, parents and guardians
- The school has many visiting speakers who meet with students in classgroups and/ or yeargroups to discuss the area of Internet Use and Online Safety
- An Garda Siochana present various programmes in school to groups of students

CONTENT FILTERING

- Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools
- Within the content filtering service provided, schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their particular situation, age group of students etc. Schools can choose from these six levels, and the chosen level of content filtering is implemented by the Schools Broadband team for the school. If schools subsequently want to change the level that is applied, they can do so by a formal written communication from the school to the Schools Broadband Service Desk, which is the single point of contact for all schools in relation to schools broadband
- Content filtering systems classify websites into different 'categories', and these categories are used to control which category of website is allowed for schools on the different filtering levels. Level one is the most restrictive (as outlined below), while level six is the 'widest' level available as it allows access to websites such as youtube, personal blogging and social networking
- Pupils taking steps to by-pass the content filter by using proxy sites, Virtual Private Networks (VPNs) or other means may be subject to disciplinary action, including written warnings, withdrawal of access provileges, detention and, in extreme cases, suspension or expulsion

SUPPORT STRUCTURES

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet

SANCTIONS

- Misuse of the Internet and abuse or infringement on the rules outlined in this Acceptable Use Policy may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion
- The school also reserves the right to report any illegal activities to the appropriate authorities including TUSLA and/or the Gardaí. This could include unacceptable use of the internet, inappropriate use of any app which includes the camera, inappropriate, inaccurate, defamatory, obscene or illegal material found on devices. This also includes the distribution, publication and sharing of any inappropriate images and/or links to private and confidential data

AUP ANNUAL ACCEPTANCE

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was ratified by the school's Board of Management following consultation with all partners including students, staff, parents and guardians.