



AUP Policy

April 2026

Date for Review:

April 2027

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal (Secretary to Board)

Date: _____

Date: _____

Introduction

This policy is informed by the vision for Swords Community College coupled with the school's ethos which aims to enable students to reach their full potential both academically and socially. This policy will reflect the pastoral and inclusive nature of our school. Our priority in Swords Community College Community is to ensure a safe, positive, supportive, and optimal educational environment for all.

Swords Community College is committed to providing a first-class Digital Learning environment as we recognise the benefits of Digital Learning in education which include:

- Access to world-wide educational resources.
- Opportunities to involve students actively in their own learning.
- Educational and cultural exchanges between students worldwide.
- Access to experts in many fields for students and staff.
- Communication with support services, professional associations, and colleagues.
- Staff professional development through access to national and international developments, educational materials, and good curriculum practice.

The AUP policy should be read carefully to ensure that the conditions of use are understood and accepted before signing.

Mission Statement

At Swords Community College, we believe there is a place for everyone. We are a welcoming, inclusive, multi-denominational school where student's opinions matter and their learning and welfare are at the centre of all we do.

We support our learners to aim high and reach their full potential through strong pastoral care, engaging teaching which encourages and supports students individual learning styles, in a respectful and caring environment. Learning in our school blends traditional methods with digital technologies to create an experience that encourages curiosity and independence.

Through a rich and varied programme of extra-curricular activities, designed to cater to all interests and abilities, we encourage students to explore their passions, develop new skills and build confidence beyond the classroom.

Guided by our four pillars of Respect, Excellence, Resilience and Teamwork, we empower our students to become confident learners, active citizens and well-rounded individuals, prepared for further education and for life beyond school.

The AUP aims to promote online and offline help-seeking behaviours

Following a critical incident, students should be encouraged to engage in online and offline help-seeking behaviour. At the same time, all students, staff, and other community members should be reminded of the AUP. The Critical Incident Management Team (CIMT) should be competent in the use of social media.

As well as adhering to the AUP, all teaching staff should follow agreed online professional protocols as prescribed by the Code of Professional Conduct for Teachers.(Teacher Council, 2016).

School's Strategy

Swords Community College will employ several strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

Schools Strategy

General	<ul style="list-style-type: none">✓ Internet sessions will always be supervised by a teacher✓ Students are not allowed unauthorised access to the Internet✓ Filtering software and/or equivalent systems will be used to maximise the risk of exposure to inappropriate material✓ Swords Community College will regularly monitor students' Internet usage✓ Downloading of non-approved apps and software is not allowed✓ Students will observe good 'netiquette' (i.e., etiquette on the Internet) always and will not undertake any actions that may bring the school or their person into disrepute✓ Students will not use iMessage, Outlook, Teams, or any other messaging app in the school✓ iPad will be used primarily in the class time. Breaks are digital switch off time unless under the instruction and supervision of a teacher.✓ Students must display their name and class group as their background photo, no inappropriate images.✓ Home Screen images must be school approved✓ Students and teachers should be provided with training in the area of Internet safety✓ The use of personal external digital storage media in school, requires a teacher's permission
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World Wide Web	<ul style="list-style-type: none"> ✓ Students will not 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 consider copyright issues relating to online learning ✓ 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 or passwords ✓ 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 issues ✓ Students will not download material or images not relevant to their studies ✓ Student will not use school crest or images in social media videos or images ✓ Student will not share other students' images/videos without permission on social media ✓ Students must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work ✓ Students should not use school email accounts to register for online services, social networking, apps or games ✓ Students should 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. Students should report any such communications to a teacher ✓ Students should avoid opening emails that appear suspicious. ✓ Students should report any suspicious emails to a teacher ✓ All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school
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Email	<ul style="list-style-type: none"> ✓ Students will use their approved school email accounts for all school communication ✓ Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, hurt, or intimidate another person ✓ Students will not reveal their own or other people's personal details, such as addresses, phone numbers or pictures ✓ 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.
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	<ul style="list-style-type: none"> ✓ Student will not use school email or chat to communicate with each other during class times
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<p>Social Media and messaging services for Staff and Students</p>	<ul style="list-style-type: none"> ✓ All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others ✓ Staff and students must not discuss personal information about students, staff and other members of the 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 the school into disrepute ✓ Staff and students must not represent their personal views as those of the school on any social media service or message services ✓ Students will be provided with guidance on etiquette regarding social media <p>Schools can also direct staff to Guidance for Registered Teachers about the use of Social Media and Electronic Communication.</p>
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<p>Internet Chat</p>	<ul style="list-style-type: none"> ✓ Students will only access chat rooms, discussion forums or other electronic communication forums that have been approved by the school ✓ Chat rooms, discussion forums, and other electronic communication forums will only be used for educational purposes and will always be supervised ✓ Usernames will be used to avoid disclosure of identity ✓ Face-to-face meetings with someone organised via Internet chat is absolutely forbidden ✓ Students are not to change or alter Classroom Management Tools on their iPads
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<p>Guidance for Teachers</p>	<p>✓ Schools may also direct staff to Guidance for Registered Teachers about the use of Social Media and Electronic Communication here:</p> <p>https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html</p>
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<p>Digital Learning Platforms (including video conferencing)</p>	<p>✓ The school’s digital learning platform is owned and managed by the school. This platform should enable two-way communication</p> <p>✓ Prior acceptance from parents should be sought for student usage of the schools’ digital learning platform</p> <p>✓ Use of email accounts (as noted above)</p> <p>✓ Only school devices should be used for the purposes of capturing and storing media.</p> <p>✓ All school-related media and data should be stored on the school’s platform</p> <p>✓ The use of digital platforms should be used in line with considerations set out in the school’s data protection plan (GDPR)</p> <p>✓ Each user of the platform should have their own unique login credentials. Personal email addresses should not be used when creating accounts on school digital platforms</p> <p>✓ Passwords for digital platforms and accounts should not be shared</p>
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<p>Audio, images and video</p>	<p>✓ Care should be taken when capturing audio, photographic or video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.</p> <p><u>✓ Students must not record audio, take, use, share, publish or distribute images of others without their permission.</u></p> <p><u>✓ Taking audio, photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.</u></p> <p><u>✓ Recording audio, taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils in school.</u></p> <p><u>✓ Recording audio, taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.</u></p>
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	<p>✓ Written permission from parents or carers will be obtained before video, audio or photographs of students are published on the school website.</p> <p>✓ Students must not share audio, images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.</p> <p>✓ Sharing explicit images/video and in particular explicit images/video of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images/video of other students automatically incurs suspension as a sanction.</p>
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Social Media

Legislation

Information posted to social networking sites must adhere to the legislation in force at the time. Particular attention must be paid to the following:

- Copyright and Related Rights Acts 2000, 2004 and 2007
- Harassment, Harmful Communications and Related Offences Act, 2020.
- Data Protection Acts 1988 and 2003
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991
- Ireland's On Line Safety Framework <https://www.cnam.ie/general-public/online-safety/online-safety-framework/>
- Defamation Act 2009
- Prohibition of Incitement to Hatred Act 1989

Boundaries for Students

Maintaining boundaries on social media is critical to sustaining public trust and ensuring relationships remain positive. Students must remember that, on social media, the world is watching.

- All online dialogue and interactions between students or with teachers should be for educational purposes only.
- Never send private messages and/or texts to people you do not know.
- Keep your posts positive and do not engage in negative or critical conversations online.
- Students should not set-up accounts using any other individual's (staff/students) name or personal information or the information of the school including school name, crest or identity or that of DDLETB.

Privacy and confidentiality

Safety is the overriding concern regarding information posted online. Always respect the privacy and confidentiality of information. Breaches of privacy and confidentiality can occur with respect.

1) Data Protection Acts 1988 and 2003

2) The Child Trafficking and Pornography Acts 1998 and 2004 Defamation Act 2009

3) Prohibition of Incitement to Hatred Act 1989

4) Children First: National Guidance for the Protection and Welfare of Children 2017, Child Protection Procedures for Primary and Post Primary Schools 2017 and Swords Community College policies and procedures.

- Familiarise yourself with the social media tools' privacy settings. Settings can change without notice so you will need to check them frequently. This often occurs when platforms are updated.
- Personal information, including student names, location, etc., should not be posted on social media without informed consent from students' parents/guardians. This includes, but is not limited to blogs, student work, individual and group photographs, videos featuring the student or other identifying information.
- Informed consent is necessary when placing personal student information online. Informed consent is provided via the consent form that is sent home with all students at the start of the school year.
- Remember everything you post can be altered and shared, even if your account is anonymous. Comments expressed privately between social media users can be shared in a more public domain, even with privacy settings set to high.

Photographs/Videos and student work

The generic consent form that goes home with students at the start of the school year covers social media use also. Students who return signed forms can have their names, images and student works posted on our college's social media.

- Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian.
- Group photos (e.g., a sports team or musical group) may be used with informed consent from everyone in the photograph.
- As a courtesy, verbal consent should be obtained from any adult (teacher, parent, volunteer, other board, or staff member) whose photo, video footage and/or work is posted on social media. Exceptions include images of Principals or Deputy-Principals that are taken during their employment or photos taken at public events where there is no expectation of privacy.
- Consent is not required for photos and videos that are taken at public meetings and/or events.
- Students for whom consent is not provided must be excluded and/or have their faces blurred.
- The consent form is signed at the beginning of the school year and is available also in the school office for consultation.

Security and Passwords

- Students must not utilise any other person's access rights or attempt to gain access to resources, data, or devices. Users must not attempt to bypass or probe any security mechanisms governing access to any devices.
- No student may misrepresent himself / herself as another individual. This includes using another student's username and password.
- Passwords must remain confidential to each user and must not be relayed to any other person. The designated staff member may provide the option to alter any passwords as necessary. Each user carries sole responsibility for security access to his/her computer, laptop or any other electronic device.

Legal Implications of Storing Electronic Data

- It is an offence to alter or falsify documents in an electronic format or paper / hard copy format. Care must be taken when forwarding or sending information which has been received from a third party, or which is specific to another organisation.

- Students should be aware that merely deleting information may not remove it from the system and deleted material may still be reviewed by Swords Community College.

Material of Obscene or Offensive Nature

No stickers, images or graffiti should be attached to or drawn on or put inside the iPad cases.

Students are subject to all legislation regulating the use of designated member of staff.

Users must not store, download, upload, circulate or otherwise distribute material containing:

- Any derogatory comment regarding gender, marital status, family status, sexual orientation, religious or political belief, age, disability, race or membership of the travelling community or other categories pursuant to applicable law.
- Material containing offensive or foul language.
- Any content prohibited by law.

If a student receives any offensive, unpleasant, harassing, or intimidating messages via e-mail or other computer sources the student should bring it to the attention of a parent/guardian, teacher, Principal/DLP or DDLP.

Inappropriate activities

Users should not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions

- Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

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 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 comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be coordinated by a teacher
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission
- 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 and will not use students' names in image file names or ALT tags if published online
- Students will continue to own the copyright on any work published

Cyberbullying

Online bullying behaviour (cyber bullying) is carried out using information and communication technologies such as text or direct messaging/instant messaging, social media platforms, e-mail, apps, digital gaming sites, gaming consoles, chat rooms and other online technologies.

Reports of cyberbullying will be dealt with in line with the schools B'í Cineálta Policy and the Code of Positive Behaviour.

Use of personal mobile phones and personal smart devices.

Misuse of personal phones and smart devices will be dealt with in line with the schools Mobile Phone and Personal Smart Device Policy.

E-Mails

The content of any e-mail must be in a similar style to that of any written communication such as a letter or report as they have the same legal standing. It is important that e-mails are treated in the same manner as any other written form of communication in terms of punctuation, accuracy, brevity, and confidentiality. Similarly, any written, stored or forwarded and disseminated information must adhere to the guidelines within Data Protection legislation.

To avoid or reduce the risks inherent in the use of e-mail within Swords Community College, the following rules must be complied with:

- School e-mail is provided for education purposes only.
- Only use official school email account for purposes such as communication, registration for events or with signing up to apps.
- Correct spelling and punctuation should be maintained in all communications.
- An e-mail should be regarded as a written formal letter, the recipients of which may be much more numerous than the sender intended. Therefore, any defamatory or careless remarks can have serious consequences, as can any indirect innuendo. The use of indecent, obscene, sexist, racist, harassing, or other appropriate remarks whether in written form, cartoon form or otherwise is forbidden.
- E-mails must not contain matters which may discriminate on grounds of gender, marital status, family status, age, race, religion, sexual orientation, disability, or membership of the Traveller community.
- E-Mails must not contain any inappropriate or lewd content or content likely to cause offence.
- E-mails should not be sent during school time unless directed to by a member of staff
- If you receive any offensive, unpleasant, discriminatory, harassing or intimidating messages via the e-mail system you must immediately inform a parent/guardian, teacher, Principal/DLP, DDLP.
- No emails should be sent to teachers after 5pm.
- Swords Community College reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the

electronic mail system for any purpose or where it deems necessary.

Swords Community College is guided by the Department of Education's Guidance on Artificial Intelligence in Schools, Version 1, October 2026

https://assets.gov.ie/static/documents/dee23cad/Guidance_on_Artificial_Intelligence_in_Schools_2025.pdf

AI: Educational Integration and Support

- The school recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- The school provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.
- The selection of AI tools and technologies aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.
- The school integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- The school will make necessary adjustments to our school's adoption and integration of AI based on review and feedback.
- A regular review of the impact of AI on learning outcomes is to be conducted to ensure continuous improvement.

AI: Ethical Use and Data Protection

- School staff and learners receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.
- All AI tools authorised for use in school comply with data protection regulations.
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.

- Learners will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Staff and learners must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the school community.
- Staff and learners must not engage in activities involving AI generated material which might bring the school into disrepute.

AI: Promotion of Digital Literacy and Critical Thinking

- The school promotes digital literacy and critical thinking skills to help learners understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.
- AI systems used in school ensure fairness, transparency, and accountability in decision-making processes.
- Learners must attribute AI text and images properly when used in assignments/homework.
- Teachers will attribute AI text and images when used.

AI: Learner use of AI

- AI Generated material is allowed for certain activities with prior school permission.
- If used for research learners must fact check, check other sources and reference sources.
- AI generated material is not allowed in place of learner work (homework, assignments, examinations).

The AUP Code of Conduct

Misuse of the Internet may result in disciplinary action, including (but not limited to) withdrawal of access privileges, and in extreme cases, suspension, or exclusion from the

school. Circulating, publishing, or distributing (including on the Internet) material associated with school activities (including but not limited to material in relation to staff and students where such circulation undermines, humiliates, or causes damage to another person), is considered a serious breach of school discipline, and may also result in the imposition of sanctions. The school reserves the right to report any illegal activities to the appropriate authorities.

Plagiarism and AI

Students should be mindful of copyright infringements and plagiarism when using online sources to complete projects and assignments. Students will not copy information into assignments without acknowledging the source i.e. where they got the information.

All school assignments are to be the student's own work. Students will not use Artificial Intelligence or other methods to complete assignments.



Digital Citizenship

Digital citizenship entails the norms of appropriate, responsible behavior about technology use within the school. Students must be able to display and understand the following characteristics associated with digital citizenship. These are:

1. Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website/virtual learning environment. I will not post inappropriate personal information about my life, experiences, or relationships.

2. Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

3. Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges, and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

4. Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

5. Respect Copyright

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

6. Respecting Technology

I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Virtual Learning Environments

Virtual Learning Environments (VLEs) are web-based interfaces that assist learning and teaching by providing and integrating online resources and tools. Swords Community College is committed to using VLEs to assist students to enhance their learning across the curriculum and provide a wide range of interactive activities, course support materials and access to structures of learning in a safe and monitored online environment. School staff are responsible for the development, upgrading and updating of course contents.

Students Submitted Work.

Work submitted by the student will be decided on class basis. There are many forms such as through our VLE, email, airdrop, and uploads.

When a student is uploading or air dropping work, the file name should contain the student's name, subject, date, and title.

It is up to the student to submit work to the teacher during class time. A student should not interrupt the teacher when teaching another class or on break.

Students do not have permission to airdrop anything without the teacher's permission.

Electronic Devices (Including but not limited to Mobile Phones/Airpods/Mobile Communication devices/Smart Watches, any device over a 7inch screen)

- Students who bring any electronic devices to school must leave them locked in their lockers and switched off. 'Switched off' does not mean 'Silent', 'Meeting' or any similar mode. Phones must be powered off and in their locker.
- The school will not be liable for replacing any electronic devices that are lost, stolen or damaged.
- The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited.
- All contact with home must be conducted through the school office and with the permission of the tutor.
- Mobile Phones, Mobile Communication Devices/Airpods or Smart Watches that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff for the duration of the school day.
- Students observed using their mobile phone during the school day will have it confiscated by a member of the school staff for the duration of the school day.
- No student shall use a Mobile Phone, Mobile Communication Devices/Airpods or Smart Watches to violate the Student Code of Behaviour, including Computer usage agreements, and/or Anti-Bullying Policies.
- Examples of unacceptable usage can include but are not limited to; bringing to bathrooms or hallways during class time, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business etc.
- A student who refuses to surrender a mobile phone/electronic device/airpods found in her/his possession, which is not turned off, will be considered to have committed a serious breach of the Code of Positive Behaviour and therefore will be removed from class and may result in further action, up to suspension.
- Contents of Mobile phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Positive Behaviour.
- While off the school premises, but on school business (e.g., games, field trips and school tours etc.), mobile phones/electronic devices/airpods must be switched off. However, if it is necessary for the student to contact his or her parent/guardian, then permission to turn on a mobile phone/electronic device must be sought from the supervising teacher. The phone

must be turned off again at the conclusion of the conversation. The supervising teacher will ensure that this has happened.

- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers or sharing inappropriate messages via Bluetooth or any messaging app this will be regarded as a serious offence and disciplinary action will be taken.
- If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher/management.
- Students in breach of electronic device rules will have the item confiscated and returned at the end of the school day. This will be noted on VSware and points deducted.
- Should not be allowed to use their phone to check the time or pay at the canteen. Students should if paying by card, have a physical card to pay with and a watch to tell the time.

Users Responsibilities for iPads

- iPads will be set up with passcodes by 'Wriggle'. This passcode must not be revealed to other students. Parents and students are required to save passwords in locations accessible only to them e.g., school journal, home calendar.
- Students are not permitted to change passcodes without permission from their tutor.
- Users **must** use protective covers/cases approved by the college, for their iPads. The school accepts no responsibility for damaged iPads.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Students are responsible for insuring they leave their bags containing their iPads in a safe space during breaktime to ensure they are not damaged.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- The iPad should not be exposed to extreme hot or cold temperature conditions.
- Do not store or leave unattended in vehicles.
- Users may not photograph/video any other person.
- Swords CC follows an 'ON Desk' attitude with iPads. iPad should be face down, Apples up on the desk when not in use.
- The photograph/video/record functions can only be used with a teacher's instruction and while being supervised by the teacher. A student is **never** permitted to record or photograph another person without permission.
- The iPad will be subject to routine monitoring by staff.
- Devices must be surrendered immediately upon request by any member of Swords CC staff including those who supervise after school study and extra-curricular activities.
- Users in breach of the Acceptable Use Policy (AUP) may be subject to but not limited to, disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- SCC is not responsible for financial or other losses if any personal files are deleted from an iPad.

- iPad screensaver must display students name and class group or their timetable (or other prescribed by the college), so when the iPad is found it can be returned to its owner.
- The iPad must be charged to 100% each evening. The iPad cannot be charged in school.

Additional Responsibilities for Students

- If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad. Normal school rules apply.
- Malfunctions or technical issues are not acceptable excuses for failing to complete schoolwork unless there is no other means of completion.
- Students must not use their iPad in school corridors, on their journeys to and from school or outside of school buildings (unless with the teacher's permission and under teacher supervision).
- Students may not use their iPads between class lessons. Teachers will give instruction to close iPad cover and place on desk after lesson has finished. The iPad must remain on desk and cover must remain off until instructed by teacher who will be responsible for the next lesson.
- Students are not permitted to use their iPads at break-times. iPad are required to be stored in student lockers or in schoolbags at these times.
- Students are not permitted to use their iPad on social media platforms at home, the iPad is for educational purposes only.
- In the event of any disciplinary action (e.g., confiscation), the completion of all class work remains the responsibility of the pupil.

Parental Responsibilities at home

- We ask parents to monitor their children's use of their iPad while at home. Please be sure to have a copy of the passcode.
- We advise parents to take due diligence in relation to student internet access and use of camera & video.
- We advise parents to regularly monitor internet history on their child's iPad device.
- Ensure only that the 'Apple ID' provided by SCC on deployment is the only ID installed on the iPad. Any other Apple ID is prohibited.
- Attend any information evenings re safe use of mobile devices.

Safeguarding and Maintaining as an Academic Tool

- iPad batteries are required to be fully charged every day, so devices are ready to use in school.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Academic content takes precedence over personal files.
- The whereabouts of the iPad should be always known to the owner.
- It is a user's responsibility to keep their iPad safe and secure.

- iPads belonging to other users are not to be tampered with in any manner. Sanctions will apply if this happens.
- If an iPad is found unattended, it should be given to the nearest member of staff or brought to the office.
- Any decision relating to the management and use of iPads will be made by designated staff member in consultation where necessary with Principal.

Using the iPad in Class

Use of an iPad in class requires students to observe the important points outlined below.

- Students are subject to individual teacher classroom management rules and should follow all instructions of their teacher in class.
- Students are not allowed to use any app which is unrelated to class work during class.
- Teachers have the authority to confiscate student's iPad and review its contents without any objection from them.
- Students should take care not to leave their device on table edges or in any position where damage may occur.

Lost, Damaged or stolen iPad device.

- If the iPad is lost, stolen, or damaged, the class tutor should be notified immediately. iPads that are believed to be stolen may be tracked through Wriggle.
- 'Find my iPad' app should be always turned on. This is student/parent responsibility.
- iPad insurance is the responsibility of parents.
- It is a parent responsibility to ensure the iPad has a screen protector on the device

Prohibited Uses (not exclusive)

- Accessing Inappropriate Materials –Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Any recording of a fellow pupil/s or staff is expressly forbidden unless under teacher direction and supervision.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Users are not allowed to have music and/or install apps on their iPad which do not comply with copyright.
- No apps can be downloaded without the consent of class teacher or tutor. Prior to downloading, all apps need to be pre-approved by class teacher/tutor.
- Downloading/accessing social media sites on iPad devices are strictly prohibited at home or in school. iPads are for educational purposes.
- Students are prohibited from deleting internet history, unless given specific instruction by class teacher.
- Use of Cameras/video and microphone in school is ONLY allowed under the direction and supervision of a teacher. Users must use good judgment when using the camera. The

user agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

- Posting of images/movies on the Internet into a public forum is strictly forbidden, without the express permission of the teacher or in the case of staff use, the consent of a member of Swords CC's senior management.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- 'Jailbreaking': this is the process which removes any limitations placed on the iPad by Wriggle/School authority. Under no circumstances should the installed management software, operating system, or network configurations (VPN etc..) be interfered with.
- ***If management software is removed from iPad device without permission from a Swords CC staff member, a €50 fee will be charged by Wriggle to re-install the software. iPads are not permitted to be used in class or on school premises without management software installed.***
- The classroom app management system installed by Swords Community College should not be tampered with. Settings set by the teacher should not be altered.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Students must delete any file/app/recording material from their device if instructed to do so by a member of Swords CC staff.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by Swords CC.
- Users should be aware of and abide by the guidelines set out by the School Acceptable User Policy (AUP) which is signed as part of enrolment as a student in Swords CC.

IPad Repairs

- Students need to have an iPad cover on all devices, to prevent damage if the device should accidentally fall on the ground.
- It is up to the student and their family to fix the iPad if damaged. All work at class/home needs to be completed in students copies or submitted at home through another device. No other personal device is allowed to be used in school while the iPad is being repaired.
- Students need to obtain insurance for their own devices. iPads can be placed on house insurance.
- Alternatively, wriggle can provide insurance on the purchase of the device. They partner with Gadget Insurance to provide insurance for iPads, they have developed a unique policy. A special price is offered at the time of purchasing the device. Parents can take this out via www.wriggle.ie/insurance. At the time of purchasing their iPad. Parents can only take this out, students cannot.

iPad Usage Contract

Further to the already existing policies of Swords Community College, I pledge the following, in relation to iPad use:

- I will use my iPad for learning.
- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will never lend my iPad to others.
- I will know where my iPad is always.
- I will charge my iPad battery every night.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will only use a school-approved iPad case.
- I will protect my iPad by only carrying it whilst it is in a case.
- I will use my iPad in ways that are appropriate.
- I will use my iPad appropriately and will not download/access social media sites.
- I will keep my iPad in the lockers at break times and I will not use my iPad on the corridor or between classes.
- I will adhere to iPad 'On-desk' policy (iPads are to be placed flat on desk during class lessons unless otherwise advised by class teacher).
- I understand that the iPad is primarily an EDUCATIONAL tool. Therefore, I will only download apps that have been pre-approved by class teacher/tutor only with class teacher/tutor permission.
- I will not interfere with 'Wriggle' device management software, operating system, or any network settings.
- I understand that my iPad / my files are subject to inspection at any time without notice.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will never share any images or movies of people in a public space on the Internet unless I am asked to do so by my teacher.
- I will only use the specific email/cloud account to which I have been assigned.
- I will not use my iPad to distract or disrupt my learning or that of others.
- I will tell a teacher immediately if I see anything I am unhappy with or receive messages I do not like.
- I understand that if I break these rules, I may not be allowed to use the devices or the internet.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deleting of inappropriate materials where it believes unauthorised use of the school's computer system is or may be

taking place, or the system is or may be being used for harmful or criminal purposes or for storing harmful, unauthorised or unlawful text or imagery.

I agree to abide by the iPad Acceptable Use Policy (AUP) in its entirety.

Student Name: _____ **Signature:** _____ **Date:** _____

Parent Name: _____ **Signature:** _____ **Date:** _____

Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Student: _____

Parent/Guardian: _____

Date: _____



SCC Remote Teaching & Learning Plan

Introduction

Our Remote Teaching and Learning Plan has three important, interlinking elements.

1. Communication & Information Sharing
2. Blended Learning & Home Study Link Teacher
3. Remote Learning

Below, we will outline the details for each of these within our Plan. It is important to note that this is a living document and will be adopted in line with HSE / Department of Education guidance and of course, with the needs of the college.

1. Communication & Information Sharing

Generally, a message comes through the School Office and the Senior Management Team are informed by email. Principal and Deputy Principal will inform the Year-Head and/or

Tutor of the reason for absence and talk to the parent if necessary. A staff TEAMS document will be updated with relevant information, including date informed, test date (if Covid) and potential return date.

2. Blended Learning & Home Study Link Teacher

The school have appointed a Home Study Link Teacher. The role of the HSLT is as follows:

- Views the document in staff TEAMS file daily to ascertain who may need support.
- Contacts parents and offers to link with them to ensure a steady flow of work to the student (this may not be wanted, or student may not be medically able to work, but the offer will be made)
- HSLT links in with individual subject teachers of exam subjects to ensure that work is pushed through Apple Schoolwork/TEAMS or is sent by email.
- Also links in with SNA if student at home has SEN.
- HSLT will follow up with home to ensure that student understands the work.

3. Remote Learning

If there is a situation in which the school must close, we will instigate our Remote Learning Plan. This is based on the following key points:

- Classes will be based around the existing timetable; except that non-exam subjects will be taken out.
- All exam subjects will proceed.
- An updated timetable will be issued with every second class of the week being taught over Microsoft Teams for 40-50 minutes, and teachers giving work for the non-taught classes. This may differ by subject and/or year group, depending on needs.
- All live lessons will be delivered over Microsoft Teams with work being pushed out and corrected through Apple Schoolwork. Not all work submitted will need to be corrected.
- Teachers will be available for students' questions and queries during their Teams lessons and via email, from 8.30am – 3.30pm Monday to Thursday and from 8.30am – 1pm on Fridays.

Acronyms

CBA – Classroom Based Assessment

DLP – Designated Liaison Person

DDLDP – Deputy Designated Liaison Person

ICT – Information Communication Technology

PLN – Personal Learning Network

SLAR – Subject Learning and Assessment Review

VLE – Virtual Learning Environment

