



# General Data Protection Policy (GDPR) Addendum for Distance Learning 2021

## 1. Introduction

In light of the school closure during the Covid-19 pandemic, the school has created this addendum to their Data Protection Policy.

The Data Protection Policy of the school still stands, however the following guidelines should be considered in light of remote teaching and learning.

## 2. Explanation of terms used within this document

- a. **Remote Learning** as used in this policy means that students are learning in an environment other than school, and the teacher is not present in the same location as the students (as he/she/they would be in a classroom setting, for example).
- b. **E-Learning / Online Learning** here means that curricular content is being delivered via technology and digital platforms.
- c. A **Digital Platform** is a website, tool or online facility that allows for communication and the sharing of information and resources. **The digital platform used to host material, content and directions for e-learning in Ballymakenny college is Microsoft Teams.** All students have access to Microsoft Teams through their school account on Microsoft 365. Further information about this platform is outlined later in this policy.
- d. **Technology / Device** as used in this policy refers to the student iPad and the websites or platforms to which students have been directed.

### **3. Guidelines for the Board of Management (BOM)**

- BoM meetings which take place via video call must record so in the minutes.
- BoM meetings which take place via video-call require confirmation that Board members are participating on their own. Headphones are preferable.
- Child Protection Oversight Report documents should not be shared via video-call.
- A quorum of five is still required in order for a video call BoM meeting to take place.

#### **4. Guidelines for Parents**

- Parents/guardians should help their son/daughter to develop a routine that allows them to engage with school work in a way that suits them and your family.
- If possible, parents/guardians should support students to engage with school work and with teachers online ( if required), during the school day and keep afternoons and evenings free for creative and physical activities.
- Parents/guardians should encourage students to try and complete any online schoolwork to the best of their abilities, where possible, depending upon any external circumstances.
- Parents/guardians should encourage students to communicate with their subject teacher, Treoir teacher, House Leader if they are having any challenges /have questions during the school closure.
- Parents/guardians should contact the school office by email if their child is ill or otherwise unavailable for school / engage in learning, as would normally occur when the school is open.
- By facilitating your child's 'live' online lessons in your home, your child's lessons may feel very different but the same rules of communication apply as if this were a regularly taught lesson in school. This means that the interaction during these lessons is to be between the teacher and students only.
- Parents/guardians may request additional support from their child's Head of House, SEN team, Guidance Counselling team if required. Initial contact will be made with parents by email or by phone and appropriate follow up and supports will be agreed.
- Parents/guardians will be able to keep a track of your child's engagement through checking in with them, supporting them with their work and looking at their Microsoft Teams and accompanying submissions.
- Keep your family healthy, stay well and remind students to follow all the guidelines to help contain the spread of Covid-19.

#### **5. Guidelines and Expectations for Students**

- Students should develop a routine that allows them to engage with school work in a way that suits them and your family.
- Students should try to engage with work and with teachers online ( if required), during the school day and keep afternoons and evenings free for creative and physical activities.

Students are not expected to follow the timetable of the school day but can expect work

- to be shared with them in line with the daily school timetable.

- Students should check their Microsoft Teams and email accounts in a timely manner, in order to stay informed of work being assigned and other information that is shared with the students.
- Students should complete and upload work/assignments by the deadline set by the teacher. It is the student's responsibility to complete the work or communicate to the teacher why it is not completed.
- If you are unable to complete work / if you are unwell / any other reason, please contact your Subject teacher/ Treoir teacher or House Leader to inform them, as you would do on a normal school day.
- If you have any questions / difficulties in relation to work / need additional time for assignments, please contact your subject teacher to seek help, as you would do in a normal classroom-based lesson.
- If you have any ICT issues e.g. with your iPad, Microsoft Teams or email account, please contact the ICT help desk on the email address:  
[ICThelp@ballymakennycollege.ie](mailto:ICThelp@ballymakennycollege.ie).
- Students may request additional support/guidance from their teachers, House Leader, SEN team, Guidance Counselling team if required. Students should contact the relevant staff member through school email.
- The online platform "Microsoft Teams" which facilitates 'live' online classes or video conferencing style classes may be used as an additional tool to facilitate greater engagement between students and teachers and to enhance the quality of teaching and learning during the school closure.
- **Microsoft Teams.** All students have access to Microsoft Teams through their school account on Microsoft 365. Further information about this platform is outlined later in this policy.
- Invitations / information about scheduled classes will be shared with students in the normal way on Microsoft Teams / by email (e.g. the time of online class, materials required by student etc.).
- All 'live' online classes will take place during school time and students will be notified at least 24 hours in advance by the teacher.
- If a student is invited to attend a 'live' class online the student must join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, other resources). Teachers will have overall control over who is permitted to join or be removed from the class.
- If a student is invited to attend a 'live' class online, the student must be appropriately dressed for class and in a public room, with no interruptions, even if the online class includes screen sharing and/or audio only.
- In 'live' online classes, students must follow agreed protocols, and must not interrupt the teacher during the lesson. Questions should be sent to the teacher via the messaging/chat function on the Microsoft Teams platform.

- Students must adhere to the settings that the teacher has in place and must keep their microphone muted throughout the lesson, must ensure their camera function stays off and should minimise any movement/distraction during the lesson.
- Students may use the messaging/chat functions for questions / discussions about the work and not for any other purpose. Only the teacher may turn on a student's microphone when they are invited to contribute and the student's microphone will be turned off again, once the student's contribution to the discussion is finished.
- Please note, the messaging/chat function should only be used for questions/discussion about the work and not for other unnecessary communication.
- Students should not initiate any online live classes with their teacher. Students should communicate with their teacher via Microsoft Teams chat or email.
- Recording of a live lesson (audio / video / photographs etc.) by students is strictly prohibited.
- The recording and posting of any video/live lessons on any social media platform is strictly prohibited.

## **6. Guidelines for staff members**

- If staff members need to use their mobile phone to contact parents, they should block their number.
- Staff should not deviate from the agreed platforms.
- Staff will ensure that any data being used will be kept safe and secure.
- Please be mindful of the Ballymakenny College Safeguarding statement and avoid 1:1 Microsoft Teams video conferencing.

## **7. Video Conferencing Protocols**

These protocols have been developed for the current emergency situation as this area is not covered adequately in our Acceptable usage policy and Student Digital Citizenship. We have a responsibility to ensure that security and privacy are protected in all our communications.

We only use **Mircosoft teams** when video conferencing with student.

- Students are expected to let their parents know when a meeting is scheduled and you are asked to remind them to do this when you schedule a video call on Microsoft Teams.
- Clear expectations must be set and agreed with students in advance.

- Remember students have the right to keep their microphone muted and their camera off if they choose.

Approved by the BOM of Ballymakenny College on April 2021

Signed by Chairperson: *Maire Ní Bhroíthe*

## **8. Before a meeting:**

- It is advisable to trial with a small number of students until you and the students are familiar with the technology and classroom procedures. Large groups can be difficult to manage.
- If using Microsoft Teams Calendar to set up the meeting, untick the “invite others” box. How to do this can be found on <https://www.youtube.com/watch?v=oEtOcXdOUNk>
- Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils/students when calls are taking place for both parties. Blurring functionality and the use of a static image are features of some of these tools.
- The teacher should always invite the pupils/students to the call and act as hosts/disables co-host function
- The teacher is always first in the room (deploy waiting room where possible) and the last to leave the online meeting to ensure that pupils/students can't rejoin the room afterwards. Maintain a log of calls and a record of attendance as you would do in general practice

## **9. Guidelines for live video lessons:**

- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- Agree protocols in advance with your students, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality. This list is not exhaustive and will vary depending on the tool being used and the age of students
- The teacher always invites the students to the call and acts as host. If a co-host function is available on the chosen platform, this should be disabled for students.
- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable
- Teachers should record attendance.
- Pre-set the video meeting to mute participants' microphone automatically upon entry (if possible). You can choose to switch them on selectively to allow student participation.
- The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.
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- The teacher should decide if they wish to allow students to use the video option and let them know.
- If you plan to record the meeting you must request student permission. They may wish to turn off their camera. If recording for the purpose of school use only this does not compromise/breach GDPR policy
- It is crucial that the teacher is always the last to leave the online meeting room to ensure that pupils/students can't re-join the room afterwards
- Maintain a log of calls and a record of attendance as you would do in general practice

#### **10. Using video calls/video conferencing in the post primary classroom**

- As students may not be able to attend live classes due to lack of devices in the home setting/illness or childcare issues, teachers may instead choose to record their class/screencast a lesson and share it with students using the chosen school platform or via an email link.

#### **11. Video Conferencing - Student Agreement**

You must think of a Microsoft Teams as a normal classroom where school rules apply including the Code of Behaviour, AUP, and this agreement. Remember, you have the right to keep your microphone muted and your camera off if you choose. You can use the message feature if you prefer not to speak.

1. You must find a private space for the meeting as it is for the students in the group only.
2. Make sure your device is charged.
3. Join on time.
4. Inform your teacher if you're not able to attend for any reason as attendance will be recorded.
5. Make sure you are able to turn on/off (mute/unmute) your microphone.
6. Mute your microphone when you are not speaking because background noise interferes with the lesson.
7. Make sure you are able to turn on/off the camera.
8. When using the camera, position it with only yourself in view and remember it is best to look into the camera, not at the screen, when you are speaking.
9. Turn off notifications as they will interfere with your concentration during the lesson.
10. Respectful behaviour is expected during a Google Hangout lesson just as it is in the classroom
11. Only one student at a time may speak as directed by the teacher.

12. Recording the lesson or part of it or taking photos of the lesson is not allowed. A breach of privacy is a very serious matter.
13. Leave Teams at the end of the class by pressing the 'leave' button and do not rejoin. Don't forget to thank your teacher!
14. Make a note of your learning in your Journal.

When you accept an invitation to take part in a Microsoft Teams arranged by a teacher or SNA, you are agreeing to all of the above.

**The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.**

- I. Alan Mynes is the Designated Liaison Person.
- II. Mike Lyons is the Deputy Designated Liaison person.

**All provisions relating to the child's data remains the same under GDPR procedures and guidelines.**

## **12. Success Criteria & Monitoring**

This addendum will be reviewed regularly as part of the normal Whole School Development Planning review cycle. If necessary, it may be reviewed at any time considering changing circumstances and/or changing legislation. Any amendments which need to be made will be in keeping with the general philosophy of the school. Any suggested amendments/improvements will be communicated to the Principal or Deputy Principals who will consult with all partners.

Approved by the BOM of Ballymakenny College on \_\_\_\_\_

Signed by Chairperson:

*Maire Ní Bhroíthe*