Eureka Secondary School Kells

Code of Behaviour

May 2023

Code of Behaviour/ School Rules

Rationale

This policy forms a key role in maintaining a safe and orderly environment where quality teaching and learning can occur. The school recognises that discipline is essential for the development of the person, of the school and indeed of society. While the school advocates the use of encouragement and affirmation when engaging with students, it also accepts the need for sanctions to register disapproval of unacceptable attitudes and behaviour. The values of being courteous, co-operative, and considerate as well as showing respect for all, underpin the philosophy of the school and the content of this policy.

Behaviour

To facilitate an effective learning environment where students can progress, a high standard of discipline is required. Students are expected to always show respect for themselves, others, and their environment. In addition, in class students are expected to:

1. Respect the right of other students to learn and not disrupt teaching and learning of others.
2. Arrive to class in good time with all required books/equipment/PE gear for the relevant lesson.
3. Complete homework assignments/projects neatly and submit them on time.
4. Enter and leave classrooms in an orderly and respectful manner.

Punctuality

The school places great emphasis on punctuality. Students who are late for school/class miss valuable teaching and learning time and disturb classes that are in progress.

1. Students are required to be on time for school and class every day.
2. Students who are late for school must report directly to the school office, sign in and get a late stamp which they then present to the class tutor/subject teacher.
3. Persistent poor punctuality will result in referral to the Year Head.

Attendance

Regular attendance at school is expected.

1. Parents/guardians are required to verify the reason for a student's absence via Record of Absence note (**YELLOW**) in the School Journal.
2. Where a student is absent for more than 20 days for any reason, the school must inform TUSLAunder the terms of the Education Welfare Act, 2002
3. Students should not take holidays during school terms.
4. It is the student's responsibility to catch up on work missed through absence.
5. Students are required to remain on the school premises every day and for the full day.Unauthorised absence from school/class is regarded as a serious breach of discipline.

Leaving the school during the school day

6. In cases where a student requires permission to leave school during the day, parents/guardiansare required to write a note in the appropriate section of the school journal. Students must present this note (**GREEN**) to the Deputy Principal before the start of the school day for verification. The student should present themselves at the main office ready to be collected andsigned out by the parent/guardian at the appointed time.

When no Green Note is presented and a parent/guardian arrives to collect a student, the principal/ deputy principal will collect the student from the class at their earliest convenience. Unfortunately, delays may occur due to the daily operation of the school.

7. Where possible, medical/dental appointments should be arranged outside school hours.
8. When a student becomes ill during the school day the student must inform the class teacher andget written permission to report to the office. Where it is considered necessary, parents will be contacted by the school. The student will wait at reception until signed out by her parent/guardian. If any illness/condition/accident necessitates the use of first aid, it should be noted that this is a temporary measure and further medical attention may be required. In the case of an emergency where parents/guardians cannot be contacted, the school will take action that is deemed necessary for the health and safety of the student. This may include bringing the student to an A&E Department.

Property
Students are expected:

1. To maintain their lockers in orderly fashion and secure them with padlocks provided.
2. To respect the property of all members of the school community. Theft or damage of any sort isconsidered a serious offence. Any damage or loss caused to property must be paid for by the student or the parent/guardian.
3. To keep the school/classrooms clean, tidy, and litter-free.
4. To take responsibility for all their own belongings, which should be clearly labelled. The school will not, under any circumstances, accept responsibility for any items that are lost,mislaid, or stolen.
5. Not to deface school property.
6. Not to bring valuable items to school. The school cannot accept responsibility for items lost.
7. Not to interfere with the Fire Alarm System, Fire Equipment Carbon Dioxide Monitors.
8. Not to park on the school premises.

The School Journal
The school journal is one of the means of communication between parents and teachers. Students usetheir journals to organise their work, record details of homework/study and evaluate their progress.

1. Students are required to have their journal with them every day and on their desk in every class.
2. Students who forget their journal should inform their Class Tutor. Repeated occurrences offorgetting the journal are seen as a breach of discipline.
3. If a student loses her journal, a replacement must be purchased immediately.
4. If a student leaves class for any reason they must have their journal signed by their teacher andtake it with them. They must also present it to the teacher to be signed on return to class.
5. The defacing of a journal, either a student's own or that of another student, is seen as a offence. The school reserves the right to request that a new journal is purchased.
6. Students should note that journals can be inspected by any member of staff at any time and fullcooperation in this regard is expected.
7. The Notes from Teachers section must be checked by parents/guardians and signed accordingly.
8. It is students' responsibility to show notes from teachers to parents/guardians and vice versa.
9. Parents/guardians are asked to indicate by their signature that they have checked the journal.
10. Parents/guardians can also monitor students' progress in all their subjects in the Test Results Section of the journal.

Smoking/Alcohol/Substance Abuse

1. Smoking/vaping anywhere on the school premises is prohibited under current legislation.
2. Smoking/vaping outside the grounds while in uniform or on school outings is strictly forbidden.
3. Alcohol, illegal substances, and inhalants are banned. The possession, use or supply of these substances is regarded as extremely serious and can lead to suspension/expulsion. It is schoolpolicy that where such instances occur An Garda Síochána will be informed.
4. Where the school suspects a student is under the influence of a banned substance, parents/guardians will be contacted and asked to escort the student home.
5. In the interest of health and safety, items such as aerosols, deodorants, permanent markers, etc. are banned and will be confiscated if found in a student's possession.

Behaviour on School Outings/Trips

1. All school rules outlined in this Code of Behaviour must be followed.
2. Parents/guardians complete the relevant permission slips via the School App. Failure to do somay result in a student not being permitted to attend.
3. Parents/guardians should note that where a student has been involved in incidents of a serious nature, the school reserves the right to refuse the relevant student access to impending outings/trips.

Online Privacy and Code of Behaviour

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 caused damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actionsto warrant such sanctions. See Mobile Phone and Acceptable Usage Policies.

School Uniform Code

Each student must have

- Uniform skirt (knee length & should not be altered/shortened)
- Two uniform blouses
- Uniform Jumper with school crest
- Uniform School Jacket
- Footwear: Navy/Black Leather Shoes with navy/black opaque tights or navy/black knee length socks. No canvas/casual style footwear permitted
- PE Uniform: Eureka crested tracksuit bottoms, School T-Shirt and Hoody with crest, and appropriate sports runners. Eureka crested shorts are optional.

Uniform Rules

1. Students must always present themselves in full uniform, neatly and in a manner that is acceptable to school management. This includes school outings and trips.
2. Uniform items should not be tampered with in any way, at any time
3. All uniform items (especially jackets and jumpers) should be clearly marked with student's name.
4. Students not in full uniform should report to their Year Head before the start of school where an alternative uniform item will be supplied.
5. Non uniform items will be confiscated. Items of uniform must be replaced when outgrown or worn out.
6. PE Uniform can be worn on the day of PE Class and should only be worn for PE/Games or for activities where prior permission is provided by the class teacher. Alternative half-zips or hoodies are not permitted.
7. Students wearing excessive make-up, which is fully at the discretion of school management, will be asked to remove this immediately.
8. Nails should be always kept neat and short. Acrylic/Gel nails are not permitted under health and safety grounds.
9. Inappropriate hairstyles and extreme hair colours are prohibited. Hairstyles must be neat and tidy and hair accessories must be discreet. All must be acceptable to school management.
10. Items of jewellery that are deemed a risk under Health and Safety grounds must be removed and will be recorded. Repeated offences will be deemed a discipline issue.

Failure to comply with the Uniform Code will result in detention on the third offence. Repeated offences will be deemed serious and dealt with accordingly.

Homework Policy

Homework is part of the school's fundamental aim to foster in students a sense of responsibility and to provide them with the skills for life-long learning.

Aims

- To consolidate and supplement work done in class, promoting independent learning and creativity.
- To instil a sense of responsibility so that students can achieve their full potential.
- To improve students organisational and time management skills.
- To improve literacy & numeracy.
- To provide feedback on students' progress and allowing both teacher and student an opportunity to identify individual students' areas of strength and difficulty.
- To encourage parental/guardian involvement in student learning.

Objectives

- To enable students to become efficient learners.
- To enable the student to master skills, concepts and principles demanded by the curriculum.
- To enable the teacher to monitor on a regular and continuous basis, the progress of the student.
- To encourage parents/guardians to share responsibility for their child's work and progress.

Forms of Homework

Homework can be comprised of the following types:

- Written assignments
- Oral Learning
- Aural Listening
- Understanding & Memorising notes
- Practicing diagrams
- Creative assignments
- Revision work
- Researching
- Watching educational documentaries
- Preparing for debates, role plays etc

Students

- The student is obliged to record homework appropriately in their school journal.
- If a student is uncertain as to the nature of the task it is their responsibility to communicate this to the teacher whereupon it will be clarified.
- The onus is on the student to complete homework in a satisfactory fashion (paying particular attention to their Literacy and Numeracy skills).
- All schoolwork must be neat, tidy, and reflect the best efforts of the student.
- Copying and/or plagiarising homework is not permitted.
- The parent/guardian must write in his/her school journal the reason for the lack of or incomplete homework on the part of the student.
- A student who participates in extra-curricular activities is expected to catch up on classwork and homework by asking for assistance from the class teacher or from a fellow student. The work must be completed prior to the next class.

As a general guideline it is recommended that the following amount of time be spent on homework per night during the school year. The ability of each student is an important consideration.

Year	Recommended hours per day for homework/revision
First Year	1.5 hours (15 mins per subject)
Second Year	2 hours (20 mins per subject)
Junior Cert	2.5 hours (25 mins per subject)
Transition Year	Varies depending on type of assignment given
Fifth Year	3 hours (30 mins per subject)
Leaving Cert	3.5 hours (35 mins per subject)

Disciplinary Structures

Overview

Subject Teacher	Responsible for good order and discipline in their class. Will ensure that the school rules (as per Code of Behaviour) and standards are always maintained.
Class Tutor	Each class has a tutor whose role is of a pastoral nature. The tutor takes an interest in all that concerns the student's well-being, including encouraging life skills such as punctuality and personal presentation.
Year Head	Responsible for discipline in their year group. Serious/ Repetitive Code of Behaviour breaches are reported to the Year Head who will deal with them in a manner that they consider appropriate.
Deputy Principal	Works in consultation with Year Heads on discipline matters. Only the Deputy Principal or Principal may sign a note giving permission to a student to leave school at any time.
Principal	Has overall responsibility for the running of the school and is available, by appointment, for consultation with staff, parents, and students.

Sanctions: **It is the responsibility of each classroom teacher to put appropriate strategies in place for classroom management.** Where a student is not complying with classroom rules the subject teacher will impose sanctions.

Type of Violation	Sanctions & Interventions
▪ No Books/Equipment for class ▪ No Homework, including project work ▪ Talking in class ▪ Late for class ▪ Chewing gum ▪ No journal ▪ Homework not recorded in journal ▪ No PE Uniform ▪ Defiance; answering back ▪ Being uncooperative with a teacher	1. Reasoning with the students 2. Firm reprimand or verbal warning 3. Extra work 4. A Note to parents/guardians on VSware 5. Phone call to Parents/Guardians 6. Meeting with Parents/Guardians

For repeated offences and where interventions have failed and it is affecting learning and teaching in the classroom, the matter will be referred to the Year Head, Deputy Principal or Principal as appropriate.

More serious offences are dealt with by Year Heads, Deputy Principal and Principal (as appropriate) who will impose sanctions:

Type of Violations	Sanctions & Interventions
▪ Repeated offences ▪ Smoking/Vaping ▪ Mitching ▪ Bullying ▪ Cyberbullying ▪ Irresponsible use of social media ▪ Inappropriate use of IT ▪ Defiance ▪ Acts of violence/aggression ▪ Vandalism ▪ Alcohol/Drugs or any banned substances	▪ Verbal Warning ▪ Withdrawal of privileges ▪ Additional School work ▪ Detention ▪ Student placed on Report ▪ Meeting with Parent/Guardian ▪ Fine/Cost of Repairs ▪ Suspension ▪ Referral to BOM ▪ Expulsion ▪ Report to An Garda Síochána, school psychologist, social services or other appropriate external body

Note: The lists above are not exhaustive

School Management reserves the right to amend any rules in the Code of Behaviour at any time inaccordance with the School's Mission Statement, Aims & Policies and with current legislation.

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Code of Behaviour Contract

I agree to accept the Code of Behaviour as set

Signed   Date:

_____   _____

Student

I agree that the Code of Behaviour is acceptable, and I will support the school in upholding thestandards set out under the code.

Signed: Date:

_____   _____

Parent/Guardian

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Mobile Phone/ Personal Electronic Device Policy

Mobile Phone/Personal Electronic Devices

Rationale

Should a student decide to bring a phone to class it must not compromise or disrupt teaching and learning, nor can it affect the personal dignity and right to privacy of any member of the school community.

1. On arrival on the school premises in the morning, students must have their mobile phones/PEDs powered off (and not on silent or any equivalent mode) and placed in their locker which should be fully locked at all times with students' own secure padlock. The phone can be retrieved from the locker at the end of the school day but must not be powered on again until the student is off the premises.
2. School devices are available to be booked by the teacher in advance of class. In exceptional circumstances where school devices cannot be booked, a request can be made by the class teacher in advance of class for sanction by the Principal. In such cases mobile phones should be switched on and off per request of the teacher.
3. Students <u>must not</u> use mobile phones/PEDs to take photographs or make recordings, either visual or audio, on the school premises, <u>without the school's permission</u>. Such instances are seen as serious breaches of discipline and will be subject to sanction.
4. <u>Parent/guardian to student *or* student to parent/guardian</u>: **This communication should occur through the school office <u>only</u> and not via a student's mobile phone.** The school reserves the right to impose sanctions where mobile phones have been used to contact a parent/guardian.

Sanctions re Misuse

5. *Any unauthorised use* of a mobile phone/PED will result in immediate confiscation. In the case of the mobile phone, this will also include the SIM card, which must not be removed by students.
6. Only parents/guardians can collect the student's mobile phone/PED from the school office on the school day after its confiscation.
7. Repeat offences will result in longer confiscation periods.
8. A student who refuses to hand over a mobile phone/PED, including the SIM card, to any staff member when requested will be subject to serious sanction, up to and including suspension.
9. Inappropriate or irresponsible communication/Cyberbullying: Incidents where students use a mobile phone/PED to bully, menace, harass or offend another member of the school community (in school or out of school hours) will be investigated, seen as a serious breach of the school's Code of Behaviour and subject to sanction, up to and including suspension/expulsion. Students and parents/guardians should note that it is a criminal offence to use any electronic device, including mobile phones, to bully, menace, harass or offend another person (in school or out of school hours) and alongside with sanctions being imposed, the school may deem it necessary to report such instances to An Garda Síochána.

Anti-Bullying Policy

1. In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the TUSLA, the Board of Management of Eureka Secondary School has adopted the following anti-bullying policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the *Anti-Bullying Procedures for Primary and Post-Primary Schools* which were published in September 2013.

2. The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

   - A positive school culture and climate which-
     - is welcoming of difference and diversity and is based on inclusivity
     - encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
     - promotes respectful relationships across the school community
   - Effective leadership
   - A whole school approach
   - A shared understanding of what bullying is and its impact
   - Implementation of education and prevention strategies (including awareness raising measures) that-
     - build empathy, respect, and resilience in students
     - explicitly address the issues of cyber-bullying and identity-based bullying including homophobic and transphobic bullying.
   - Effective supervision and monitoring of students
   - Supports for staff
   - Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies), and
   - On-going evaluation of the effectiveness of the anti-bullying policy.

3. In accordance with the Anti-Bullying Procedures for Primary and Post-Primary Schools bullying is defined as follows:

   Bullying is unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time.

   The following types of bullying behaviour are included in the definition of bullying:
   - deliberate exclusion, malicious gossip, and other forms of relational bullying,
   - cyber-bullying
   - identity-based bullying such as LGBT+ bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

   Isolated or once off incidents of intentional negative behaviour, including a once-off or offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.

In the context of this policy, placing a once off or hurtful public message image or statement on a social network site or other public forum where the message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

Additional information on different types of bullying is set out in Section 2 of the *Anti-Bullying Procedures for Primary and Post Primary Schools.*

4. The relevant teacher(s) for investigating and dealing with bullying are as follows:
Any member of the teaching staff is deemed to be a relevant teacher in the context of Section 6.8.3 of the *Anti-Bullying Procedures for Primary and Post Primary Schools.*

5. The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including, homophobic and transphobic bullying) that will be used by the school are as follows:

- Eureka is a school which promotes respectful relationships across the school community.
- There is a whole school agreement on the policy and procedure to be followed and bullying is completely unacceptable.
- The subject of bullying is dealt with in all year groups through the SPHE (Social, Personal and Health Education) Programme.
- A whole school <u>Anti-Bullying Week</u> designed for specific age groups will be delivered to each year group providing an overall education on bullying and its effects. Cyber-bullying is an integral part of the Anti-Bullying Week to help build understanding, empathy, respect, and resilience in students. The best way to prevent cyber bullying is to prevent it happening in the first place – educating students on appropriate online behaviour, on how to stay safe, and develop within students' means and a culture of reporting any concerns they have in a safe environment.
- A confidential questionnaire is conducted each term, with all students, so that bullying can be reported in a safe and secure manner.
- Leaving Certificate students are prefects for first year students – they provide extra support and guidance to students and bullying behaviour may be reported to prefects.
- An information evening is held for parents of incoming first years about the anti-bullying policy in the school.
- There is ongoing evaluation of the effectiveness of the anti-bullying policy.
- Staff are regularly updated regarding bullying and the school's anti-bullying policy.

6. The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows:

- A questionnaire will be given, each term to students to allow them to tell safely.
- A confidential box is present outside the main office, to allow students to report any instances, at their ease and in private.
- All reports, including anonymous reports will be dealt with by the relevant teacher, using the recording template. The teacher will use his/her professional judgement on how the situation will be resolved.
- Any report of bullying will be fully investigated in a sensitive and caring manner, and with due regard to the rights of all students concerned. Interviews will take place outside of the classroom situation, and the teacher/year head shall speak separately to the students involved so as to hear both sides of the story.

- Students who are not directly involved may also be interviewed as they can often provide useful information.
- Interviews will be held in private.
- In investigating incidents of bullying, it is usual procedure to ask a student to write an account of what happened.
- A restorative approach will be used, and the emphasis will be on seeking a change in behaviour. Sanctions will be imposed where necessary.
- Parents of both parties will be informed should we deem it to be a bullying incident. As every case is different, we will discuss strategies with individuals concerned. If we believe that reconciliation between parties is possible, we will act as mediators provided the victim is ready and agreeable.
- The person to whom the matter is reported will record the initial incident using "template for recording bullying behaviour" . He/she should report the matter to the tutor or year head.   Serious cases of bullying behaviour may be reported immediately to the Principal/Deputy Principal.
- **All** reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teachers.
- When the school has investigated and established that bullying has taken place, a written record will be kept of bullying incidents, including the action taken.
- Students may be asked to write an account of the incident.
- Non-teaching staff such as secretaries, special needs assistants, bus escorts, caretakers, cleaners, Facilities Manager, must be encouraged to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher.
- Students, Parents or any member of the wider community who witnesses cyber bullying are urged to keep a record of all instances and provide these when needed.
- All records of cyber bullying will be obtained, and where necessary outside agencies e.g. An Garda Síochána may assist.
- Teachers will monitor students for a period of time after an incident.
- The year head will check from time to time that the bullying has stopped.
- The student who has been bullied and/or her parent/guardian should inform the school immediately if there is a recurrence.
- Records of bullying will be kept in the school for three years after all students concerned in the incident have left the school.

7. Eureka Secondary School will put in place a programme of supports involving the following:

   A. The school is committed to provide counselling to students who have been bullied with opportunities to participate in activities designed to raise their self-esteem, develop their social skills, and build their resilience. They will be offered a programme of support through prefects, form tutor and year head. In cases where the student has been isolated the Threads group will monitor progress from a distance.

   B. The school is committed to provide counselling to students who have been involved in bullying behaviour to help them learn other ways of meeting their needs without violating the rights of others. They will be offered a programme of support through prefects, form tutor and year head and provided with appropriate opportunities to build their self-esteem and feelings of self-worth.

   C. Students who observe incidents of bullying behaviour will be encouraged to discuss them with their teachers and their parents and to avail of counselling where they feel it may assist them to cope effectively with what they witnessed. In a case where there are serious concerns in relation to managing the behaviour of a student, the advice of the National Education Psychological Service (NEPS) will be sought.

Supervision and Monitoring of Students

The Board of Management confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

Prevention of Harassment

The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of students or staff or the harassment of students or staff on any of the nine grounds specified i.e., gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

This policy has been made available to school personnel, published on the school website, and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website, and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

ICT Acceptable Use 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.

The *function* of this A.U.P. is to educate staff, parents, students and management about the particular educational purpose of the school's computer network system. The computer system in this school has been established for a limited educational purpose. The term, "educational purpose", includes classroom activities such as project work and research.

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

1. General

- As part of the School's I.T. Programme, we offer students supervised access to the internet. Before being allowed to use the internet, parental permission must be obtained. Parents and students must sign the form contained in the student journal as (a) evidence of parents' approval and (b) acceptance of the School's Rules on this matter.
- A teacher will always supervise Internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The Content Filtering Option chosen from the list of options presented by the NCTE is Level 4 as staff requested access to YouTube educational sites. This option allows access to a wide range of websites and categories, while blocking potentially liable, objectionable or controversial content.
- The school will regularly monitor student's Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of any software by students is only permitted under teacher supervision.
- Virus protection software is used and automatically updated daily. The ESET Anti-

Virus package has been installed on both the Student and Administration networks and on teacher devices as the latter are in constant use within the School.

- The use of personal U.S.B.'s is forbidden.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute. Students are expected to sign the relevant page of their Journals which outlines the School's Email and Internet Policy. Parents are expected to countersign the agreement.
- Students are responsible for their good behaviour on the School networks. A notice reminding students of the required conduct will be displayed in both Computer Rooms.
- When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

2. World Wide Web
- Internet Access is allowed only with the teacher's permission.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicize personal information.
- 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.

3. Email
- Students will use approved school email accounts (Office 365).
- Students are not allowed to access any instant messaging software while in I.T. class, unless specifically asked by their teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.   Should any such material be received by a student, this should be immediately brought to their teacher's attention.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will note that opening email attachments from unknown or unsolicited sources is strictly forbidden and their teacher should be immediately alerted.
- E communications between students and staff MUST be exclusively via the school email addresses i.e. somebody@eurekaschool.ie. Other personal email addresses are not to be used.

4. Internet Chat
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school. eg. MS Teams
- 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.

5. School Website (www.eurekasecondaryschool.ie)
- Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be co-coordinated by a teacher, Ms Mullaghy.
- In accordance with current Data Protection legislation, the school will only publish student information that is relevant to the context of the web page.
- The student will continue to own the copyright on any work published.
- Photographs of individual students will not be published on the school website in the case where the student has signed the 'Opt Out' option contained in the School Journal and has informed the Office of same.
- Personal public information including home address and contact details will be omitted from school web pages.

6. Examples of Acceptable and Unacceptable Use:

On-line activities that are encouraged:

- The use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development.
- The use of the Internet to investigate Careers and Further and Higher Education.
- The development of students' competence in Information and Communication Technology skills and their general research skills.
- Blogging, i.e. the creation of online diaries, should only occur with a teacher's permission and while being supervised by a teacher.

On-line activities that are not permitted include:

- Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers.
- **Downloading of any materials (documents, files, pictures, videos etc) of any kind to school devices. All files, documents etc that are required by students must be save to their OneDrive account**
- Copying, saving and/or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering any goods or services.
- Playing computer games or using interactive chat sites, unless specifically assigned by the teacher.
- Using the network in such a way that the use of the network by other users is disrupted; for example, downloading large files during peak usage times; sending mass email messages.
- Publishing, sharing or distributing any personal information about a user, such as home address, email address, phone numbers etc.
- Any activity that violates a school rule.
- Retrieving, sending or display offensive messages or pictures.
- Using another user's password or trespassing in another user's folder, work or files.
- Intentional waste of resources such as on-line time or consumables, i.e. paper and printer supplies.

AUP, Online Privacy and Code of Behavior

Failure to comply with the school's AUP will result in disciplinary action up to and including suspension and detention.

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 caused damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Addendum to Acceptable Use Policy

Remote Learning

1. All classroom behavioural rules apply while participating in online remote teaching.
2. No student under any circumstance is allowed to digitally record any lessons, videos or any material of any kind shared or displayed on remote teaching platforms. Any breach of this will be regarded as a serious breach of school rules and treated as a serious incident.
3. Teachers may record lessons for future use. Any student or parent with concerns about this should contact the subject teacher directly (email).
4. Teachers have full control of all lessons.
5. No student is permitted to create their own Team, Class or Group on any remote teaching platform that is being used by teachers
6. Students are only permitted to comment on Team, Group or Class Chats when prompted by their teacher, or when they need to communicate with classmates or teachers about subject material.
7. All students should ensure that the meeting has been cancelled on their end before they log out.
8. Anybody disrupting Remote Teaching and Learning will be removed from the group and may only gain permitted re-entry with an email request from their parents.
9. Routine should remain paramount. Students must be available for contact during timetabled hours, as designated by subject teacher.
10. School uniform or P.E. tracksuit must be worn during online lessons.

Student Leadership

1. At Leaving Cert level several students interview for and are appointed as **Senior Prefects**. There are many leadership aspects to the role of prefect, with a particular focus on working with and supporting first year students.
2. Every class from first to sixth year has a **Captain** and **Vice-Captain** voted by their class. These students are expected to show such attributes as being responsible, reliable, cooperative, and respectful. They must consistently show good example to their peers and have a willingness to make a positive contribution to the school community.
3. Captains and Vice-captains are eligible to be voted by proportional representation onto the **Student Council**. This provides opportunities for students to learn and demonstrate leadership capacity as well as enabling them to contribute more fully to school life.

Awards

1. The school strongly advocates recognition being given to students who are cooperative and consistently demonstrate a positive attitude towards their work, their teachers, and their peers. Our End of Year Awards set out to acknowledge students who have high personal standards of work and behaviour and who have an awareness of their responsibilities to themselves and their peers.

2. Students can receive awards as follows:
   (i) CEIST Award: Every year, this award is presented to a student who has made a positive contribution to the school through promoting spiritual/human development, achieving quality in teaching/learning, showing respect for every person, creating community and being just and responsible.
   (ii) Contribution to School: This award is presented to students who enhance school life throughtheir contribution in areas which add to the quality of the student body experience in school e.g. Greens Schools, Healthy Lifestyle, Threads, Library Monitors, Sports Clubs or assisting in organising school activities including special event weeks and meetings.
   (iii) Extra-curricular Achievement: This award is presented to students who achieve as an individual or as part of a team in interschool competitions in areas like debating, science, art, and sports.
   (iv) Attendance Award: This award is presented to students who achieve excellent records of attendance.
   (v) Excellence Award: (Positive contribution to class): This award serves to recognise the large number of well-behaved and cooperative students who consistently do their best in our school. Looking at attendance, punctuality, reaching potential, contribution to class, homework and teamwork, all teachers select the top 5 students in each of their classes every year. Five marksare given to the student who best fulfils all the above criteria, four marks are given to the next best, then three, two and one.
   (vi) GAISCE Award: TY students can participate in GAISCE – The President's Award. There are three categories: Bronze, Silver and Gold. www.gaisce.ie

Ladder of Referral for Code of Behaviour

	Types of Violation	Action by	Sanctions
1.	• Late to class • No Books • No Homework • No Journal • Incorrect Uniform • Mobile phones/PED • Disruptive or inappropriate Behaviour	Subject Teacher	• Verbal warning • Extra work • Repeated violations of all offences recorded on VSware • Phone call home and/ or invite parent/ guardian for a meeting where necessary
2.	• Continued breaches of the Code of Behaviour	Tutor	• Tutor speaks with student • Tutor phone home
3.	• Repeated breaches of the Code of Behaviour	Year Head	• Meeting with Parent/ Guardian • Detention • Report Card
4.	Further breaches of the Code of Behaviour	Year Head/ Deputy Principal/ Principal	• Meeting with Parent/ Guardian • Suspension • Report Card
5.	Defiance	Year Head/ Deputy Principal/ Principal	• Meeting with Parent/ Guardian • Suspension
6.	Bullying/ cyberbullying	Year Head/ Deputy Principal/ Principal	• Meeting with Parent/ Guardian • Possible Suspension (see Anti-Bullying Policy)
7.	Mitching	Year Head/ Deputy Principal/ Principal	• Meeting with Parent/ Guardian • Detention/ Suspension
8.	Substance Abuse (smoking/ vaping/ alcohol/ drugs)	Year Head/ Deputy Principal/ Principal	• Meeting with Parent/ Guardian • Detention/ Suspension • Report to BOM • Report to Garda Síochána
9.	Vandalism	Year Head/ Deputy Principal/ Principal	• Meeting with Parent/ Guardian • Fine/ Repair • Report to BOM
10.	Acts of violence	Year Head/ Deputy Principal/ Principal	• Meeting with Parent/ Guardian • Detention/ Suspension • Report to BOM • Report to Garda Síochána