

# BLACKROCK COLLEGE DIGITAL STRATEGY

eLearning/IT Team

VERSION 8: 15/01/2020



# BLACKROCK COLLEGE C.S.Sp.

ESTABLISHED 1860



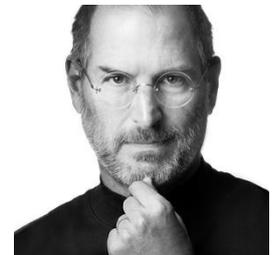


*“Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is the most important.”*

**Bill Gates | Co-founder of Microsoft Corporation**

*“Technology is nothing. What’s important is that you have a faith in people that they’re basically good and smart, and if you give them tools, they’ll do wonderful things with them.”*

**Steve Jobs | Co-Founder of Apple Inc.**



*“We need technology in every classroom and in every student and teacher’s hands, because it is the pen and paper of our time, and it is the lens through which we experience much of our world.”*

**David Warlick | Educator, Author & Public Speaker**

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## Introduction

For over 160 years, the spirit of Fides Et Robur - Faith and Strength - and the importance of an education in the Catholic Spiritan tradition have been at the heart of Blackrock College life.

This long and proud tradition continues to this day and is practised in a modern, state-of-the-art educational environment, amid a caring and nurturing atmosphere which strives to ensure that every boy reaches his full potential.

In this way, we prepare our students to be the best that they can be when they leave Blackrock, instilling in them a strong sense of justice, a desire for a more caring and compassionate society, independence of mind and respect for the dignity of all.

Inspired by a tradition for excellence, the College's Digital Strategy strives to prepare each student for his future journey into the unknown, ensuring that they have the necessary skills and qualities for the world of tomorrow.

Each member of the Blackrock College community is encouraged to be the best that he/she can be. By using technology in the classroom, both teachers and students can develop skills essential for the 21<sup>st</sup> century. Modern learning is about collaboration, solving complex problems, critical thinking, innovation, developing different forms of communication and leadership skills, and improving motivation and productivity. Moreover, technology can help develop many practical skills, including creating presentations, online communication, learning to differentiate between reliable and unreliable sources on the Internet and maintaining proper online etiquette. These are very important skills that can be developed in the classroom.

The development of this digital strategy is the realisation of strategic objective five in the Blackrock College Strategic Plan 2016-2021.

## School Vision – Mission Statement

1. To create an environment which nurtures **faith**, one which will provide students with an informed understanding of the Catholic faith, but which also motivates them to live their lives in accordance with Gospel values.
2. To provide a community environment in which each student can develop his **full human potential**.
3. To encourage each student to live his life as a **responsible member of society**, initially as a student, later as an adult citizen.
4. To **prepare** and **equip** each student for the pursuit of an appropriate career.
5. To transmit to the students an **appreciation** of their cultural **heritage**.
6. To promote parental/guardian **collaboration** in the educational programme of the school.

## School Vision – Digital Strategy

1. To provide a **world class education**, enhanced by our use of ICT across our whole community.
2. To constantly develop our **digital infrastructure** to remain at the forefront of digital learning in a **blended environment**.
3. To encourage our College community to be **responsible global citizens**.
4. To enhance **communication** within our school community, to promote **collaboration** and support **creativity**.

## Simplified ICT Infrastructure

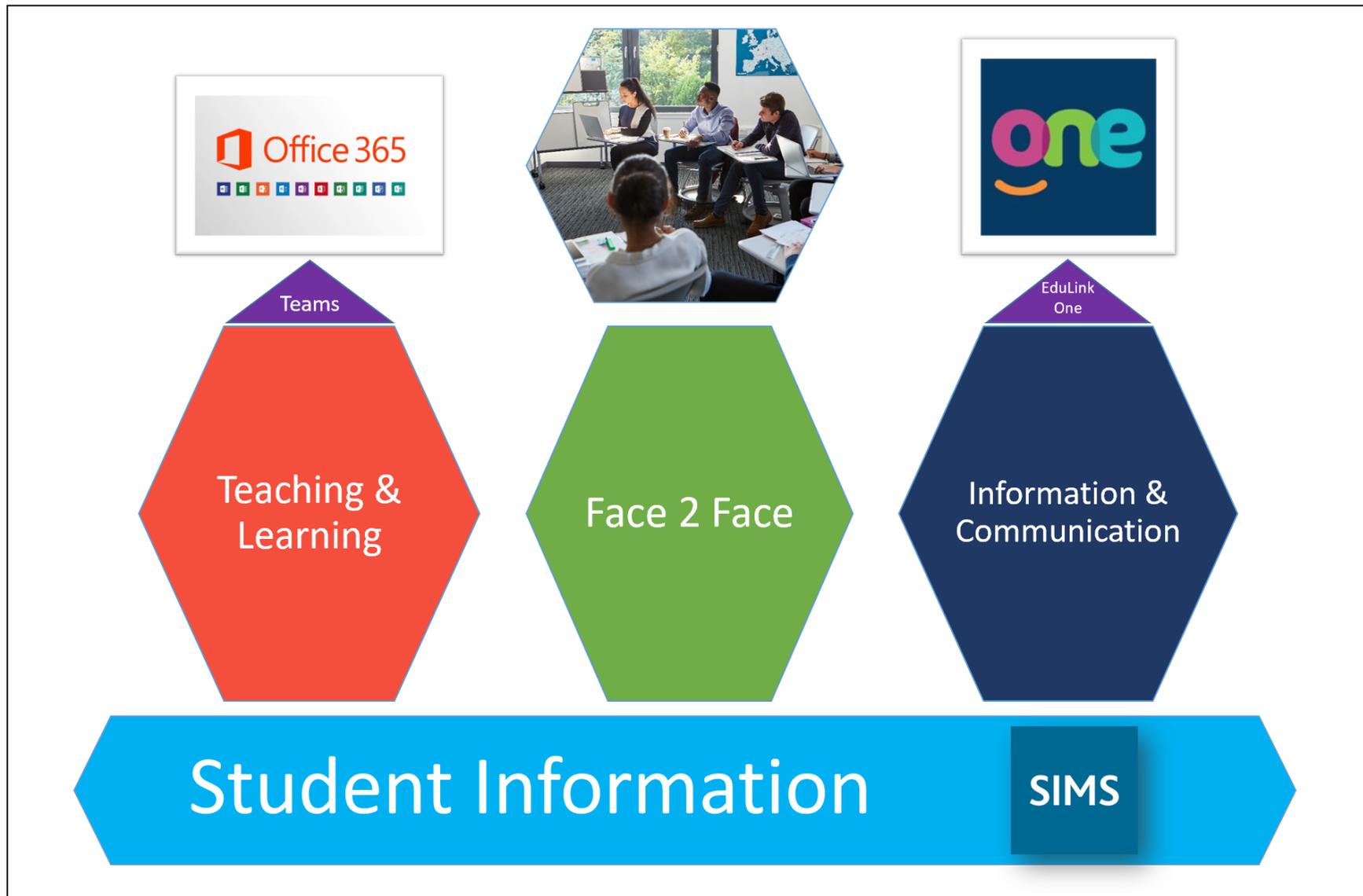


Figure 1: Simplified graphic for students, parents, and staff of our ICT Infrastructure



## 8 Elements of our Digital Strategy



Figure 3: 8 Elements to our Digital Strategy

## Connectivity in our Learning Spaces

Every classroom in Blackrock College is equipped with wireless casting technologies connected to projectors and audio system. These technologies are Microsoft Wireless Display Adapters (MWDAs) and Apple TVs. The MWDAs complement the teacher Surface Pros as they are the native casting device from Microsoft allowing smooth and reliable casting independent of Wi-Fi connection. No additional software is required as the MWDAs are Windows 10 compatible. The addition of Apple TVs allows for bring your own device (BYOD) scenarios for guest speakers, staff, and students.

The provision of the Surface Pros coupled with the MWDAs allows for a teacher-based classroom experience with instant connectivity when entering a classroom.

Each classroom has been fitted with a dedicated wireless access point to ensure a robust internet connection is available for each class. These access points are centrally managed by the IT Department, alerting them of any issues so that they can be resolved quickly. The access points allow room for growth as they are rated with a max speed of 1700mbps, allowing for headroom above the College's gigabit broadband connection.

The IT Department have ensured that all College staff, students, and guests can connect to the Wi-Fi concurrently by widening the DHCP scope from 1000 available IPs to over 7500.

The College also has several specialist rooms with alternative connectivity options allowing for further flexibility. These learning spaces include the Creative Arts and Digital Learning Centre (CADLC), the Science Technology Engineering Arts and Maths (STEAM) lab, Art Room, Music Room, Lecture Hall, Science Labs and Computer Aided Design (CAD) Lab.

## Training and Collaboration

The College has an established in-house eLearning/IT Team who leads and coordinates training and collaboration for staff, students, and parents. The College also has the benefit of an on-site dedicated IT Department and an Educational Technologist.

The eLearning/IT Team organises and provides continued professional development (CPD) through various training sessions and drop-in classes. Staff can also avail of scheduled one-to-one training appointments. The Microsoft Education Centre is promoted as it is a great self-led resource for teachers who wish to upskill in their own time.

Peer to peer learning is encouraged as a very natural method of sharing new ideas and technological knowledge. The Staff Room and Teacher Resource Rooms lend themselves toward this.

Subject departments are encouraged to collaborate on subject specific technical matters and share eLearning ideas.

The eLearning/IT Team continue to develop relationships with external technology companies and ICT training providers. For example, the College partners with Microsoft, Capita, Dell, Calligo (formerly Itomic Voice and Data) and Prowise.

Through liaising with the Parents' Council, support is provided for the relevant College ICT systems such as EduLink One and the College website.

Students are provided with a classroom-based induction at the beginning of 2<sup>nd</sup> Year where they are introduced to each of the relevant College ICT systems such as Office 365 and EduLink One. Continued support is provided through way of guides and manuals. Students can avail of ICT support through the eLearning/IT Team.

Blackrock College and Willow Park Senior School maintain cross campus relationships to ensure a Rock student's journey from first year through sixth year is smooth. Our vision is to ensure that this is also met on the ICT end. Currently Calligo support our ICT needs across the campus and have helped to streamline the ICT infrastructure of both schools so that they are alike. The principal of Willow Park Senior School sits on the Blackrock College ICT Committee and liaises with both the College Principal and the Leader of eLearning. The two schools are currently exploring the possibility of some shared ICT staff to strengthen cross campus collaboration.

## Devices

Each academic staff member is provided with a Microsoft Surface Pro 7 device for professional use both within and outside the classroom. There are also further working spaces available equipped with desktop computers. Offices are being upgraded on a phased basis to include Surface Pro docks as desktops become end of life.

There are currently ten laptop carts holding over 170 student laptops, the Dell Latitude 3190 2-in-1. These are touch screen devices that are specifically designed for student use with features such as a world facing camera, drop and spill resistance and active digital pen support. 170 laptops only cover 17% of the student body. As a result, the College is exploring the idea of equipping each student with their own suitable College managed device with the intention of enhancing teaching and learning in all subject areas. This will enable teachers and students to collaborate and be creative in class using applications such as Microsoft Teams and OneNote.

Purpose designed specialist rooms provide alternative settings for teaching and learning for all subject areas. These rooms include:

1. Computer Room: Soon to be named the STEAM Lab (Science, Technology, Engineering, Arts and Maths) after a redesign and technological upgrade to include brand new high performance touchscreen desktop computers and new AV system (see figure 4).
2. CAD Room: a purpose-built space with high performance machines suitable for computer aided design (CAD).
3. BCR Studio: The Blackrock College Radio Studio contains several student desktop devices and audio equipment. Located on the TY corridor, its primary use is for recording and broadcasting BCR but can also be used by TY students throughout the year for various activities such as BCTV (Blackrock College Television).
4. Music Room: Containing eight Windows laptops and a number of Apple Macs students have the opportunity to use a variety of music software such as Sibelius, Logic, and Muscore. There are also MIDI keyboards, microphones, amplifiers, and other recording equipment.
5. Lecture Hall: The College invested in a new AV system for the Lecture Hall in 2020. This upgrade comprised of three laser projectors with automatic retractable projection screens and a lectern including an easy to use touchscreen launch and connectivity interface, confidence monitor and a built-in desktop computer. A new sound amplifier was installed to ensure clear audio during presentations. Presenters have the option to use the built-in desktop computer or use their own device either wired through HDMI or VGA cables or wirelessly with the MWDA or Apple TV.
6. Science Labs: Along with the same setup of all other classrooms, the nine science labs have access to various subject specific technologies such as Pasco sensors, Lego Mindstorms EV3 kit and more.
7. Creative Arts and Digital Learning Centre: The CADLC has an 86" Prowise touchscreen on a height adjustable mobile stand. It is also equipped with a suite of 35 Dell Latitude 3190 2-in-1 laptops in a mobile cart.



Figure 4: Vision for the new STEAM Lab development.

## Teaching, Learning, Assessment & Reporting

As per figure 1, three pillars support teaching, learning, assessment, and reporting (TLAR). The foundation, Capita SIMS, is the College School Information Management System, key to assessment and reporting. It is used as a student information system containing timetables, AEN, academic performance reports and contact information. SIMS fully integrates with the College ICT infrastructure, directly communicating with Office 365 and EduLink One.

- Face to face remains central to TLAR and the art of teaching. As an artist, a teacher balances, coordinates and creates the learning environment in which the tool of ICT is used.
- Office 365 is the modern-day equivalent of the more traditional copy book, textbook and blackboard approach to teaching and learning. Designed with a focus on creativity, collaboration, and communication the Office 365 suite of applications provides a robust and flexible teaching and learning environment. Applications such as Teams and OneNote play a key role in classrooms day to day.
- EduLink One is the intuitive and easily accessible application used by students, parents, and teachers. Information including timetables, registers, results, and the College calendar can be quickly accessed on the EduLink One app. Directly communicating with Capita SIMS, EduLink One acts as the user facing interface. The app is also used by Deans and the Senior Leadership Team as the communication method with Parents.

## Policies to Foster Effective and Safe Use

The College has several policy documents, frameworks and protocols which are updated regularly to foster effective and safe use of ICT. These include the following (see Appendix).

1. Acceptable Usage Policy for Staff
2. Acceptable Usage Policy for Students
3. Data Protection Policy
4. Data Subject Access Policy
5. College Owned Device Policy and Agreement
6. Online Protocols:
  - a. General Class
  - b. Music
  - c. Student Contract (in-progress)
7. Covid-19 Protocols:
  - a. Teaching a Class with Student(s) at Home due to Covid-19
  - b. Student Protocols for 'Live' Online Lessons
  - c. Teacher recommendations for 'Live' Online Lessons
  - d. Protocols for Online Music Lessons

## Communication Channels

Clear communication channels are essential for all members of our community. In recent years, the focus of the College eLearning/IT Team has been to simplify and de-layer these channels.

- **EduLink One** is used for communication from the College to parents.
- **Office 365** is used for internal communication by staff and students.
- **The College website** provides information on upcoming events and activities along with College news and other relevant information.

## Administration

Blackrock College ICT administration is managed by the growing eLearning/IT Team. The College currently has the following specialised roles:

- **IT Systems Administrator:** Manager of all College IT systems.
- **Educational Technologist:** Administrator of educational IT systems, procurement of IT equipment, and staff/student training requirements and delivery.
- **Database and Media Administrator:** Manager of College information database and media systems.
- **Leader of eLearning:** Coordinator of overall eLearning vision and strategy.

## ICT Infrastructure

The College has a very complex and ever evolving ICT infrastructure composed of many systems and devices. Figure 1 portrays a simple easy to digest model of the College ICT infrastructure, the full array of systems and devices are illustrated in figure 2. The College strives to stay at the forefront of evolving technologies and continuously review its infrastructure as appropriate.

## School Improvement Plan

The focus of the School Self Evaluation (SSE) for the academic year 2020/21 is teaching and learning, and more specifically embedding the use of digital technologies in the classroom. The reason that this particular area was chosen as our focus is that it was the clear outcome of an online survey of parents, house captains and staff conducted at the end of May 2020 (see figure 5). Considering the context in which this survey was undertaken (country lockdown due to Covid-19) it is probably not surprising that digital technologies came in pole position.

Our aim, in Blackrock College, is to help students to flourish in every way possible. Part of enabling them to flourish must look at developing their familiarity and comfort with digital technologies in order for them to develop effective self-directed learning skills. Successfully embedding digital technologies in the classroom, in conjunction with the skills of the subject teacher, has the ability to make teaching and learning more meaningful and fun.

Please see Appendix for the full School Self-Evaluation Report and Improvement Plan.

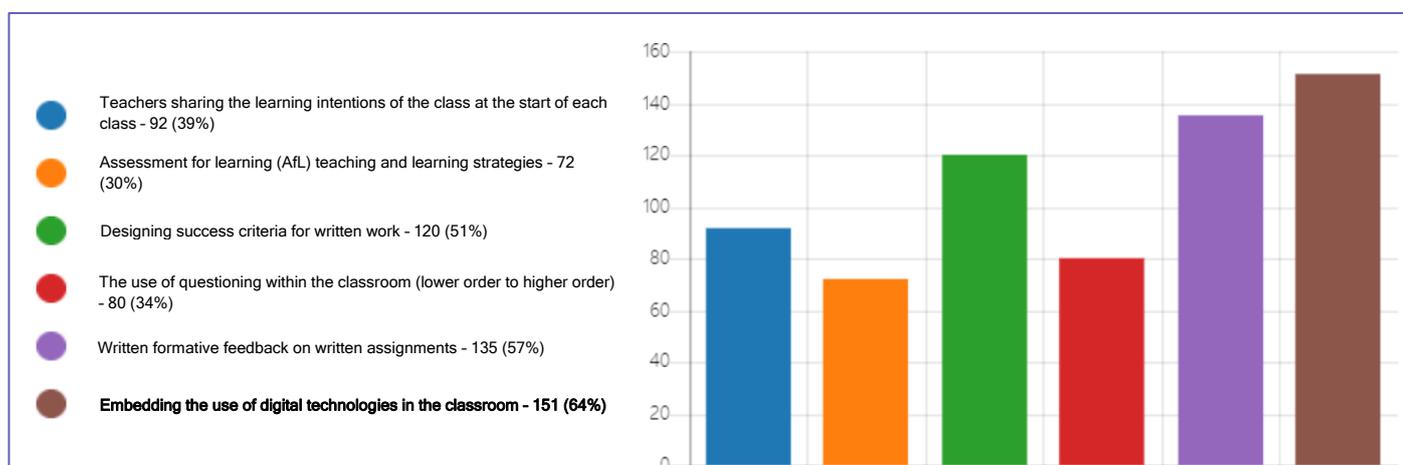


Figure 5: Results of the SSE questionnaire (May 2020), completed by 237 respondents comprised of teaching staff, parents, and house captains. Respondents were asked to choose three from a possible six of the above areas.

## Preparation to Date

### Wi-Fi Network



In 2019, the College in collaboration with Calligo deployed a state-of-the-art Wi-Fi solution across the College campus. The deployment followed the 1:1 strategy which is best practice in large buildings with thick walls. A Wi-Fi access point was installed in every learning and teaching space across the campus. This ensures that the increasing demand for bandwidth is met so that both teachers and students can rely on the technology being introduced.

### Classroom Connectivity

Subsequent to the Wi-Fi overhaul, projectors were fitted with wireless casting technologies to enable the usage of portable devices in learning and teaching spaces across the College. An Apple TV and Microsoft Wireless Display Adapter was installed allowing for multi-platform wireless screen sharing. Teachers are now able to wirelessly cast from any platform device with the best experience possible.



### Student Laptops



The College has heavily invested in student devices since 2018. There are now over 170 laptops available for classroom usage allowing 17% of the student body to use laptops concurrently. Laptops are divided up in trolleys which can be booked for lessons using the College online booking system. The number of student devices is expected to grow due to increased demand as part of the Junior Cycle reform and classroom-based assessments.

### Uncontested Gigabit Lan

To support increased reliance on the Internet and cloud-based learning platforms, and to enhance Wi-Fi speeds, the College has invested in a dedicated uncontested gigabit fibre broadband line in. This has increased internet speeds across the campus by approximately 400% by replacing the former contested connection.



### Microsoft Office 365



Student and teachers are encouraged to use the Microsoft Office 365 suite for communication, collaboration, and learning. Continuous training and support is provided by the eLearning/IT Team. With tools like PowerPoint, Teams, OneNote, and OneDrive subject departments can collaborate on schemes of work and students can complete group projects and share content with each other.

### Microsoft Surface Pros

The College has invested to provide each teacher with a Microsoft Surface Pro 7 to be used in the classroom and for lesson preparation. These devices have enabled teachers to cast wirelessly to classroom projectors and take advantage of new technologies such as digital inking in apps like OneNote.



### EduLink One



EduLink One is a cross platform mobile app (IOS and Android) which is also accessible online through a web browser at [www.edulinkone.com](http://www.edulinkone.com). It is primarily used for communication from the College to Parents. It is also an accessible façade for SIMS displaying key relevant student information such as timetables results and the College calendar.

## Goals

Goal 1: Communication	Goal 2: Student Skillset	Goal 3: Teacher Skillset	Goal 4: Flexible Learning Spaces
<p>Ensuring that communication remains the central component of information <b>communication</b> technology (ICT).</p>	<p>Provide students with the skills they need to thrive in their future careers, from technical skills to critical thinking, problem-solving, creativity, communication, and collaboration.</p>	<p>Empower teachers so that they are free to move throughout the classroom with technology and connect with students on a more personal level.</p>	<p>Create flexible learning spaces for access to advanced technology and space where students feel empowered to engage in high-level problem-solving, critical for personal development in the 21st century.</p>
<p><b>Digital Learning Framework/Looking at our School:</b></p> <ul style="list-style-type: none"> <li>Teaching and Learning: Domain 2</li> <li>Leadership and Management: Domain 2 and 3</li> </ul>	<p><b>Digital Learning Framework/Looking at our School:</b></p> <ul style="list-style-type: none"> <li>Teaching and Learning: Domain 1 and 2</li> </ul> <p><b>Strategic Plan Objectives:</b> 3.3, 3.4, 4.2</p>	<p><b>Digital Learning Framework/Looking at our School:</b></p> <ul style="list-style-type: none"> <li>Teaching and Learning: Domain 3 and 4</li> <li>Leadership and Management: Domain 1</li> </ul> <p><b>Strategic Plan Objectives:</b> 2.2, 3.4</p>	<p><b>Digital Learning Framework/Looking at our School:</b></p> <ul style="list-style-type: none"> <li>Leadership and Management: Domain 4</li> </ul> <p><b>Strategic Plan Objectives:</b> 3.1</p>
<ul style="list-style-type: none"> <li><b>EduLink One</b> is used for communication between the College and parents. Messages sent through EduLink One to parents are received both through the EduLink One app and via email. EduLink One displays student timetables and results, which can be accessed by students, parents, and teachers.</li> <li><b>Microsoft Teams</b> is used at whole school level between students and teachers. It is also used at whole school level between Deans and their respective year groups, and the Student Council and the rest of the student body. Additionally, it serves as a collaborative tool within subject departments.</li> <li><b>Digital Leaders</b> will encourage continued collaborative professional development amongst staff.</li> </ul>	<ul style="list-style-type: none"> <li>Students develop skills using <b>Office 365</b> applications such as Word, OneNote, and PowerPoint through daily usage with their teachers. Teachers regularly assign work or start class projects which involve the use of an Office 365 application. Office365 and EduLink One are also used in extra and co-curricular activities.</li> <li>Both 2<sup>nd</sup> Year and Transition Year (TY) students are introduced to <b>coding</b> as part of 2<sup>nd</sup> Year Computers class and the TY Computer Science Module. This provides students with a foundational understanding of computational thinking.</li> <li>TY students have the option to attend a weeklong <b>Computer Science Module</b> where they are introduced to coding, web development, computer engineering and more.</li> <li><b>2<sup>nd</sup> Year Computers</b> is a yearlong once a week class in which students develop their coding and ICT productivity skills.</li> <li><b>Blackrock College Television (BCTV)</b> is a TY initiative where students manage a YouTube channel and create and upload content.</li> <li><b>Blackrock College Radio (BCR)</b> introduces TY students to radio broadcasting and audio production as well as advertising and fundraising. The programmes are broadcasted internationally online and locally on FM radio.</li> </ul>	<ul style="list-style-type: none"> <li>The College has a focused and committed <b>eLearning/IT team</b> who support the whole school community.</li> <li>Relevant digital <b>CPD</b> is both promoted and provided by the eLearning/IT Team.</li> <li>Teachers share <b>creative and practical eLearning ideas</b> and <b>collaborate on digital learning initiatives</b> within their specific subject department and interdepartmentally.</li> <li>Each subject department is encouraged to include <b>eLearning on their agendas</b> at subject department meetings.</li> <li>The Microsoft Education Centre learning paths are promoted as a self-led method for teachers to upskill.</li> <li>The College has invested in <b>Microsoft Surface Pros</b> for teachers and <b>wireless display connectivity</b> in each classroom to provide a <b>cutting-edge technological infrastructure</b>.</li> </ul>	<ul style="list-style-type: none"> <li>All classrooms are equipped with <b>wireless projection technology, an audio system, a dedicated wireless access point, and individual student desks</b> that can be arranged to suit the needs of the class.</li> <li><b>Student devices</b> are being explored as a means to equip each student with a digital device which can be used to enhance their learning. These devices will be used as an <b>educational tool</b> and management systems for teachers will be in place to optimise best use and practice.</li> <li><b>Laptop carts</b> are available to be booked by classes. The College currently has ten carts containing over 170 devices in total.</li> <li><b>The Creative Arts and Digital Learning Centre (CADLC)</b> is an adaptable hub inspired by Microsoft's Dream Space which facilitates collaborative learning.</li> <li>The College has a vision to renovate the computer lab to create a <b>STEAM (Science, Technology, Engineering, Arts and Math) Lab</b> which will be equipped with cutting edge technology for the future delivery of Leaving Cert. Computer Science alongside many more subjects.</li> <li><b>The College Lecture Hall audio visual system</b> has been upgraded to enhance audience viewing angles and presenter ergonomics. The upgraded system was deployed with ease of use as one of its primary goals.</li> </ul>

## Building on Tradition: A Call to Excellence

This is a live document and will continue to be updated in conjunction with all the relevant documents, policies and frameworks.

Quoting the Blackrock College Strategic Plan 2016-2021: Building on Tradition:

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*Just as our tradition “is a guide and not a jailer” (W Somerset Maugham) so it is with this plan. It points us in the right direction, but we will need to adapt and adjust as circumstances change, while at the same time maintain a commitment to our Spiritan identity.*

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## Appendix

Appendix items in **green** below are located online, select to open.

Appendix items in **black** below can be found attached to this document in the order they are listed.

Acceptable Usage Policy for Staff

[Acceptable Usage Policy for Students](#)

[Data Protection Policy](#)

[Data Subject Access Policy](#)

College Owned Device Policy and Agreement

Student Contract

Covid-19 Protocols:

1. Teaching a Class with Student(s) at Home due to Covid-19
2. Teacher Protocols for ‘Live’ Online Lessons
3. Student Protocols for ‘Live’ Online Lessons
4. Protocols for Online Music Lessons

[Blackrock College School Self-Evaluation Report and Improvement Plan](#)

[Digital Learning Framework for Post-Primary Schools](#)

[Looking at our School 2016: A Quality Framework for Post-Primary Schools](#)

[Strategic Plan 2016-2021: Building on Tradition](#)

# **College Owned Device Policy and Agreement**

This policy should be read in conjunction with the Acceptable Use Policy (Staff).

## **1. PURPOSE**

1.1 Blackrock College believes that Microsoft Surface devices will provide staff with a technological tool that will enhance learning and teaching in the College. This tool will afford staff greater opportunities to be more flexible in the classroom and enhance collaboration and teamwork. All users of the Microsoft Surface devices are required to review this document, as well as sign an agreement with the College to protect the hardware and software inherent with this technology.

1.2 The goals for staff users are:-

- To provide staff with their own Microsoft Surface which will provide a teacher-based classroom experience.
- To advance pedagogy using Microsoft Surface while maintaining our blended learning approach to education.
- To prepare educational materials.
- To facilitate mobile learning across the College and beyond.

## **2. GENERAL INFORMATION**

2.1 The Microsoft Surface device and accompanying accessories remain the property of Blackrock College and must be returned on request. The College retains all rights to the Microsoft Surface and any applicable accessories. This device may be requested to be surrendered for inspection, inventory, or updating at any time by management. This agreement takes immediate effect upon the receiving of the assigned Microsoft Surface.

## **3. MONITORING AND IT SUPPORT**

The College reserves the right to routinely monitor, log and record any and all use of its Information Technology (I.T.) resources for the purpose of:

- 1) Helping to trace and resolve technical faults.
- 2) Protecting and maintaining network and system security.
- 3) Maintaining system performance and availability.
- 4) Ensure the privacy and integrity of information stored on the College network.
- 5) Investigating actual and suspected security incidents.
- 6) Preventing, detecting and minimising inappropriate use.
- 7) Protecting the rights and property of the greater College Community.
- 8) Ensuring compliance with College policies, current legislation and applicable regulations.

The College will, at all times, seek to act in a fair manner and respect the individual user's right for the privacy of their personal information under the Data Protection Acts 1988 & 2003. Information collected through monitoring will not be used for purposes other than those for which the monitoring was introduced, unless it is clearly in the users interest to do so or it reveals activity that the College could not be reasonably expected to ignore.

Individual monitoring reports will only be accessible to the appropriate authorised College personnel and will be deleted when they are no longer required.

In the process of dealing with device support, College IT staff may need to access a user's device to resolve the issue. In such circumstances, IT staff must respect the privacy of the individual user and not access information,

13/08/2020 – After SLT review

documents or emails of a personal nature without the user's permission. In some cases, the IT Department may use remote control software to connect and take control of a user's device. In such circumstances the IT staff will not use this software to connect to the user's device without contacting the user of the device first.

#### **4. OWNERSHIP AND CARE**

4.1 Staff will have an individually assigned and labelled Microsoft Surface device which will be theirs for the duration of their employment.

4.2 Staff should:

- Bring the Microsoft Surface Device to the College every day, fully charged.
- Keep the device with them or in a secured (locked) area at all times.
- Bring the device with them to different professional development sessions.
- Immediately report to management any loss or damage that has occurred in regards to the device and accompanying accessories.
- Remember that the device is for educational purposes only.

4.3 Staff should not:

- Allow friends or family to use the device.
- Attempt to modify the Microsoft Surface hardware or operating system in any way.
- Apply any permanent marks, decorations or modifications to the device.
- Remove the College-supplied case.
- Swap devices with another member of staff.
- Dispose of or sell the device.

4.4 Use of the Microsoft Surface device will require a few necessary tasks to keep the device performing well:

- Clean the screen when dirty using only approved cleaning fluids and cloths.
- Keep away from food and drink.
- Charge the Microsoft Surface only with the included charger.
- Keep the device in a well-protected temperature controlled environment when not in use. Do not leave the device in a vehicle or location that is not temperature controlled (i.e. do not leave in an area exposed to direct sunlight).

#### **5. MANAGEMENT OF DEVICE CONFIGURATION**

5.1 The Microsoft Surface devices will be managed by the College IT Department in the same way that the College's laptops and desktop computers are currently.

5.2 Staff should not:

- Add or remove applications or attempt to add or remove applications from the Microsoft Surface unless pre-approved by the College IT Department, applications in the College Microsoft Store excepted.
- Erase or attempt to erase the device using another device or any other means.
- Disable or attempt to disable the access password for the device.

5.3 The College's Acceptable Use Policy (AUP) for staff (Appendix 1) applies to all College-owned equipment and to all College supplied internet/network connections. Staff are reminded that the Staff AUP applies to Microsoft Surface device usage in any location.

5.4 Staff are encouraged to use Microsoft OneDrive to backup their files to the cloud.

- 5.5 Requests for apps to be installed or added to the College Microsoft Store should be made to the IT Department.

## 6. OFF-CAMPUS USAGE

- 6.1 Staff who have completed the Staff Device User Agreement Acceptance Form will be permitted to take their device home. This decision may be reviewed by the College at any time.
- 6.2 Staff are permitted to connect their device to other WiFi networks outside of the College, but the College cannot provide any technical support in doing this. Connection to the internet should be by wireless router unless the wireless connection signal is fully encrypted and password protected.

## 7. DAMAGE

- 7.1 Occasionally, unexpected problems occur with technology that is not the fault of the user (crashes, software issues etc). The College IT Department will assist staff members with having these issues fixed. These issues will be remedied at no cost and a spare device can be provided if necessary.
- 7.2 **Accidental Damage vs. Negligence:** Accidents happen. There is a difference, however, between an accident and negligence. The Microsoft Surface warranty will cover normal wear and tear along with any defects that may arise during normal use of the device. If the device has been intentionally or negligently damaged by the member of staff, the member of staff may be liable for the cost of repair or replacement.

## 8. LOST AND STOLEN EQUIPMENT

- 8.1 If any equipment is lost, the member of staff must report it to management immediately. The IT Department will then begin a process to remotely secure the device and wipe it if necessary.
- 8.2 The circumstances of each situation involving lost equipment will be dealt with on an individual basis.
- 8.3 If any equipment is reported as stolen, a report must be filed for the Gardaí, and a copy of the report must be provided to the College by the member of staff. If the equipment has been lost due to staff negligence, the member of staff may be liable for the full cost of replacing the item(s).

## 9. FINANCIAL RESPONSIBILITY

- 9.1 **Outside of College hours, the Microsoft Surface devices and accessories are covered by the College's insurance policy for theft/accidental damage (Theft from a car is only covered if the device is stolen from a locked boot.). Loss or damage may be the responsibility of the member of staff.** The actual cost of replacement will be determined by the College IT Department but will not exceed the retail value of like-for-like replacement.

## 10. SAFETY

- 10.1 In order to support the College's online safety aims and to maintain compliance with the Acceptable Use Policy (Staff) any inappropriate material or unauthorised configuration changes may be deemed as misconduct.
- 10.2 Staff are responsible for all content on their Microsoft Surface device including emails, messages, documents, audio/video content and internet browser history.
- 10.3 Use of the camera, video apps and voice recording apps must be appropriate and legal. Photos and videos taken must be educational in nature and purpose. Staff are strongly advised to transfer photos and videos of students

13/08/2020 – After SLT review

to a shared space (i.e Subject Department Microsoft Teams or a space on the College servers) to protect themselves from false allegations.

10.4 Any inappropriate material received should be reported to management immediately. If the material has not been reported, the member of staff will be required to explain its presence.

10.5 Staff members are advised not to access personal messaging services or social media accounts on their device to protect themselves from accidentally sharing inappropriate or personal content with students.

### **College Owned Device User Agreement Acceptance Form**

The staff-assigned Microsoft Surface device and all provided accessories remains the property of Blackrock College.

I understand and will abide by the above staff device agreement in conjunction with the Blackrock College Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken. I understand that loss or theft of my assigned device and accessories is my responsibility as well as any neglect toward the device.

Staff Member Full Name:

Staff Member Signature:

Date:

#### **Items Loaned/Condition**

<b>Item</b>	<b>Loaned</b>	<b>Condition</b>
Microsoft Surface Pro 7	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
Microsoft Surface Typecover	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
Microsoft Surface Pen	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
Power Supply/Cable	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
Protective Case	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
Microsoft Surface Go	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>



## Blackrock College

### Student Contract for those engaging in remote learning for COVID-19 related reasons

Your parent/guardian has informed the College that you are unable to attend school in person for COVID-19 related reasons. Term syllabi, class content, homework and notes will be posted on Teams and/or OneNote. Homework will be submitted and marked in the same way.

**If you are given access to live online classes, you must adhere to the following conditions :**

- You will be given 24 hours' notice of an online class and scheduling of online classes will follow the normal College timetable .
- At the scheduled class time you should be at your computer with Microsoft Teams open awaiting the call.
- Switch off or mute notifications on all devices for the duration of the lesson to avoid distraction.
- Your camera should be off unless otherwise instructed by your teacher.
- Your teacher will initiate the call.
- During the lesson you will not be able to ask questions – please email any queries to your teacher once the lesson has concluded and they will be dealt with at the beginning of the next timetabled class.
- You must not contact other students in the class while the lesson is ongoing.
- You should be alone in the room while participating in the class. At no time should a parent/guardian/sibling or any other family member be present.
- Screenshots or recording of lessons are forbidden.

It is important to note that live streaming of classes may not always be appropriate. The professional judgement of the teacher will determine when and if live online classes occur and the duration of same.

Respect for all involved in this process is vital – the teacher allowing remote access to their class; the student engaged in remote learning, and; the learning experience of the other students that are participating in the class in the College.

Should any of the above conditions be breached, remote learning in all its forms will cease with immediate effect.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

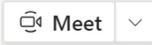
# Teaching a Class with Student(s) at Home

*due to Covid-19*

## STEP ONE: Covid-19 Protocol with Students Physically Present

1. Masks
2. Clean Desks
3. Sanitise
4. Prayer
5. Roll

## STEP TWO: Live Teaching Including Remote Students

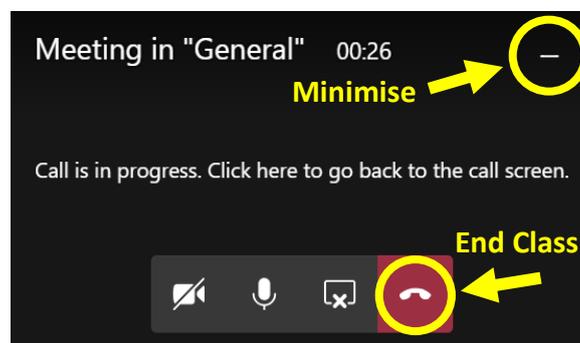
1. Open *Teams*
2. Go to your class team, e.g. 38 English 2021
3. Start meeting by clicking  in the top right-hand corner. Ensure your camera is off and that your microphone is on. Click Join to begin the meeting.
4. Click share screen icon  and click the screen under 'Desktop'.  
(Note: Do not select *Include System Audio* as this will make sound play through your Surface Pro instead of the classroom speakers. The Surface Pro microphone will pick up the classroom speaker sound for the remote student/s for any videos/audio you play.)



5. Minimise student window – this appears down the bottom right hand corner of your screen. See screenshot at bottom of this page.

## STEP THREE: Projecting and Teaching

1. Project your Screen ( + P)
2. Teach as 'normal'!
  - This can include anything you would usually show on a computer screen, for example PowerPoint, Word, OneNote, Websites, YouTube etc.
  - Most importantly, it includes you talking, as normal!
3. To end your class, hang up.



# Teacher Protocols for Live Online Lessons

During COVID-19 School Closure 2021

This protocol is designed to make sure that 'live' online teaching and learning (*Microsoft Teams*) happens in a safe and productive environment for all. The online classroom is an attempt at replicating the actual classroom so that teaching and learning may continue in these challenging times. To that end we have created some clear and simple protocols for all involved. Students have been made aware of the protocols for your lessons in advance of 'live' online lessons occurring.

- Scheduling of 'live' online classes will follow the College timetable with the following adjustments. Note there is one lunch period of 60 minutes after period 5 for all year groups every week. The week commencing 11<sup>th</sup> January is a Week B and will follow on as per the College journal

Mon, Tues, Thurs & Fri	
P1	8:45-9:25
P2	9:35-10:10
P3	10:20-10:55
P4	11:05-11:40
P5/L & PL/5	11:50-12:25
LUNCH	12:25-13:25
P6	13:25-14:00
P7	14:10-14:45
P8	14:55-15:30

Wednesday	
P1	8:45-9:15
P2	9:25-9:55
P3	10:05-10:35
P4	10:45-11:15
P5/L & PL/5	11:25-11:55
P6	12:05-12:35

- You must take **attendance** on **EduLink One** at the start of each class, as normal.
- You may direct students to turn off their cameras if they so wish.
- You should initiate the call/meeting with all students set as 'attendees'. See [Roles in a Teams Meeting](#) for guidance on this.
- To help with background noise, all student microphones should be muted. If students have a question, we recommend that they write it in the meeting 'chat section' or use the 'raise your hand' function and you can refer to it at an appropriate time.
- Only students in the specific 'live' online class you are teaching should be present. Please inform a member of the SLT if someone else presents in the online class.
- Screenshots and recordings of lessons in any form are prohibited. Sanctions up to and including suspension will apply.
- The teacher may record their own class, at their discretion, but it is not a requirement.
- Application Cards will continue weekly.
- Expectations and College values regarding behaviour, effort in class etc. are as normal:

*Be Caring, Be There, Be Truthful, Be Grateful*



*These protocols may change where deemed appropriate.*

*Version 8: 15/01/2021 16:13*



# Student Protocols for Live Online Lessons

During COVID-19 School Closure 2021

This protocol is designed to make sure that 'live' online teaching and learning (*Microsoft Teams*) happens in a safe and productive environment for all. The online classroom is an attempt at replicating the actual classroom so that teaching and learning may continue in these challenging times. To that end we have created some clear and simple protocols for all involved.

- Scheduling of 'live' online classes will follow the College timetable with the following adjustments. Note there is one lunch period of 60 minutes after period 5 for all year groups every week. The week commencing 11<sup>th</sup> January is a Week B and will follow on as per the College journal.

Mon, Tues, Thurs & Fri	
P1	8:45-9:25
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P8	14:55-15:30

Wednesday	
P1	8:45-9:15
P2	9:25-9:55
P3	10:05-10:35
P4	10:45-11:15
P5/L & PL/5	11:25-11:55
P6	12:05-12:35

- Your class 'Team' and all associated resources are for **your use only**.
- ***Teams that are created by students and have student-only membership are not allowed. There must be a Teacher / Coach member in all Teams. All communication on school platforms is monitored. Sanctions will apply.***
- At the assigned time you should be at your computer with *Microsoft Teams* open awaiting the 'live' online class. A roll will be taken by the teacher.
- A parent/guardian should be aware that a 'live' class is taking place but should not participate or be present in the class/room.
- Switch off or mute notifications on other devices for the duration of the lesson to avoid distractions.
- Follow your teacher's guidelines re: camera use. Dress appropriately for the lesson. Uniform is not necessary.
- Your teacher will initiate the class and will mute all student microphones.
- If you have a question you can write it in the meeting 'chat section' or 'raise your hand' and the teacher can refer to it at an appropriate time.
- Screenshots and recordings of lessons in any form are prohibited. Sanctions up to and including suspension will apply.
- Application Cards will continue weekly.
- Expectations and College values regarding behaviour, effort in class etc. are as normal:

*Be Caring, Be There, Be Truthful, Be Grateful*

*These protocols may change where deemed appropriate.*

*Version 8: 15/01/2021 16:13*





# Protocols for Online Music Lessons

During COVID-19 School Closure 2020

*We are keen to ensure that your music lessons continue during this time of school closure. We would like to make sure that this happens in a safe and productive environment for all. To that end, we have created some clear and simple protocols for all involved. Before any online lessons begin, students and parents should be made aware of those protocols.*

- These lessons are a continuation of the 24 music lessons of the academic year which began in September. Your lessons will conclude once the 24 lessons have been completed.
- Lessons will be conducted through the *Microsoft Teams* platform.
- Your music teacher will set up an individual 'meeting' online with you. At the assigned time you should be already at your computer with *Teams* open awaiting the call.
- Switch off or mute notifications on other devices for the duration of the lesson to avoid distractions.
- You should place yourselves in a room that is not your bedroom. A neutral background is best, making sure that the light source in the room is not behind you.
- A parent/guardian should be aware that the lesson is occurring.
- Dress appropriately for the lesson, as you would if teaching was occurring face to face. The only difference with these lessons is that the student and teacher are not in the same room. Otherwise, expectations and school values regarding behaviour, practice, etc. are as normal:  
*Be Caring, Be There, Be Truthful, Be Grateful*
- For the purposes of both student and teacher having the same materials available to them, please share any sheet music etc. required for the lesson between student and teacher as necessary **before the beginning of each lesson**. This should be done via 'chat' in *Teams*, where both the teacher and student can access the same files. You can share pdf documents with each other or scan documents using an appropriate app (*OneDrive* has an inbuilt document scanner).
- Online lessons should not be recorded by either party (i.e. no video, audio, screenshot etc.).

*Be patient with the process and in the meantime keep practising and making music!*

