Malahide Community
School
Code of Behaviour 2021/22

MALAHIDE COMMUNITY SCHOOL

VISION
Malahide Community School aspires to engage, inspire and enthuse learners.

We are a school that believes in creativity, critical thinking, communication and collaboration to develop an understanding of the world. We encourage lifelong learning to prepare the whole school community for change and innovation as 21st century citizens.

Valued Relationships with Parents and Guardians
Protocol for Communications with Malahide Community School

Malahide Community School continually seeks to build strong relationships with Parents and Guardians.
We value the fact that Parents and Guardians have entrusted their child / children into our care.
We view Parents and Guardians as true Partners in the education of their children and we strive to keep the channels of communication open at all times, in order to facilitate this.
With this in mind and in consultation with all of our Educational Partners - the Parents' Association, Staff, Students and the Board of Management - a Protocol for Communications with Parents and Guardians has been designed, for the education, welfare and safeguarding of all of our students.
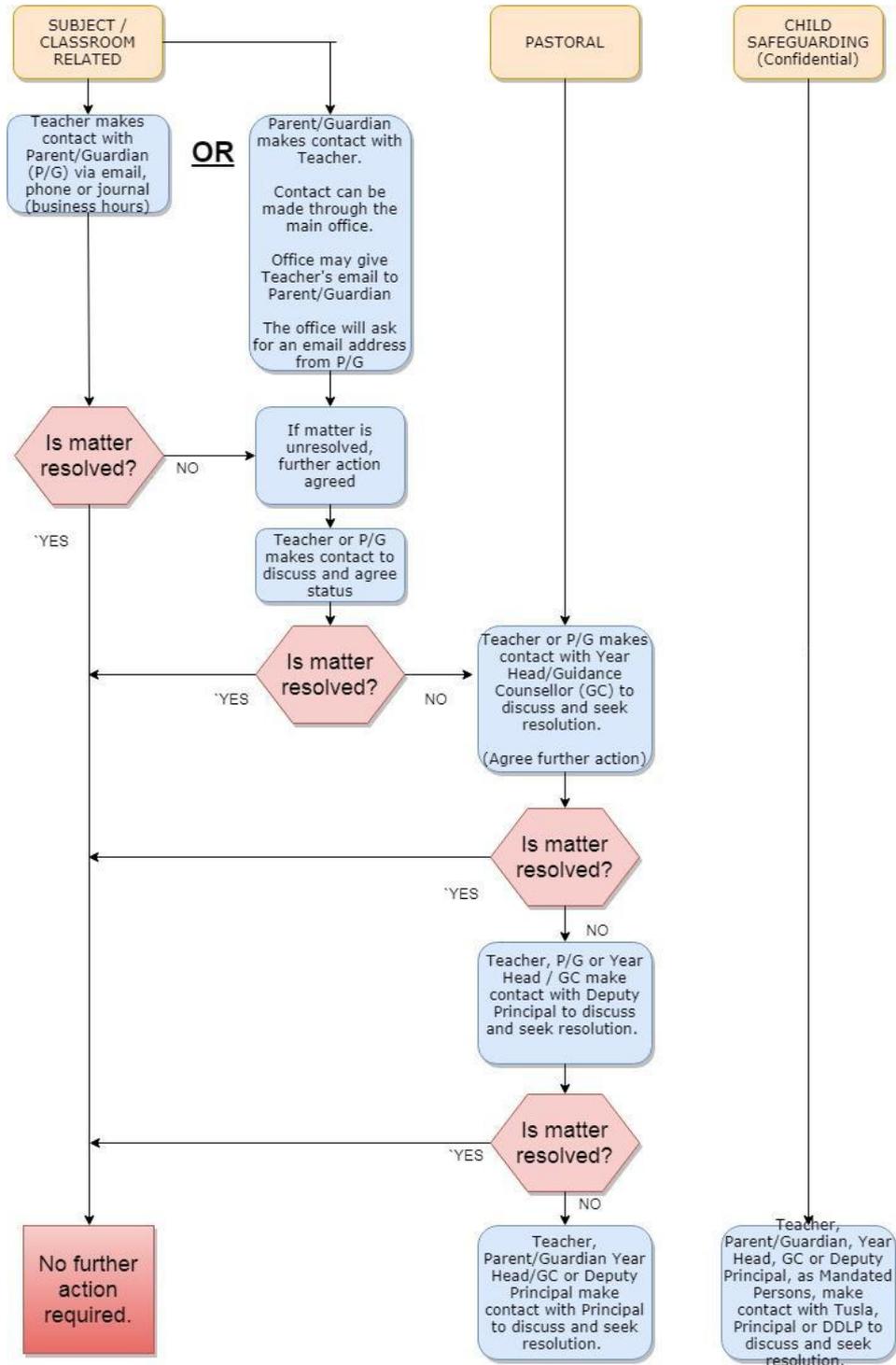This Protocol is outlined in the Flow Chart (See next page).
Please note:
   i.   when dealing with a Pastoral Issue, contact can be made directly with a Year Head or a Guidance Counsellor
   ii. the term 'Parent' / 'Guardian' may also constitute a Student who is over 18 years of age and who wishes to conduct the Communication Process themselves

We invite Parents, Guardians, Teachers and Students over 18 years of age to follow this Protocol, so that, together, we can provide the most positive and equitable educational experience for all of our Students.
Ratified by the Board of Management: 31st January, 2018

PROTOCOL FLOWCHART

SUBJECT / CLASSROOM RELATED

PASTORAL

CHILD SAFEGUARDING (Confidential)

Teacher makes contact with Parent/Guardian (P/G) via email, phone or journal (business hours)

OR

Parent/Guardian makes contact with Teacher.

Contact can be made through the main office.

Office may give Teacher's email to Parent/Guardian

The office will ask for an email address from P/G

Is matter resolved?
NO →

If matter is unresolved, further action agreed

`YES

Teacher or P/G makes contact to discuss and agree status

Is matter resolved?
`YES ←   NO →

Teacher or P/G makes contact with Year Head/Guidance Counsellor (GC) to discuss and seek resolution.

(Agree further action)

Is matter resolved?
`YES ←

NO →

Teacher, P/G or Year Head / GC make contact with Deputy Principal to discuss and seek resolution.

Is matter resolved?
`YES ←

NO

No further action required.

Teacher, Parent/Guardian Year Head/GC or Deputy Principal make contact with Principal to discuss and seek resolution.

Teacher, Parent/Guardian, Year Head, GC or Deputy Principal, as Mandated Persons, make contact with Tusla, Principal or DDLP to discuss and seek resolution.

MALAHIDE COMMUNITY SCHOOL'S CODE OF BEHAVIOUR

Teachers, students and Parents/Guardians have rights and responsibilities and it is integral to the ethos of the school as a caring community that mutual respect and tolerance should characterise all relationships in our school. Effective learning depends on an orderly atmosphere in which students find encouragement to learn and have appropriate learning targets set for them. It is important that the learning environment of students encourages intellectual and emotional exploration so that they can develop their potential to become responsible self-actualising young adults. A good relationship between teachers and students makes it easier and more enjoyable for teachers to teach and for students to learn. As a school, we aim to promote a genuine interest in learning and we endeavour to create a positive learning environment, in line with our Mission Statement and School Vision.

Roles and Responsibilities

Malahide Community School acknowledges the contribution of all members of our school community. It is everyone's responsibility to promote good behaviour and minimise negative behaviour. For 'Parent', please read 'Parent/Guardian'.

- DLP and DDLP

    Malahide Community School has officially adopted the DES Child Protection Procedures, December, 2017. **The school has completed a Child Safeguarding Risk Assessment and has a Child Safeguarding Statement in place. These were reviewed by the BOM in September 2021**. The Designated Liaison Person (DLP) is Mr. David Hayes, Principal. The Deputy Designated Liaison Person (DDLP) is Ms. Jean-Marie Ward, Deputy Principal.

- Students
    Students are expected to uphold our Code of Behaviour and our School Rules at all times.

- Parents/Guardians
    The central role of Parents/Guardians in the development and implementation of the code of behaviour is acknowledged. All Parents are asked to sign that they have agreed with the Code before sending their son/daughter to our school and to further support the school by signing the Code in the school journal / on the App each year.

- Staff
    The teaching staff play an essential role in the successful operation of our code. The important role played by the teaching and non-teaching staff particularly in relation to encouraging positive behaviour and reporting incidents of misbehaviour is also acknowledged.

- The Board of Management
    All policies are developed with the authority of the Board of Management. The school acknowledges the role of the Board as the decision making body and its contribution to the Code of Behaviour. While individual members of the Board are not responsible for the day to day running of the school, the Board is the body to whom Parents/Guardians and students over the age of 18 may appeal, in writing, in cases of suspension or exclusion.

Setting Standards

In general, we aim to encourage our students to develop a sense of responsibility for themselves and towards others. This should be reflected in their attitude to work and to their behaviour in school. We expect students to conduct themselves with respect for the worth, self-esteem and reputation of others. Students should behave at all times in a manner appropriate to the ethos and inclusivity of our school. They are expected to be positive and cooperative in their dealings with members of the school community.

Our school respects, values and accommodates diversity across all nine grounds named in the Equal Status Act: gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Anyone who studies in, works for or visits our school should be dealt with in a courteous manner. We aspire to work with Parents/Guardians at all times to achieve these standards. We ask Parents/Guardians for your help and support in promoting mutual respect in our school and our community. With this in mind, we ask Parents/Guardians to be respectful at all times in their dealings with Management, Teachers and with all of the members of the school community. We believe that promoting respect among all stakeholders is essential for the Wellbeing of all concerned. This in turn will help develop a school community where learning and teaching will flourish and where your son/daughter will be placed at the heart of the curriculum.

Supporting the Code of Behaviour in our school
This Code mirrors our ethos which supports positive behaviour in the following ways:
- We make the student the focus of school life through our wide and varied curriculum, which includes: sampling in 1st year; open choice of optional subjects in 1st and 5th years; Transition Year, as well as the traditional Leaving Certificate.
- In classes and programmes such as SPHE, CSPE and RSE which deal directly with the Wellbeing of the student, we encourage respect, tolerance, a sense of fairness and an understanding of the principles of natural justice.
- Through the collaboration of the Parents and the whole school community we endeavour to create a positive climate of learning, respect and cooperation which encourages and challenges students to take responsibility for their own learning.
- There is a whole-school response to the academic, social and spiritual needs of our students. They are supported by the teachers, Tutors, Year Heads, Guidance Counsellors, Chaplain, and the Student Support team.
- Students are involved in the democratic process of the school through the Student Council and the Prefect System.

The following are examples of some of the methods we use to reward and encourage good behaviour:
- Positive verbal / written comments by subject teachers, tutors and Year Heads.
- Positive reinforcement in classroom.
- Positive feedback on our approved school platforms e.g., Schoology, school App, school website etc.
- Announcements over the Intercom.
- Positive comments by Deputy Principals and Principal.
- Positive notes home to parents in the journal.
- Display of students' work on the school campus / on approved school platforms.
- Whole class trips with tutors and teachers.
- Public recognition on the school's website, the school's Twitter account, the school App.
- Inter-class competitions for kindness, punctuality, attendance, etc. with class prizes.
- Emphasis on holistic development.
- Providing a very wide range of extra-curricular activities to provide students with opportunities to develop non-academic skills and personal qualities.
- Commendations at the Merit Awards.
- Recognition on school reports.
- Positive reinforcement days i.e. Friendship week, Pride week, Active week, etc.
- Positive References when students leave school.

Positive Behaviour Protocol

Malahide Community School's Code of Behaviour supports the school community to work together to encourage good conduct and to create an atmosphere which is conducive to teaching and learning. We believe by setting our expectations for the behaviour and co-operation of each member of the school community, that this will, in turn, provide the clarity needed to continue to establish this school as a centre for teaching and learning. With this in mind, and in consultation with our Educational Partners, a protocol for responding to behaviour that interrupts, diminishes or prevents teaching and learning has been designed. Please see the Protocol and a list of Behaviours and Strategies to Reinforce Positive Behaviour on the next pages.
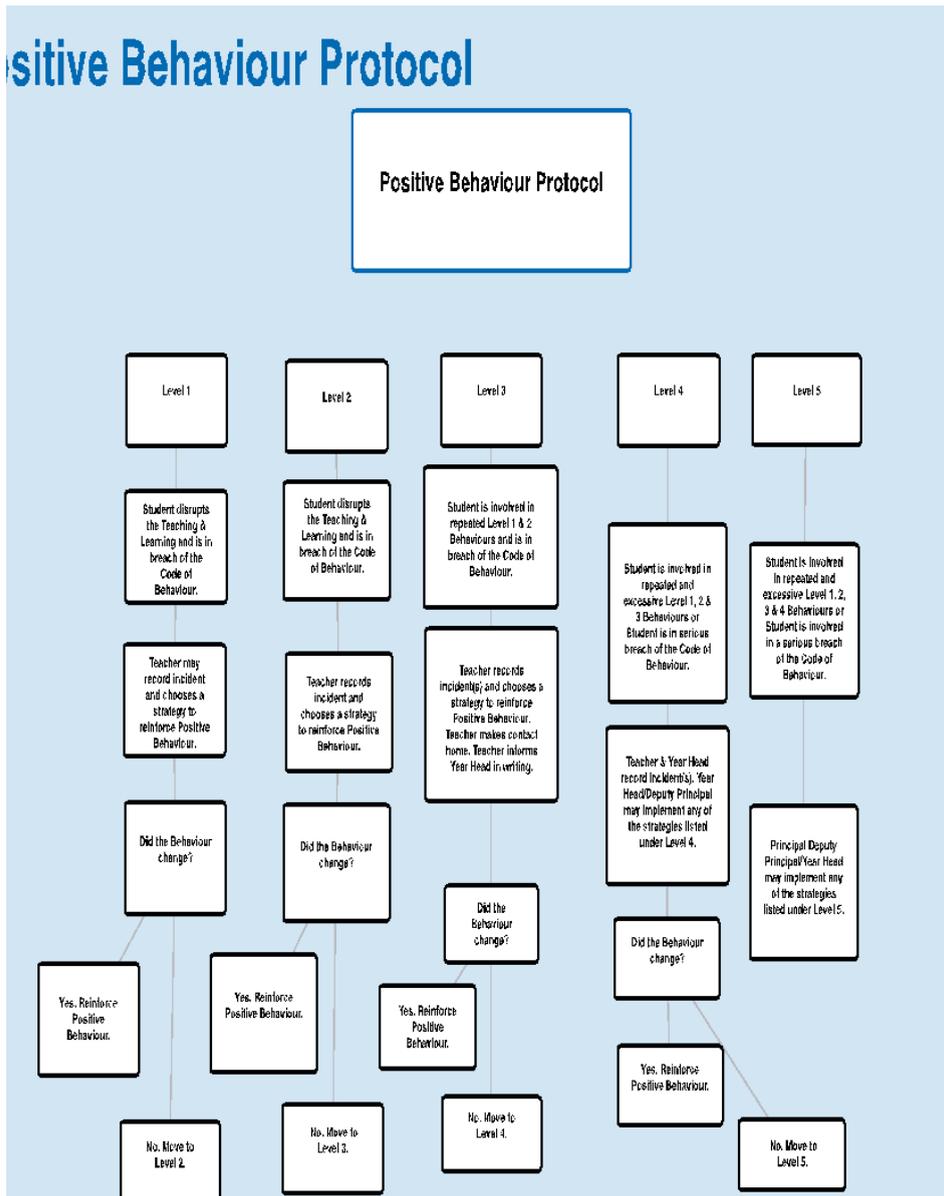
Strategies to Reinforce Positive Behaviour

Please note:

- **Under each stage a list of possible strategies is presented. Some or all of these may be implemented, depending on the nature of the incident(s). This list is not exhaustive.**
- **A serious breach of the Code of Behaviour may result in a student being immediately dealt with at Level 4/Level 5. All relevant School Policies, Protocols and Procedures will apply.**

Level 1 Behaviours:

- Not prepared for class.
- Lateness.
- Student causes minor disruption to the Teaching & Learning in the classroom.
- Student causes minor disruption on corridors or in the canteen.
- Minor non-compliance.
- Disrespect towards members of the school community.

Level 1 Strategies:

- Reasoning with the student and discussing the behaviours causing concern.
- Describe expected behaviour.
- Teacher proximity or visual prompt.
- Modify assignment.
- Verbal warning.
- **May record incident on VSware.**

Level 2 Behaviours:

- Repeated Level 1 Behaviours.

Level 2 Strategies:

- Describe expected behaviour again.
- Teacher may ask the student to move seating position.
- Teacher may assign relevant extra work.
- Student may complete a "reflection activity" to reflect on behaviour and its impact on others.
- Teacher may contact home.
- Teacher may give school community tasks such as picking up litter, cleaning desks etc.
- **Record incident on VSware.**

Level 3 Behaviours:

- Repeated Level 1 & 2 Behaviours.
- Student causes repeated disruption to the Teaching & Learning in the classroom.
- Student causes repeated disruption on the corridors or in the canteen.
- Student is uncooperative and has shown minor disrepect towards members of the school community.

Level 3 Strategies:

- Teacher may assign a detention.
- Student may be placed on report.
- Teacher will contact home.
- A meeting may be arranged.
- Student may be asked to write a letter of apology.
- Privileges may be withdrawn for a limited period (school trips, participation in teams, etc.).
- Teacher will inform the Year Head.
- Year Head may inform Deputy Principal.
- Additional short term support interventions may be put in place.
- **Record incident on VSware.**

Level 4 Behaviours:

- Repeated and excessive level 1, 2 & 3 Behaviours.
- Student causes major disruption to the Teaching & Learning in the classroom.

- Student causes major disruption on the corridors or in the canteen.
- Student is repeatedly defiant and disrespectful towards members of the school community.

Level 4 Strategies:
- Year Head may assign a detention.
- Year Head will contact home.
- A meeting may be arranged.
- Privileges may be withdrawn (school trips, participation in teams etc.).
- Pastoral / SET support interventions may be put in place**.**
- Student may serve Internal Suspension**.**
- Student may serve External Suspension.
- Student may be placed on Report.
- Student may be placed on a Behaviour Support Plan.
- Year Head will consult with Deputy Principal / Principal.
- **Record incident on VSware.**

Level 5 Behaviours:
- Repeated and excessive level 4 Behaviours.
- Serious Breach of the Code of Behaviour.
- Student puts the Health & Safety of themselves, of other students or of any member of the school community at risk.

Level 5 Strategies:
- Meeting with Parent, Principal, Deputy Principal, Year Head.
- Student may sign Behaviour Contract.
- Student may serve Internal Suspension.
- Student may serve External Suspension.
- Student may be referred to SEN/Guidance.
- Student may be referred to the Board of Management.
- Student may receive a sanction up to and including Expulsion.
- **Record incident on VSware.**

In keeping with our ethos and standard, all Our School Rules may be summarised in three simple phrases:
- **Respect Yourself**
- **Respect Others**
- **Respect Your Environment**

These should be kept in mind as you read the school's rules and regulations. The main reasons for having school rules are:
- to ensure safety
- to create an orderly atmosphere (in which students can benefit from their learning experiences) which supports teaching and learning

Please note that persistent and repeated occurrence of minor offences could lead to those offences being considered as a major offence and may be treated as such in terms of strategies and/or sanctions.

Please note that CCTV cameras are placed strategically around the school for the safety and security of students and staff

SCHOOL RULES

The rules have been divided into the following categories:

Respect for Self and Others	Attendance and Punctuality
School Uniform and General Dress	Safety

The following are the school rules: (Please see School Website and School App for our Covid Response Plan)

Respect for Self and Others

R1 The Teacher's authority and, where applicable, the SNA's authority must be respected at all times. All students must comply with teachers' instructions at once and without argument.

R2 Insolence or disrespect of any kind is strictly forbidden.

R3 Teachers have the right to teach and students have the right to learn in an atmosphere which is free from disruption. Those rights must not be impeded by the misbehaviour of any student.

R4 Deliberate physical violence or verbal abuse is strictly forbidden, as are all forms of bullying and harassment and **may result in immediate suspension.**

R5 Vulgar, crude or sinister language or gestures are never acceptable from anyone in our school community. Any language or acts that may cause offence to any member of our school community are strictly forbidden. Any student in breach of this rule is liable to a serious sanction up to and including suspension.

R6 Students are not allowed to have **mobile phones** switched on in the school during school hours. The use of cameras and/or the camera facility on mobile phones is forbidden on school grounds at all times. Any student found using a mobile phone during school hours is liable to have it confiscated. The phone will be given to the appropriate Year Head for safe keeping and may be returned to the student/parent by Friday afternoon. Repeated flouting of the rule may lead to longer periods of confiscation.

R7 Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline. This could result in suspension or expulsion from school depending on the circumstances.

Respect for Property

R8 Students are responsible for the care of their own property. All personal property must be marked with the owner's name. Those who carelessly mislay property should not subsequently claim that it was "stolen". It is the student's responsibility to check the Lost Property room for missing items.

R9 Students must respect the property of others. Those who take or borrow the property of others without permission are liable to serious sanctions.

R10 Vandalism against property is a serious anti-social act which spoils the environment for everyone. Any act of vandalism against the property of the school or of any person of the school is regarded as a serious offence and will be dealt with accordingly. Sanctions ranging from cleaning duties, financial compensation, suspension or other penalty as deemed appropriate by the school authority may be imposed against anyone responsible for such an offence.

As detailed in the notices displayed on the school grounds, the school does not accept any liability for any loss or damage caused to any personal property, which is brought onto the school campus. Students bringing personal property onto the school campus, do so at their own risk.

Respect for the School Environment

R11 Chewing gum is not allowed in school. Any student using chewing gum is liable to community-based cleaning duty.

R12 Littering the school or school grounds is forbidden and students found littering are liable to community-based cleaning duty.

R13 Students are only allowed to eat or drink in the canteen, outside the building or in designated classrooms, not on the corridors or stairways. Students who avail of the canteen must behave in a manner that allows others to eat their food in a pleasant atmosphere, and students must tidy up after themselves.

R14 Students who have **school lockers** must accept the following conditions:
  a. No food or drink of any kind to be left in a school locker.
  b. **Lockers are liable to inspection at any time.**
  c. Re-programmable locks are provided to students for use with lockers. These locks must be returned at the end of each academic year.
  d. Students are responsible for all property left in their lockers
  e. Students should immediately report any irregular interference with their lockers to their Year Heads.
  f. Students are only allowed go to their lockers before and after school and at both break times.
  g. Anyone infringing the above regulations may have access to a locker removed.

Please note:

- **Students whose behaviour is regularly inappropriate in school and consistently below the accepted school standard may be excluded from school activities, sports and trips.**
- **Students who are in breach of school rules and who are sent home from a trip will not be permitted to travel on any overnight trip for a period of 12 months.**

Attendance and Punctuality

A1 Students must be on campus at 8:35 a.m. to be on time for Tutorial / Assembly at 8:45 a.m.

A2 **A note of explanation is required either via the school App or in the school journal to account for late arrival, or the full-day or part-day absence of a student.** Parents/Guardians are required by the Education (Welfare) Act, 2000, to provide an explanation for each absence. It is not sufficient merely to confirm the absence as follows: "My son/daughter was out".

A3 Students are required to attend all classes punctually and regularly. Graduation/Provision of References may be contingent on attendance at all lessons.

A4 If a student arrives late to school, they must sign in on arrival using the tablet provided in the main reception. A note of explanation is required for late arrival via the school App or in the school journal.

A5 **All students must remain on school grounds during the morning break.** In addition, First, Second and Third Year students must remain on school grounds at lunch time, unless permission to leave is given by school management.

A6 **Authorised absence procedures:**
Permission to leave early:
Sick: If a student should feel sick during the school day, the student must report to his/her Year Head, a Deputy Principal or to the Main Office. Where permission is given to go home, contact will be made with a Parent/Guardian.
Appointments: If a student has an appointment that requires them to leave early, a note will be required via the school App or in the school journal. We respectfully request that Parents/Guardians send the note via the App as far in advance as possible. The student must report to his/her Year Head, a Deputy Principal or to the main office before leaving. The student must then sign out in the main reception using the tablet provided.

Please note:

- **Under no circumstances is a student to contact a Parent/Guardian to arrange to be collected from the school without going through the appropriate procedures.**
- **If a Parent/Guardian needs to contact their son/daughter during the school day, they must do so via the Main Office.**
- **Students must ensure that they sign out before they leave, on the tablet in the main reception.**
- **We are obliged under the Education (Welfare) Act, 2000 to report any student who is absent for more than 20 school days to the Educational Welfare Services of the Child and Family Agency.**
- **Parents/Guardians are asked to monitor their child's attendance by checking VSware regularly.**
- **The school authorities take no responsibility for students who leave the school premises at lunch time (i.e. 13:10 – 13:50).**

School Uniform and General Dress

U1 All students must wear the prescribed uniform every day, including the school jacket and black or navy leather shoes. Students are not permitted to wear a non uniform jacket on the journey to or from school. The school polo shirt / shirt must be worn and be visible at all times. A short sleeved plain white t-shirt may be worn under shirts - no other colour. All items should be in good order and adequately identified with the owner's name.

U2 Body piercing is not acceptable. The only piercings acceptable are a maximum of 3 **stud** earrings worn in the ear. Minimal jewellery is allowed.

U3 Student's hair must be clean and neat: extreme hairstyles are not allowed.

U4 Neat beards are permitted for boys.

U5 The wearing of makeup is discouraged. If students insist on wearing makeup it must be discreet. Students wearing inappropriate makeup will be instructed to remove it.

U6 Leggings are not acceptable attire. They are not to be worn under any circumstances in school or on school activities.

U7 PE uniform must be worn by all students from 1st to 6th Year.

Please note: Non-school items may be confiscated until the end of the school day. Students who <u>repeatedly</u> and deliberately do not comply with the school's uniform code are liable to be excluded from the school until they do so.

Safety

Smoking: Parents and pupils should be aware that smoking has been illegal in schools under the Tobacco (Health & Protection) regulation 1990 and now under the more recent Public Health (Tobacco) Acts. The maximum fine under the recent legislation is €3,000.

S1 Smoking, including e-cigarettes and vaping, is strictly prohibited anywhere on the school campus, during school activities or at any time while in school uniform and the possession of lighters/matches/cigarettes/tobacco/tobacco rolling papers, etc. is prohibited. Students found smoking are liable to serious sanction including suspension for up to five days.

S2 **Alcohol or other mood-altering substances**: Any student found either in possession of or under the influence of alcohol or other mood altering substances, either in school, on a school activity or at any time while in school uniform is liable to serious sanction up to and including expulsion. Medication prescribed to a student by a medical professional is not affected by this rule.

S3 Those who remain in the company of students who smoke or use alcohol or other mood altering substances, during school activities or at any time while in school uniform, and make no obvious effort to leave the scene will be liable for serious disciplinary sanctions.

S4 If a member of staff suspects that a student is in possession either of a prohibited item (cigarettes, vapes, alcohol, etc.) or of the property of another, students should note that

they are liable to be asked to empty their pockets and/or be liable to a locker, bag, footwear inspections. This will be witnessed by another member of staff. A student who refuses to agree to such an inspection may face serious sanctions. If deemed necessary, Parent(s) / Guardian(s) and / or a member of An Garda Síochána may be called to the school to assist in such inspections.

Safety Rules

Students are responsible - i.e. answerable to school authorities - both for their own safety and for the safety of others. Please refer to our school Health and Safety policy. School Rules cannot cover every possible circumstance. The following list of safety rules is not exhaustive and should be taken as examples.

S5 **Think Safety.** Rough boisterous play anywhere on the school campus or changing rooms and running on the stairs or corridors are not allowed.

S6 Safety equipment such as fire alarms, fire extinguishers, CCTV cameras and first-aid kits are distributed throughout the school. Any student found tampering with any safety equipment in the school is liable to a serious sanction up to and including suspension.

S7 **Fire Evacuation:** When the Fire Alarm sounds, the building MUST be vacated by all students, school personnel and visitors, when instructed to do so, immediately and without question. For full Fire Safety procedures please see Health & Safety Policy on school website.

S8 Disruptive or unsatisfactory conduct on a bus or train either travelling to or from school, on a school activity or at any time while in school uniform will be dealt with as a serious breach of school rules.

S9 Students are not permitted to bring a car or any motorised vehicle onto the school campus without the permission of the school authorities. Students should formally write to the school Principal for such permission and complete the relevant application form. Students must park their vehicles in the student designated parking areas.

S10 Any implement that may be deemed dangerous to students and staff is strictly prohibited. A student who is in breach of this is liable to a serious sanction, up to and including Expulsion. (The use of curricular implements for their intended purpose is exempt from this).

S11 Under no circumstance is a student or a member of staff to be put under threat by any member of our School Community on Social Media or by other means.

Strategies for early intervention in response to inappropriate behaviour

- Discussing their behaviour with a student after class.
- A simple reprimand.
- Changing a student's location in the classroom.
- Extra schoolwork.
- Discussing the student's behaviour with the tutor.
- School community tasks such as picking up litter, cleaning graffiti off desks etc.
- Detention on a Wednesday or at the end of a school day. Students are given at least one day's notice of detention. The fact that it may be inconvenient to do detention on a particular day will not excuse a student from this punishment. Should a student fail to turn up to Detention, he/she may be required to do a double detention and/or parents may be required to call in person to the school before that student is readmitted to class.
- **Notes to parents:** All students must have a homework journal which may be requested by teachers in order to write notes to parents. All notes must be acknowledged.

- **Referrals** to Year Head, Deputy Principal or Principal as appropriate.

SANCTIONS

Breaches of the Code of Behaviour will require investigation by members of school staff. During the course of these investigations, students may be interviewed by a member(s) of school staff.

Depending on the seriousness of the behaviour the school uses the following sanctions to deal with serious misbehaviour and breaches of rules:

- **Progress Report:** in the case of students whose work is unsatisfactory
- **On Report:** where a student's behaviour and/or academic work is closely monitored until an improvement is achieved.

Note that the distinction between a Progress Report and an On Report is that the latter implies that a student's misbehaviour accounts for being put on such a report. The Progress Report implies unsatisfactory academic progress.

1. Parents may be contacted to discuss the progress/behaviour of their children.

2. Students may be required to sign contracts of behaviour (countersigned by parents/guardians). Failure to honour such contracts may result in suspension.

3. **Suspension:** In the case of a serious breach of school rules, persistent misbehaviour, bullying or serious aggression/threat against any member of the school community, a student may be liable to suspension, pending an investigation. The authority to suspend has been delegated by the Board of Management to the Principal or, in his absence, to the Deputy Principals.

4. In keeping with the NEWB Guidelines, 2008, Parents/Guardians are contacted to discuss the incident/allegation, and to give a response, before a final decision is made on a sanction. Parents/Guardians have the right to appeal a suspension to the Principal, in the first instance, and/or to the Board of Management.

5. **Permanent Exclusion:** In extreme cases where a student is putting the health, safety, welfare and Wellbeing of students or staff at risk or persistently preventing other students from learning, it may be necessary to permanently exclude the student from the school. Exclusion procedures as outlined in the NEWB Guidelines will be implemented.

In many cases outside agencies would be involved in the decision. These agencies might include National Educational Psychological Service (NEPS) through the School Psychologist; Social Workers from the HSE or Child Guidance Clinics; the Gardaí, through the Juvenile Liaison Officer; National Educational Welfare Board (NEWB) through the local Educational Welfare Officer; or Psychiatrists, etc. Parents have the right to appeal against permanent exclusions and suspensions of more than an accumulated 20 days under section 29 of the Education Act, 1998 and the Education (Welfare) Act, 2000.

PE Participation

In order to address the growing concern over the fitness levels of adolescents we require that all our students bring suitable gear in order to fully participate in their PE classes/Sports modules throughout the year.

PE uniform (available to purchase in school in September) is required for all students from 1st to 6th Year.

SCHOOL POLICY ON BULLYING

All students of Malahide Community School have a right to enjoy a safe and happy learning environment. For this reason bullying in our school is totally unacceptable and will not be tolerated.

For the full updated policy please see the 'Policies' section of the school website; www.malahidecs.ie.

Bullying may be defined as repeated verbal, physical or psychological aggression conducted by an individual or group against others. More simply it may be described as any behaviour which takes the dignity away from another person. Repeated name calling or 'slagging' is a very common form of bullying. Another example would be deliberate isolation of another student.

Online / Cyberbullying

Online / Cyberbullying can be an extension of face-to-face bullying, with technology providing bullies with another route to annoy their target. However, it differs in several significant ways from other kinds of bullying - the invasion of home and personal space; the difficulty in controlling electronically circulated messages; the size of the audience; the false idea that the Internet is an anonymous space; and even the profile of the person doing the bullying and their target.

Cyberbullying, like all bullying, should be taken very seriously.
There are steps you can take to protect yourself:

1. **Always respect others:** Remember that when you send a message to someone, you cannot see the impact that your words or images may have on the other person. That is why it is important to always show respect to people and be careful what you say online or what images you send.
2. **Don't retaliate or reply:** Replying to bullying messages, particularly in anger, is just what the bully wants.
3. **Think before you send:** If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully and even be accused of cyberbullying yourself. It is important to think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online forever. Do you really want your teacher or future employer to see that photo?
4. **Save the evidence:** Learn how to keep records of offending messages, pictures or online conversations. These will help you show to others what is happening and can be used by the school, internet service provider, mobile phone company, or even the police to investigate the cyberbullying.
5. **Block the Bully:** Most responsible websites and services allow you to block or report someone who is behaving badly.
6. **Make sure you tell:** You have a right not to be harassed and bullied online. There are people that can help. Tell your school. Your teachers or tutor can support you. Tell a parent or an adult you trust. Tell the provider of the service you have been bullied on (e.g. your mobile-phone operator or social-network provider).
7. **Finally, don't just stand there.** If you see cyberbullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?
8. **Treat your password like your big secret.** Don't let anyone know your passwords. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you. Remember to only give your mobile number or personal website address to trusted friends.

MALAHIDE COMMUNITY SCHOOL'S
ANTI-BULLYING POLICY (Policy available on website)
  • In our school everyone is valued.
  • Difference of any type, religion, appearance, personality, sexual orientation, background or interests does not make it acceptable to bully a student.
  • The students of this school have the right to be themselves and the responsibility to treat others as they would like to be treated.
  • Silence allows people to suffer.
  • We speak out when we know we should.
  • If you are bullied keep telling until someone helps you.
  • A record of incidents will be kept.
  • Appropriate procedures will be followed in the event of any reported bullying incidents.
  • Students who persistently bully may be suspended or permanently excluded.

  You must not:

- HURT ANOTHER PERSON PHYSICALLY OR EMOTIONALLY –THREATEN OR INTIMIDATE DELIBERATELY EXCLUDE OR ISOLATE.

Digital Vision

Digital learning in Malahide Community School supports the effective, responsible and appropriate use of digital technology to enhance the teaching and learning within the school environment. It supports collaboration between staff, students and parents to make the learners' experience more engaging and to foster deep learning.

We promote whole school interaction with our Digital Learning Platform to encourage digital engagement by students and staff in order to embed greater digital literacy. We value the importance of understanding the impact of technology on society and actively promote responsible, respectful digital citizenship and self-management.

ICT Acceptable Usage Policy (AUP)
& iPad and eBooks Code of Behaviour

ICT Acceptable Usage Policy (AUP)

The role of **Information and Communications Technology systems** (ICTS) in MCS is to support and promote learning. The use of ICTS is a school resource and its use is considered as a privilege not a right. ICTS cover a wide range of resources and technologies; including; web-based and mobile learning. Whilst exciting and beneficial both in and out of the context of education, many ICTS, in particular web-based resources, are not consistently policed.

All users need to be aware of the range of risks associated with the use of these Internet technologies. MCS understand the responsibility to educate our pupils on eSafety issues and aim to teach the appropriate behaviours and critical thinking skills necessary to enable our pupils remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This AUP includes the use of all technologies owned by the school and by pupils and staff, whilst on the school premises. **This ICT AUP, the iPad and eBooks Code of Behaviour and the MCS Remote Learning Protocol (this can be found on the school website and has been shared via the school App) should be read carefully to ensure that the conditions of use are accepted and understood and signed**. Access to the school's systems will be denied to students unless this policy is signed by the student, their parents/guardians and their tutor. In relation to the use of the Internet and the Google Apps for Education accounts, all students must follow the code below:

Students will not:
o Intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
o Send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
o Reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
o Arrange a face-to-face meeting with someone they only know through emails or the internet.
o Download files or images not relevant to their studies
o Undertake any actions that may bring the school into disrepute
o Copy information into assignments and fail to acknowledge the source.
o Publish work of no educational value as decided by the classroom teacher.

o Publish work that that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

Students will:

o Report accidental accessing of inappropriate materials.

o Only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.

o Report any inappropriate or intimidating use of school email Accounts

o Will use the Internet for educational purposes only.

o only publish work in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

o Only publish work that is their own creation and that does not infringe on copyright laws.

o Pupils will continue to own the copyright on any work published.

Please Note:

- **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.**
- **Under no circumstance is an individual allowed to post a threat or to endorse a post that induces fear, intimidation or panic in any member of our School Community on Social Media or by any other means.**
- **The sharing of explicit images, texts or videos may incur serious sanctions up to and including exclusion.**
- **If any person is found to be recording, or otherwise using someone's image without a legal basis, then they are breaking the law, as well as the School's Code of Behaviour. A breach of Data Protection Law can carry legal consequences and not just consequences under the School Rules.**

The School's Web space:

• Will be monitored and checked to ensure that there is no content that compromises the safety of pupils or staff.

• The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not use a named identifiable image.

• The school website will avoid publishing the first name and last name of individuals in a photograph.

• The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

Non-school sanctioned Personal Devices:

• Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

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

Code of behaviour governing the use of iPad's and eBooks

The purpose of this code is to govern the use of iPads and ebooks by students in MCS. This code is informed by and serves as an extension of the following School policies: the School ethos, Code of behaviour and ICT acceptable usage policy. Respect is the fundamental core

principle upon which this code of behaviour is based. The role of the iPad in the school context is a tool to support learning.

General Use of Technology Rules: (For iPad etc. read Technological Device)
1. The school reserve the right to decide on the appropriateness of available Apps. Any Apps deemed inappropriate will not be permitted on students' iPads. Students and their parents will be advised of prohibited Apps. At present **Snapchat** and **YikYak** are prohibited.
2. Students are strictly prohibited from inappropriate use of the camera on the iPad. No video, image or audio recording are to be taken unless specified and supervised by a teacher. Breaching this rule is a serious disciplinary offence and may result in suspension.
3. The images, videos, music and apps on a student's iPad must be appropriate and in keeping with the school's ethos. Sharing inappropriate material, images or videos is a serious disciplinary offence.
4. As part of students' homework and school preparation their iPads must be charged fully each evening, ready for class the following morning. Students will not be allowed charge their iPads in school.
5. Students may not use their iPads to communicate with anyone, inside or outside school, unless directly instructed to do so by a teacher, during the school day.
6. An MDM (multi device management) profile has been installed on all Students iPads by Wriggle at deployment. Students are not permitted to remove it. Students are strictly prohibited from installing any other profiles such as VPN (virtual private network) or games emulators on their iPads.
7. iPads are not to be used in between classes or at break times or at any time where the teacher has instructed the class not to use them.
8. All iPads must be stored in a locked locker at lunchtime and during PE.
9. Students are responsible for the safety and protection of their own iPad and that it is kept away from liquids or likely damage. If the iPad is lost or misplaced.
10. No student should request the use of another student's iPad. Students should not swap iPads or lend their iPad to anyone.

iPad Classroom Rules:
1. iPads are only to be used for Educational use and in adherence with the MCS's Acceptable Usage Policy and as directed by the classroom teacher.
2. Only the apps specified by the classroom teacher are to be open during class periods.
3. The iPad should be kept flat on the desk at all times, or as directed by the classroom teacher.
4. Students should close all apps at the end of each class.
5. No video, image or audio recording are to be taken unless specified by the classroom teacher.
6. Students may not use their iPads to communicate with anyone, inside or outside school, unless directly instructed to do so by a teacher, during the school day.
7. Audio output from your iPad is only permissible when requested by the classroom teacher.
8. No student should request the use of another student's iPad.
9. Students may not swap iPads or lend their iPad to anyone.

Sanctions:

The following sanctions may be applied as a result of breaching the AUP, iPad and Use of Technology Code of behaviour. The application of these sanctions is at the discretion of the classroom teacher and the Year Head.

- Confiscation of the iPad
- Removing access to Wifi
- Removing access to an App or function of the iPad
- Deletion of an App
- Canteen duty
- Detention
- Suspension
- Exclusion

<u>Support Procedures:</u>

Technical Issues: If a student's *iPad* is not functioning students may:

- Bring their iPad to the Wriggle iPad clinic in school. The technician may be able to resolve the issue on the spot or may need to bring the iPad away for repair.
- Contact Wriggle via the '*Wriggle Help*' app installed on all student iPads and if necessary arrange to have the iPad collected from the main school office for repair and return. (appropriate packing material will be available from the main school office).
- Contact Wriggle via helpdesk@wriggle.ie
- Contact Wriggle by phone (01 5009060)

<u>SCIENCE LABORATORY SAFETY RULES</u>

Student safety is paramount when carrying out experiments in the science laboratories in Malahide Community School. The following laboratory rules are designed to ensure that students learn in a safe and healthy environment. Students must adhere to these at all times.

1. Students must not enter the laboratory unless a teacher is present.
2. Follow all instructions exactly as directed by your teacher.
3. Safety glasses should be worn at all times during practical work.
4. No eating or drinking allowed in the laboratory.
5. Long hair must be tied back during practical work.
6. Do not run or rush around the laboratory.
7. Take care when handling any chemicals. Chemicals should never be tasted and should only be used under the supervision of a teacher.
8. Take care when using the Bunsen burner. The gas taps must never be tampered with.
9. When heating a test-tube always point the mouth of the test-tube away from yourself and others.
10. All equipment should be cleaned and put back in its correct place after use.
11. Any accident, however slight or minor MUST be reported immediately to your teacher.
12. Students must always behave in a responsible manner at all times in the laboratory.

AGREEMENT TO THE CODES OF BEHAVIOUR

I have read, understand, accept and agree to the Code of Behaviour and School Rules of Malahide Community School, as outlined above, and I support the school and staff in their implementation.

(Including the Anti-bullying policy, AUP and iPad Code of Behaviour, MCS Remote Learning Protocol, Science Laboratory Rules, PE Participation)

Please note, that acceptance of the Code of Behaviour and School Rules is taken as a full commitment to abiding by their content and to supporting the school and staff in their implementation, including updates made on an ongoing basis.

If a Parent/Guardian has a query or objection to an update, this must be brought to the attention of the Principal, in writing, immediately.

Student's signature: _____

Date: _____

Parent / Guardian signature: _____

Parent / Guardian signature: _____

Date: _____

Witness

Tutor's signature: _____