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# A Brief Guide to Your Code of Behaviour

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## Respect

- ✓ **Respect** yourself.
- ✓ **Respect** all students, staff and visitors.
- ✓ **Respect** your property.
- ✓ **Respect** the property of others and the school.
- ✓ **Respect** the privacy of others by not using camera phones /cameras in school.

## Health & Safety

- ✓ Ensure your actions do not put **you at risk**.
- ✓ Ensure your actions do not put **others at risk**.
- ✓ Explain your **absences** from school with notes and follow the correct procedures.

## Uniform

- ✓ Wear your full uniform **properly** and with **pride**.
- ✓ Do not smoke while wearing the school uniform.

## Punctuality & Class

- ✓ Be **on time** for school/class.
- ✓ Be **fully prepared** for all classes (book, pens, homework P.E. gear etc.).
- ✓ Do your **very best** at all times

## Personal Development

- ✓ If you make mistakes/get into trouble accept any consequences willingly.
- ✓ Learn from your mistakes.
- ✓ Be proud of your achievements.



## CODE OF BEHAVIOUR – 2021/22



*Presentation Secondary School,  
Milltown, Co. Kerry*

Presentation Secondary School is a Co-Educational School under the Trusteeship of the CEIST (through the Presentation Sisters), based on the vision of Nano Nagle and Blessed Edmund Rice of bringing God's love to all people and is dedicated to an all round Christian education based on Gospel values.

Promoting positive behaviour and good discipline in the Catholic School is part of the moral guidance of students.

### **Ethos & Promoting Positive Behaviour**

Students of Presentation Secondary School are expected, at all times, to respect and adhere to Christian values. Students are expected to;

- Act justly
- Be honest and truthful
- Show a respectful attitude to teachers, fellow pupils, parents, secretary, caretaker and visitors to the school.
- Be courteous and concerned for the good of others
- Observe good manners at all times
- Show respect for their environment
- Co-operate actively in the work of Presentation Secondary School
- Non-platonic displays of affection/relationships are not allowed.

### **Purpose of the Code of Behaviour**

- 1) To instil a sense of self worth and self-respect.
- 2) To provide a classroom environment conducive to learning.
- 3) To develop socially acceptable behaviour by showing common courtesy and respect for the feelings of others
- 4) Every pupil has the right to the best education and therefore has the right to the best conditions that make this possible.
- 5) Consistent and effective promotion of positive behaviour, develop a good teacher-pupil relationship and encourage co-operation between home and school.
- 6) A policy promoting good behaviour and effective pastoral care will be adhered to in an effort to minimise the need for corrective discipline/sanctions.

## Discipline Procedures

Students of Presentation Secondary School, Milltown are expected to comply with the school's Code of Behaviour. Parents/Guardians of students are required to read the Code of Behaviour and indicate on the attached form that they and the student, have read, understood and agree with the content. Failure to follow the code outlined will result in the school taking action according to the discipline procedures and sanctions outlined in the Code of Behaviour.

The management and teachers of the school will seek to ensure, as far as possible, that the organisation, curriculum, teaching methods and general atmosphere of the school are such that disciplinary problems do not arise and the application of sanctions is called for as rarely as possible.

However, where a student acts in a manner prejudicial to the learning environment, good order or the interest/safety of others, the school has a right and duty to intervene where necessary and impose sanctions. The sanctions to be employed will depend on the nature and seriousness of the misdemeanour and care should be taken to avoid group punishments where possible.

Each incident/behaviour will be assessed individually in line with the sanctions outlined herein. Occasionally however, it may be necessary to take further and/or additional measures as well as those outlined in this code.

In all cases a written record will be kept of the misdemeanour and students will be afforded the opportunity to explain their behaviour and state their case.

### **Sanctions which may be used include:**

- **Reasoning with the student**
- **Verbal reprimand/correction** (*including advice on how to improve*)
- **Temporary separation from peers, friends etc.**
- **Detained to complete work/additional exercises during part of lunch break** (*max 20mins*)
- **Given appropriate & reasonable additional work to complete at home**
- **Lunchtime detention**
  - Teachers will inform parents of lunchtime detentions through the Student Journal and Year Heads through the 'Student Incident Recording System.' (VSware)
  - A double detention will be imposed on those who are late or a triple detention for those who fail to attend the original detention - failure to attend these will result in parents being contacted and the student being placed in After-School Detention (*in addition to the original lunchtime detentions*)
  - Only in exceptional circumstances & on written request from parents will a deferment be allowed.
- **Loss of privileges** - this may include not leaving premises at lunchtime, shortened break times,
  - withdrawal from trips/activities and/or other loss of privileges (*Year Head, Dep.Principal, Principal*)
- **After-school detention** - (*Year Head, Dep.Principal, Principal*)
  - In cases of persistent misconduct or serious incidents of misbehaviour the Principal/Deputy/Year Head may place a student in after school detention(s). Parents will be informed of the sanction by phone and in writing. Parents will be asked to ensure that the student has a suitable means of travelling home after detention.
- **Temporary removal from class** (*if issue/incident relates to in-class behaviour*)
- **Suspension from school**
- **Exclusion** (*via Board of Management*). Exclusion will only be considered after every possible effort to improve behaviour has failed & other sanctions in this code have been exhausted or if the seriousness of the offence justifies consideration of immediate exclusion.

The sanction(s) to be employed in any given situation will depend on the nature and seriousness of the misdemeanour. If a student refuses to accept the sanction(s) parents will be contacted.

If a parent/guardian refuses to accept a sanction(s) the Principal/Deputy Principal will meet with the parent(s) to discuss the issue further. Where an agreement still cannot be reached between the parent(s) and the school, the Principal will move to the next stage of sanctions as outlined above. If the parent continues to refuse to accept the sanction(s) and a further attempt at agreement have failed the student will be suspended. The parent/guardian will have the right to appeal the suspension to the Board of Management.

## Process

Incidents of poor/inappropriate behaviour will generally be dealt with in the first instance by the classroom teachers/supervisor. Where an issue is ongoing the subject teacher/supervisor may seek support/advice from the Class Tutor to assist in resolving the matter.

Where there is no improvement in the situation the class teacher will contact the parents/guardians via the student journal and/or by phone to discuss their concerns and seek parental assistance with a resolution.

Serious incidence/concerns and/or persistent misbehaviour may be referred to the Year Head.

Where ongoing issues cannot be resolved or are of an extremely serious nature, students may be referred to the Principal/Deputy Principal.

*In addition to the sanctions and process outlined here students will also be offered pastoral supports and assistance, for example referral to the school counsellor/guidance counsellors(s) and/or other outside agencies.*

## PUNCTUALITY & ATTENDANCE

1) Students are required to be on time for school/classes.

### 2) Arriving Late

Latecomers must;

- **Have a note from parents/guardians explaining why they are late (or submitted via app)**
- **Report to the School Office for a late slip.**

*Notes can be submitted in the student journal and/or via the school app.*

Persistent latecomers may be required to do detention and/or may be referred to the Year Head.

### 3) Leaving School Early

Students who need to leave school early must:

- Have a note from parents/guardians. *Notes can be submitted in the student journal and/or via the school app.*
- Report to the school office to await parental collection.

**All students must be collected from the School Office where the parent/guardian must sign the student out in the Attendance Book.**

4) Students who need to leave class during class-time must receive written permission from their teacher (*in Student Journal*).

5) No Junior student may leave the school grounds at morning break-time without permission from the Principal, Deputy Principal or Year Head.

6) First year students are not permitted to leave the school grounds during break/lunch.

**N.B.** Explanatory notes, written, dated and signed by a Parent/Guardian are required to;

- Explain a students **absence** from school on the day of his/her return (*Also available on school App*)
- Obtain **permission to leave** school during the day
- Explain **late** arrival in school
- Be excused from **PE** (*Students who are excused from physical participation in PE will be assigned a leadership role for the duration of their injury/illness.*)

*Notes can be submitted in the student journal and/or via the school app.*

**TRUANCY FROM CLASS/PART OF A DAY IS AN EXTREMELY SERIOUS OFFENCE  
& MAY INCUR SUSPENSION.**

*Under the Education Welfare Act (2001) all school have a legal obligation to notify the Educational Welfare Officer of frequent absenteeism.*

# UNIFORM

*The wearing of our school uniform promotes respect for self and one's peers. While in uniform our students represent our school community, we expect our students to be aware of the proud educational values of our school. This awareness should be reflected in the respect shown to the uniform.*

The following uniform is **obligatory** and is to be worn each school day unless specifically permitted not to do so.

## Girls

- Grey shirt
- Blue round-necked jumper
- Kilt (*mid-calf length*)
- Grey School Trousers (*specific style from supplier*)
- **Plain black** tights
- **Plain black** shoes or runners  
(*Soles may be white but rest of shoe/runner must be plain Black, including the laces. No open toe or high heel allowed.*)

## Boys

- Grey shirt
- Blue round-necked jumper
- Black trousers (*Style not to be altered or tapered*)
- **Plain black** shoes or runners  
(*Soles may be white but rest of shoe/runner must be plain Black, including the laces.*)

**NB. Please note all girls must have a school kilt which they will be required to wear for formal school occasions, events & trips**

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- 1) Official School uniform must be neat, tidy and worn correctly at all times.
  - 2) **Denim is not allowed under any circumstances.**
  - 3) School trousers style not to be altered or tapered.
  - 4) Kilts must be worn at mid-calf length.
  - 5) Piercings - Students may wear a small, single stud earring in each ear (*long or dangly earrings are not to be worn*).  
Students are not permitted to wear/display any other visible piercing/jewellery or tattooing. Facial/Bodily piercings, though not encouraged, must be covered with a plaster. All piercings must be removed prior to PE class as per PE policy.
  - 6) Wearing of makeup is not permitted.
  - 7) Students must remove outdoor jacket/tops/hoodies while inside the building.
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Students who are not in full school uniform for any reason must;

- Report to their Year Head before school.
- Have an **explanatory note** from parents which is signed by Year Head before going to class.
- The student must show to the teacher at the beginning of each class. (*In such cases **denim is not to be worn** as substitute clothing*)
- Students who are not in full school uniform **must not leave** the school premises at **break/lunch**

Persistent breaches of the uniform code may incur further sanctions including debarment from class until the Year Head meets with the student's parent(s)/guardian.

Students who cannot wear school uniform for extended periods due to medical reasons will be required to submit a medical certificate to this effect.

Once a student is present in school, they are required to bring in their PE gear, change and partake in either a non-physical or leadership role in their PE lesson.

## SCHOOL PROPERTY

All students are expected to work towards maintaining a caring and co-operative spirit in the school. Any deliberate damage to school property or that of any member of the school community will require restitution.

1) Students are expected to help maintain cleanliness in their classrooms.

2) Any form of **eating/drinking** during class is **prohibited**.

Students may only eat in the canteen/GP area, during break and lunch.  
Soft drinks in cans are not permitted in school.

3) **Vandalism, graffiti, theft or damage** to **school property** are serious offences and will incur the following;

- **Parents** will be contacted
- Compensation for damages may be sought.
- Other sanctions listed in this Code may be applied

4) **Chewing gum** and use of liquid Tippex is strictly forbidden. Tippex rollers are permitted

- Chewing of gum will result in lunchtime detention.

5) **Rented books** must be kept in good condition.

- Students who fail to do so or who lose the books allocated to them will be required to pay the cost of replacing the book to the School.

6) **Student Lockers** are school property and must not be misused, deliberately damaged or defaced in any way.

- Where lockers are vandalised/misused students will forfeit the privileged of renting a locker
- Student are responsible for ensuring their locker is locked at all times.
- Students must ensure their locker is left empty and clean at the end of the school year.
- Students are responsible for the security of the locker pin code and must not share this with anyone else.

# STUDENT PROPERTY & EQUIPMENT

- 1) Each student is responsible for his/her own property. All personal belongings must be clearly marked with owner's name. (e.g. uniform, jackets, books, etc)
- 2) Each student must have the following each day;-
  - Student Journal
  - Correct textbooks/equipment for each class
  - Fully completed homework
- 3) **Mobile Phones / Electronic Equipment**
  - Mobile phones must be **switched off** and **placed in lockers** as soon as students arrive in school every morning.
  - **Phones MUST remain in lockers until the end of the school day.**
  - **Students MUST NOT use their phone and/or have their phone on their person during the school day.**
  - **Students in breach of this rule will have their phone confiscated until the end of the school day.**

Students who are repeatedly in breach of the above mobile phone rule may be placed in detention and/or suspension may be implemented.

## **Cameras, Camera-Phones & Media Devices**

- Using a phone/camera/media device to take pictures/recordings during school time or on school activities without specific permission from a teacher, is an infringement of privacy and is therefore not permitted.
- Students must not use/publish/upload images, comments and/or photos of other students or staff without specific consent from the individual(s) concerned.
- In the interest of personal privacy students who engage in the above activities may incur suspension.

**Parents/guardians who need to contact students while they are in school  
MUST do so via the School Office.**

**Students who need to contact parents while they are in school  
MUST also do so by using the phone in the School Office.**

## **Other Electronic Equipment**

MP3 players, cameras, camcorders and other audio/video/gaming equipment are not to be used during school hours or on school property.

- Such equipment will be confiscated until the end of the school day.

## **Valuables**

Students are advised **not to bring valuable items** to schools. (*Including valuable jewellery, equipment, clothes and footwear*)

- A box is available for watches, jewellery, money etc during P.E. class and all students should ensure they have deposited such items in this box.
- The school cannot accept responsibility for items lost on the premises.

## HEALTH, SAFETY & WELLBEING OF STUDENTS

- 1) In order to help ensure that all students can feel comfortable and safe in the school environment **students must keep company with other students from their own year group only**. This is to help avoid perceptions of and/or actual intimidation and social difficulties between year groups and individuals.
- 2) Students must remain inside the **specified town boundaries** at all breaks, and before and after school. All students are made aware of the acceptable town boundaries. Students who leave the specified boundaries at these times will be debarred from leaving the school premises during all breaks for a period of two weeks
- 3) Students must walk their **bicycles** on school grounds at all times.
- 4) Interference with **fire alarms/extinguishers** is illegal and will be treated as a serious offence carrying a minimum fine of €20 and/or further sanctions.
- 5) **Cigarette smoking/vaping**, or smoking, possession, consumption, inhalation or otherwise taking of drugs or alcohol or any harmful/mood altering substances **while in school uniform or on school activities, is strictly forbidden**. Any attempt to encourage or involve others in such activities is also prohibited.

Students caught smoking/vaping will incur the following sanctions;

- Parents will be informed.
- Debarred from leaving the school premises during all breaks for a period of two weeks.
- After-school detention
- Subsequent offences will merit suspension.

Students who are in the company of those who are smoking/vaping will be given a verbal warning. Subsequent incidents of smoking/vaping or being with a student who is smoking will then result in loss of break/lunch privileges and parents will be contacted.

Incidents involving possession, use of, or intoxication from alcohol, drugs or illegal/harmful substances will necessitate the following;-

- Student(s) will be removed from class immediately.
- Parents/guardians will be sent for.
- Such incidents will result in suspension pending a full investigation, after which further sanctions may be applied. This may include a further period of suspension or exclusion. *Each individual case will be assessed and the approach level of sanctions will be used according to the seriousness of the incident and the extent of the student's involvement.*
- The Juvenile Liaison Officer of An Garda Síochána will be informed of all drugs or substance abuse related incidents.
- Where appropriate relevant support agencies will also be contacted and students may also be required to speak with the school counsellor.



## **Anti-Social Behaviour / Fighting / Bullying / Intimidation**

Threatening and/or dangerous behaviour towards any member of the school community will not be tolerated.

Physical fighting, including but not limited to hitting, kicking, pulling, pushing wrestling in school is unacceptable as it poses a risk to all students involved.

Pretend fighting/wrestling or physical ‘messing’ can also pose a serious risk to the safety of others, albeit unintentional, and for that reason is also unacceptable.

Bullying behaviour and/or intimidation will be dealt with in accordance with the school’s Anti-Bullying Policy/Charter.

Behaviour, in person or through social media/technology, which poses a risk to other members of the school community or prevents others from experiencing school in a safe and comfortable environment is unacceptable.

All students must sign-up to and adhere to the school’s Anti-Bullying Policy/Charter.

The following serious offences may necessitate parents being sent for and may result in suspension of those involved and/or other sanctions outlined in this code.

- a) Bullying/Intimidation, in person or through social media/technology.
- b) Fighting (including pretend fighting/wrestling/physical ‘messing’)
- c) Disrespecting members of staff.

Repeat offences may incur the more serious sanction of referral to the Board of Management for exclusion.

## **Classroom Procedures**

Students are expected to act in a calm, safe and respectful manner when in a classroom.

All students should;

- Line-up outside a room in single file along the wall outside the classroom. Students may not enter the classroom until their teacher is present.
- Go immediately to their allocated seat and take out their books for that class.
- Place their Student Journal on the desk at the start of each class.
- Have all books & equipment required for each class. (*Students may only go to their lockers at the following times:- before school, break, lunch and after school.*)
- Place all chairs neatly under the table at the end of each class, so as to avoid accidents and congestion.
- Ensure the space in which they were working is clean and tidy before leaving the room.
- Students are not to open windows or adjust blinds without the teacher’s permission.

# SUSPENSION / EXCLUSION

(from Admissions Policy)

There may be cases of unacceptable behaviour where it will be in the best interests of the school community/ or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and exclusion are the options available to the Principal and/or the Board of Management in these situations.

The Principal has the authority, under the Articles of Management for Secondary Schools, to suspend “*any pupil for a limited period and shall report any such suspension to the Board of Management at its next meeting*”. [Article 19(b)]

If, in the judgement of the Principal, a student should be permanently excluded, the “*Principal shall refer the matter to the Board of Management for the decision*”. [Article 19(c)]

The Board of Management and the Principal will exercise this authority having regard to their responsibilities to the whole school community and to the principles for procedural fairness.

Depending on the nature and extent of the misbehaviour the support of other agencies, such as the National Education Welfare Board or the National Educational Psychological Service, may be sought by the Board of Management.

## SUSPENSION

Suspension allows students time to reflect on the behaviour which led to suspension, to acknowledge and accept responsibility for their behaviour and to accept responsibility for changing their behaviour to meet the school’s expectation in the future.

Suspension may occur as a result of ....

- a) A single/small number of incidents of a serious nature      b) On-going unacceptable behaviour

a) Parents will be asked to meet with the Principal to discuss the incident(s). The suspension can then be formalised in line with the procedures outlined in this policy.

b) Suspension for on-going unacceptable behaviour will usually only occur after the school has:

- ❖ Ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented.
- ❖ Ensured relevant support personnel (internal and/or external) have been involved where appropriate.
- ❖ Ensured that discussion has occurred with the student and parent/guardian regarding specific behaviours which the school considers unacceptable and which may lead to suspension.
- ❖ Recorded previous sanctions/actions taken.

## Suspension Procedures

- ❖ The Principal (or in the absence of the Principal, the acting or Deputy Principal) makes the decision to suspend based on the rules and procedures set out in the Code of Behaviour.
- ❖ The student is informed of the reason for the suspension and is given an opportunity to respond.
- ❖ Except in extremely serious circumstances, the student will be supervised or remain in class until the suspension takes effect. Students will generally not be sent home during the school day unless they are collected by a parent/guardian.

The parents/guardians will be invited to the school for a meeting at which they will be informed of the reason(s) for the suspension and will be given an opportunity to respond, before the suspension is formalised. The parents/guardians will also be informed of the suspension in writing.

- ❖ In some circumstances the Principal may need to suspend immediately. Such incidents may include, but are not confined to, aggressive or intimidating behaviour, violence or the threat of violence,

presence of weapons, illegal drugs, serious disrespect to a member of staff, potentially putting students/staff/themselves at risk or threatening to do so etc.

If the suspension is to be immediate (eg in the interests of health & safety) parents/guardians will be informed by phone where possible, followed by written confirmation.

- ❖ The formal letter of suspension will include:
  - Notice of the suspension as well as the effective date and duration of the suspension;
  - Reason(s) for the suspension
  - Expectations for the students while on suspension (for example; consideration of their behaviour & the consequences, study etc) as well as requirements which need to be in place when they return to school, where deemed necessary (for example; commitment to improved behaviour/attitude, written apology, completed assignments etc)
  - Importance of parental assistance in resolving the matter and a statement that the student is under the care and responsibility of their parents/guardians while on suspension;
  - In cases where suspension is longer than 6 days or the student has been suspended for 20 days or more in the school year, a statement that the Education Welfare Board has been informed
  - In cases where the suspension is for a period of 7 school days or more\* a statement informing parents/guardians of their right to appeal in writing to the Board of Management.
  - In cases where consideration is being given to exclusion, this should also be included.

### **Removing a Suspension**

Grounds for removing a suspension may include:

- ❖ The Principal and/or the Board of Management may agree that another sanction be applied after discussion with parents/guardians
- ❖ New circumstances come to light.
- ❖ Other grounds/information affecting the case.

### **Length of Suspension**

The Principal will decide the length of time a student will be suspended for. If a student is suspended for a period of 6 days or more, the Principal must inform the local Educational Welfare Officer.

If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal must inform the Education Welfare Officer.

### **Appeals Procedure**

The nature of school life and timescale required to convene a Board of Management meeting mean that formal appeals to the Board of Management on short suspensions issued by the Principal are often impractical. In such cases the suspension will be implemented, but parents have the right to appeal short suspensions (*less than 7 days*) in writing, in order that the suspension record be removed from the students file, if the appeal is upheld.

A formal written appeal may be made in the case of long suspensions (7 + days)\*. Appeals must be made in writing to the Board of Management through the Secretary to the Board of Management.

The appeal will be considered by either the entire Board or a Sub-committee of the same. The school may insist that the student remain at home while any appeal on a suspension is in process.

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## EXCLUSIONS

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Exclusions will only occur after the school has;-

- ❖ ...ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented;
- ❖ ...ensured support personnel (internal and/or external) have been involved where appropriate;
- ❖ ...ensured that discussion has occurred with the student and parent/guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to exclusion;
- ❖ ...provided verbal and written warnings at appropriate times detailing the student's behaviour and the schools expectations of the student;
- ❖ ...recorded previous sanctions/actions taken and copies of all correspondence retained.
- ❖ ...informed parents/guardians of the Principals intention to recommend exclusion to the Board of Management.
- ❖ ...provided the parents/guardians with a full copy of the Principal's submission regarding the student's behaviour and the case being made to the Board of Management.
- ❖ ...invited the parents/guardians to a Board of Management meeting and invited them to make a response (written or oral).

.....and the Board of Management has;-

- ❖ ...received a written submission from the Principal recommending exclusion.
- ❖ ...received a response (written or oral) from the parents
- ❖ ...examined all the relevant documentation and considered the student's record in the school
- ❖ ...taken legal/expert advice where appropriate.
- ❖ ...discussed the case in detail
- ❖ ...considered all relevant matters, including the impact of behaviour on the school community as a whole.
- ❖ ...made a final decision to exclude the student
- ❖ ...communicated the decision to the parents formally through the Secretary of the Board of Management by registered post.
- ❖ ...informed the Education Welfare Officer under Section 24(1) of the Education Welfare Act(2000)
  
- ❖ ...the formal letter of notification will include the following:
  - Notice and the effective date of the exclusion.
  - Reasons for the exclusion.
  - A statement that the Education Welfare Board has been informed of the exclusion.
  - A statement that the student is under the care and responsibility of their parent/guardian for the period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student.
  - A statement informing parents/guardians of their right to appeal (*Section 29 - Education Act 1998*)

The school may insist that the student remains at home while the exclusion process and/or any related appeal are concluded.



# Code of Behaviour Acceptance Contract



*Presentation Secondary School,  
Milltown, Co. Kerry*

**I have read the rules for the school year 2021/22 as outlined in  
the Code of Behaviour.**

~ ~ ~

**I accept that the rules contained in the Code of Behaviour are necessary for  
the smooth and effective running of the school.**

~ ~ ~

**I accept that the Code of Behaviour applies to all students taking part in  
school activities regardless of time, venue or the student's age.**

~ ~ ~

**I acknowledge that the school has a duty to enforce these rules,  
and that the school may take such appropriate steps as it  
decides in order to enforce them.**

~ ~ ~

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Name of Son/Daughter	Class	Student Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please read the Code of Behaviour carefully before  
signing the above form and returning it to the school.**



CEIST

Catholic Education  
An Irish Schools Trust





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# ACCEPTABLE USE POLICY

## FOR ACCESS TO COMPUTER AND INTERNET FACILITIES

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The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's IT resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### General

- All pupils require permission from a teacher to use the Internet.
  - Internet sessions will always be supervised by a teacher.
  - Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
  - The supervising teacher will monitor pupils' internet usage.
  - Students will be made aware of internet safety issues by their teachers.
  - Uploading and downloading of non-approved software will not be permitted.
  - Virus protection software will be used and updated on a regular basis.
  - The use USB memory drives with school equipment requires a teacher's permission.
  - Students must not use, publish or upload images/photos/comments of/about other students or staff without specific consent from the individual(s) concerned.
  - Students are required to follow this AUP and the protocols detailed in the school's Remote Learning Policy at all times when using the Pres Milltown MS Teams platform. This includes periods of remote learning from home and when using MS Teams during regular school time and/or school holidays.
  - Students are not permitted to have smart devices in school, other than their phone which must be kept in their locker at all times as per the Code of Behaviour.
- NB. Students are advised against bringing any valuable items to school (including phones) and the school does not accept responsibility for any damage, loss or theft of valuable items.

### World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable and inappropriate materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise their own personal information or images online.
- Students will not disclose or publicise the personal information or images of others.
- Students will not comment, post images or respond to posts which could be regarded as disrespectful to other students, staff or other members of the school/local community.

*Internet Content Filtering is now centrally controlled by NCTE (National Centre for Technology in Education). The content filtering option currently adopted by the school allows students to access a wide range of websites including educational, cultural and general interest categories while blocking potentially liable, objectionable or controversial content.*

## **Email**

- Students will use approved class email accounts under supervision by and permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to upset, annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

## **Internet Chat / Social Media**

- Students do not have permission to access chat rooms and/or social media sites while on school premises.
- Students are informed of the risks associated with social media and chat apps along with the potential for cyber bullying via these modes of communication.

## **Use of Information and Communication Technology (ICT) Equipment**

- Students must respect all computer/IT equipment available in the school.
- The computer room and all other locations where computer equipment is made available must be kept clean and tidy at all times. Seating and desks in these areas must be used and maintained properly by all students with access to them.
- Any use of a piece of hardware for a purpose other than that for which it was provided by the school, will be considered misuse/abuse of that item.
- Removal of any piece of hardware from its designated location except under the express instruction of a staff member will be considered theft.
- Students must respect all software available in the school and ensure they do nothing to make that software unavailable to or harmful to other users.
- Students will not introduce software from outside the school environment via any medium except with the express permission of a staff member. It will be the responsibility of said staff member to ensure any such software is virus free.

## **Sanctions**

- Failure to observe any of the above clauses or deliberate breaches of the school's policy in relation to internet Use and use of ICT equipment will lead to a user being refused permission to avail of the school's ICT equipment and facilities indefinitely. Where such use may be deemed a necessary part of a course being undertaken by that user an arrangement will be made between school management and parents/guardians.
- Furthermore, this policy will form part of the School's Code of Behaviour. Failure to comply with it will be treated as a disciplinary issue and depending on the nature of the offence, may incur any of the sanctions set out in the Code of Behaviour.
- The purpose of this Acceptable Use Policy is to ensure a safe, secure and efficient learning environment for all our students.





# Anti -Bullying Charter

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Presentation Secondary School,  
Milltown, Co. Kerry



Bullying is the act of being unkind, overbearing and/or domineering of one or more person(s) to another. Bullying happens when one or more people keep picking on another person over a period of time. It can involve

- ❖ Physically harming a person/beating someone up
- ❖ Constantly verbally abusing a person/name-calling/slagging/jeering a person
- ❖ Deliberately ignoring/excluding a person/making them feel left out
- ❖ Participating in online activities which isolate, intimate and/or humiliate others and prevent them from feeling safe and happy at school.

Bullying is a serious issue which can prevent students from progressing and being happy at school. It can also interfere with their social development and life outside of school.

It is the policy of Presentation Secondary School to ensure, as far as is possible, that no student or member of the school community shall be the victim of bullying.

Teachers in our school have always shown a positive and caring attitude to students in their care and will continue to do so. Great care will be taken when dealing with the victim of bullying and also when dealing with the bully. However, sanctions will apply where necessary.

It is hoped/encouraged that students who encounter bullying in school, either as a victim or as an observer, will seek help by communicating such information to a trusted friend, a teacher, Year Head, the Deputy Principal or the Principal, in a confidential manner. This communication is for the betterment of all parties concerned and to help to maintain the important sense of community that gives this school its strength and character.

<b>Rights</b>	<b>Responsibilities</b>
<p>I have a right to be:</p> <ol style="list-style-type: none"> <li>1) Safe in school</li> <li>2) Physically safe</li> <li>3) Expect my property to be safe in school</li> <li>4) Free from all forms of verbal bullying</li> <li>5) Free from extortion</li> <li>6) Free from emotional bullying</li> <li>7) Free from any hurtful remarks regarding person, ethnicity, religion and culture</li> </ol>	<p>I have the responsibility to ensure that:</p> <ol style="list-style-type: none"> <li>1) Our school is a safe &amp; secure place for others.</li> <li>2) Others are physically safe</li> <li>3) The property of others is safe</li> <li>4) Others are free from verbal bullying</li> <li>5) Others are free from extortion</li> <li>6) Others are free from emotional bullying</li> <li>7) Others are free from any hurtful remarks regarding person, ethnicity, religion and culture.</li> </ol>

*I, as a students in Presentation Secondary School. Milltown, am aware of what bullying is and how detrimental bullying is to an individual and the entire school community.*

*I will not partake in bullying behaviour of any sort nor will I stand idly by if I am aware of bullying occurring.*

Signed :- ..... Date:- ..... Year Group :- .....



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