Acceptable Use Policy

A policy outlining procedures regarding use of Technology and Internet across the school community in St Anne's School 17674B

Jan 21

Acceptable Use Policy: Internet, Remote Learning and ICT Practices

In the spirit of our school motto, "Mol an Óige agus Tiocfaidh Sí", we at St Anne's endeavour to provide the children with a wide and varied educational experience.

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It enhances learning by linking what is learned in the classroom to the wider world. It can develop children's problem-solving skills, independent research skills and promote life-long learning. It can protect and centralise school information. However, such a resource must treated with respect and its use guided carefully.

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's internet, that ICT resources are utilised in a safe and effective manner, that teachers are given clear guidelines to support appropriate internet usage and that teachers have access to safe cloud storage for school information.

Internet use and ICT devices are considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined by the school's behaviour policy – will be imposed.

It is envisioned that school will revise the AUP every three years. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. Note: This policy has been reviewed in light of Covid restrictions (Sept 2020 and Jan 2021)and increased use of technology to support remote learning.

Related Policies

- Behaviour Policy
- Communications Policy
- Anti-bullying Policy
- Dignity at Work Policy
- Health and Safety Policy
- Child Protection Policy: Report all Child Protection concerns to the DLP (Mary Manley). In the event that the DLP isn't available, report concerns to the Deputy DLP (Aoife O'Connor)

School Strategy

When using the internet or any ICT technology (using school laptops/iPads/Chromebooks etc) pupils, parents, staff and volunteers/visitors) are expected

- To treat others with respect at all times.
- Any reported incidents of cyber bullying will be investigated and dealt with within the framework of the school's Anti-Bullying policy.
- To treat all equipment with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

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

General

- Internet sessions will always be supervised by a teacher
- No child shall enter the computer room unless accompanied by, or under the explicit instruction of, a teacher
- PDST Technology are responsible for filtering the internet content coming into the school (Level 4 protection) in order to minimise the risk of exposure to inappropriate material
- Students will be taught about internet safety and device management
- Teachers will be provided with training in the area of Internet safety annually
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis (GDK monitoring agent, Apple technology, Panda Antivirus)
- Students will not use USB memory devices in school
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute e.g. trespass in another user's folders, work or files; retrieve send, copy or display offensive messages, pictures or other digital media; use obscene or offensive language; use another user's password;
- Students will treat school ICT equipment with the utmost respect and undertake not to knowingly cause damage to computers, laptops, iPads, Chromebooks, Lego WeDo and Beebots or any other equipment, computer systems or networks; cause any form of vandalism to the machine or the work of others including the uploading or creation of viruses. Deliberate damage to any device will be dealt with under the Behaviour Policy.
- The use of CD-Roms or other digital media in school is strictly teacher led
- A framework for ICT use is currently used to give structure to and promote skills development in ICT and Internet use. An overall ICT plan is in the process of being designed to support integrating ICT into the curriculum

Parental Responsibility

Parents may allow their children to access the internet for school purposes at home. The school is aware that parents may choose to organise communication through class messenger apps (e.g. Whatsapp) independent of the school. Parents may also wish to photograph their children at significant events in their child's school career.

Parents are reminded that

- The school will not release any personal data, including phone-numbers or addresses, relating to any families of children in the school other than fulfilling Department of Education requirement
- The school is not responsible for how parents share data amongst themselves
- Parents are expected to supervise their children when they are accessing the internet for school purposes at home
- Parents are responsible for their own on-line behaviour

- All communication in the context of the school should be in line with the school's Anti-Bullying and Dignity at Work Policies
- Any form of Cyber-bullying will not be tolerated in St Anne's. We advise the following:
  - Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
  - It should be noted that placing a once-off offensive or hurtful message, image or statement on a social network of other public forum where that message, image or statement can be viewed/or repeated by other people will be regarded as bullying
  - In some cases, cyber-bullying is a crime
  - The school will support students, teachers and parents in dealing with cyberbullying in line with Child Protection Procedures and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.
- Positive use of technology will be encouraged; students will be informed about good netiquette and personal safety issues. Students' will be made aware of their rights and responsibilities online and made aware that the internet is not a private place. They will be encouraged to report any cyber bullying which they witness
- The "household exemption" from Data Protection allows parents to photograph **their own children** at significant school events. The parent is responsible for the processing of this data.
- In the event that a parent has captured the image of another child along with their own, in the photograph, the parent is reminded of the other child's right to privacy and child-protection. Therefore, the school requests that photos from school events are never uploaded on social media or on view in the public domain. Should this not be respected, the parent of the vulnerable child is within their rights to pursue the matter with the relevant authorities.
- Parents are referred to the Appendix on Remote Teaching and learning and the Schools Protocol's for same

Organisation and Management

- Staff will select sites which will support pupils' learning. Pupils may be given detail of suitable sites to extend their learning at home as and when appropriate. The PDST Technology in Education will advise on and apply filters.

Internet

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- School stakeholders need to also promote the Students will report accidental accessing of inappropriate materials in accordance with school procedures
- Students will use the Internet in line with their identified educational goal and/or need
- Students will never disclose or publicise personal information

- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- 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

Internet chat and E-mail

- Student communication over the internet can only be teacher-led
- The Digital Age of Consent in Ireland is 16. Primary school children should not be using social media. This applies to apps such as Facebook, Twitter, Instagram, Whatsapp, Kik, Facebook Messenger, Snapchat, Youtube and many more.
- Chat rooms, discussion forums and other electronic communication forums will only be used for approved educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity
- If necessary, students will send any mail via their teacher's work e-mail
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to 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 e-mails or the internet

School Website

Please note that the following points apply to the school's web site and any possible future social media profiles, including but not limited to Facebook, Twitter, YouTube, Weebly etc.

- Students articles, projects, artwork or school work can be uploaded on school platforms by the teachers only
- Students' work will be published with permission from the author and be in the public domain for viewing
- The website will be regularly checked by the ICT Coordinator for Projects (Barry O'Leary) and the Principal to ensure that there is no content that compromises the safety of students or staff
- Parents and guardians will be required to sign the school's standard permission form to authorise use/publication of photographs, audio and video clips of school group activities when deemed appropriate by the school.
- The school will ensure that the image files are appropriately named i.e. will not use the students' names in image files or ALT tags if published on the web
- Personal student information including full names, home address and contact details will be omitted from the school web pages
- Content focusing on individual students will not be published on the school website without parental permission.

ICT Platforms

- Some class teachers may choose to use a platform (e.g. Seesaw etc) for assessment and student engagement purposes
- Any chosen platform must be approved by the Principal
- The use of a platform will be in line with the educational needs arising in particular classes and for the benefit of the children in the class
- The use of ICT platforms is not intended for two-way communication with parents. Structures already in place for communication between home and school are included in the Communications Policy and should be maintained for the purpose of consistency and clarity

Coronavirus Outbreak 2020:

In light of the extraordinary circumstances experienced from March 2020, the use of SeeSaw has been increased to support home learning. Since January 2021, Microsoft Teams is being used to support meetings with classes

*Please see Appendix for Approach to Remote Learning and Protocols on Use of Online Platforms

Personal Devices

- Students using their own technology in school, excepting that which is used under the instruction of a teacher, is forbidden and in direct breach of the school's AUP
- Examples of such activity include but are not limited to – leaving a mobile phone turned on or using it in class, sending nuisance messages, accessing obscene, illegal, hateful or otherwise objectionable materials, or the unauthorised taking of images with a mobile phone camera, still or moving
- In the event that a child brings a mobile phone to school, the phone should be given to the secretary (Nóra) before the child goes to the assembly in the morning. It may be collected as the child is leaving the school that evening.   This also applies to tours and outings.
- Personal devices (e.g. mobile phones, handheld gaming devices, Nintendo DS etc) that access the internet or contain cameras are not allowed.
- Visitors to St. Anne's NS will be discouraged from using mobile devices to record/photograph the children during events in line with our Data Protection policy without prior permission.
- Staff/people employed by the school/student teachers/volunteers/parents etc. who breach the acceptable use of personal devices may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.
- As opportunities spontaneously present during the school day, staff are allowed to use mobile phones as recording devices to show best practice and children's work. Images are for professional use only. Staff will endeavour to process the images before leaving the school and will delete the images from their personal device upon their use.

Cloud Storage

Office 365

- 3rd to 6th class children *may* have access to cloud storage through Office 365
- Usernames and passwords will be generated by ICT Coordinator (AOC) and circulated to children at the beginning of the year
- Students will be responsible for their own passwords. They will not share their passwords.
- Students will never invade the privacy of another child by accessing another's account
- Teachers will have access to all children's passwords and accounts and may access these accounts at any stage
- Only school related documents may be stored in this facility with the permission of the class teacher
- Students may access work, begun in school, at home with the permission of the teacher on Office 365

Google Classroom

- 3rd to 6th Class children have access to 30 Chromebooks for use in school
- Each Chromebook has an online account with a password known only to their teachers. Teachers can view all work completed on the Chromebooks at any point.
- Each child is a assigned a particular Chromebook at the start of the year and will use only this Chromebook for the year. They will have their own folder in which to store all their work during the year.
- Once teachers sign into this account, it allows children access to the Google Suite including Docs, Sheets, Slides and Google Cloud Storage.
- Students will never invade the privacy of another child by accessing another's account.
- Only school related documents may be stored in this facility with the permission of the class teacher.

Aladdin

- Online data related to parents and students is stored centrally on Aladdin
- Permission to store data and communicate with parents through Aladdin is sought upon the child's enrolment
- Data is password protected
- Online reports, payments and granting permissions can be facilitated through Parent Access
- General school and class communication from school to parent can happen through messages sent with Aladdin (see Communications Policy)
- Aladdin use is developed annually and now includes use of the platform to get parental permission for various activities and approaches in St Anne's

Assistive Technology from the NCSE (Circular 0010/13)

- In limited cases, assistive technology may be recommended by health professionals to support pupils whose degree of physical and/or communicative disability is such that without technological support it will not be possible for them to access the school curriculum.
- In the case that a personal ICT device is recommended, an application will be made for grant funding by the Special Educational Needs Coordinator (SENCO), Aoife O'Connor.
- Should the application be approved, by the Special Educational Needs Officer (SENO) in the NCSE, the purchase and set up of the laptop will be organised by the SENCO and provided to the child.
- Although equipment is sanctioned to support a particular pupil, the equipment is sanctioned to a school and will, as a general rule, remain the property of the school and be available for allocation to other or subsequent pupils with similar disabilities subject to the provisions of Section 14 of Circular 0010/13 regarding the transfer of equipment between schools.
- In the event that a SENO deems the equipment should move to another school with the child, the equipment becomes the responsibility of the new school.
- Equipment purchased should normally be kept in the school. However, the pupil in question may, with the consent of the management authority, use the equipment at home. In this case, the school remains the administrator of the equipment.
- The student and the class teacher will be responsible for maintaining adequate charge in these devices.

Responsible Reporting

Appropriate conduct on the school premises is the responsibility of every member of the school community.

In the event that a child protection concern arises, a report should be made to the DLP (Mary Manley). In the event of the absence of the DLP, reports should be made to the Deputy DLP (Aoife O'Connor)

In the event that there is a concern relating to misuse/mistreatment of devices and or breach of privacy, a report should be made to the either ICT Coordinator (Aoife O'Connor or Barry O'Leary), who will then report directly to the Principal (Mary Manley)

Legislation

This school may provide information to relevant parties, with regard to use of the Internet, under the following legislation, which teachers, students and parents should familiarise themselves with:

- GDPR Legislation, 2018
- Children First National Guidance for the Protection and Welfare of Children 2017
- Children First Legislation, 2015
- Data protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998

- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

Given the pace at which internet use is progressing and devices are changing, the school will keep two-way lines of communication open with parents. We welcome any information parents have and we will inform parents if something comes to our attention be it in/out of school

Training and other inputs may be organised for staff, parents and children in the area of Internet safety (e.g. talks, posters, Safer Internet Day, incidental teaching when using computers)

Filtering is advised by the PDST Technology in Education, the national agency for internet and broadband usage

All teaching devices are encrypted with Bitlocker and generic passwords

All cloud storage (Aladdin/Office 365/Google Classroom/Seesaw) is password protected

Active devices are logged annually

All teaching devices and some student devices are monitored by anti-virus and updated (Windows updates) automatically by GDK Network systems (*current* support providers)

Efficient running of hardware and software is supported by remote support from GDK Network Systems. The main storage facility for non-cloud storage is backed up by GDK Network Systems

Sanctions

Misuse of the Internet will be in breach of the school's Behaviour Policy and will result in such consequences including written warnings, withdrawal of privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities

Ratified by the Board of Management on _____ Date

Signed _____

      Chairperson of the Board of Management

Signed _____

      Principal

APPENDIX 1- Website Security

Website security

- The website uses SSL/TLS with a "B" rating from Qualys - all data transferred between users and the website is encrypted
- User passwords are hashed using an industry recommended hashing algorithm and are never exposed in plain text
- The information we store is relevant for the website to function, there is no unnecessary/unused data being collected
- We do not store sensitive or personally identifiable information
- Login attempts are monitored and throttled to prevent brute force attacks
- Applications running the website are updated frequently and security patches are applied automatically
- The content management system follows the Principle of least privilege (PoLP) - each user only has access to the features/operations they are authorised to perform
- The content management system features Role-based access control (RBAC) - user permissions are assigned/determined by their role
- The web server hosting the website can only be accessed over the Secure Shell protocol (SSH) - password authentication has been disabled and login is only possible using public/private key authentication
- The web server hosting the website uses non-default ports and non-default configurations
- We also have a data breach procedure. In the event that a data owner, technology staff member, or Information Technology Services representative identifies a potential data breach, the following procedure will be enacted:
  - Start to record a timestamped log of events from this point on (for use by the Office of the Data Protection Commissioner if requested)
  - Assess the extent and severity of the breach
  - Identify who and what has been affected
  - Assess how the data could be used against the victims
  - Identify and patch the breach point
  - Notify affected users
  - Change all system passwords
  - Inform all users to change their passwords
  - Contact and inform the Office of the Data Protection Commissioner

Appendix 2- Remote Learning Approaches

Introduction:

In response to this time of uncertainty regarding school closures, we wish to outline how the school will maintain the link between school and home and the methods being used to support learning and teaching and seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online, particularly during this time of Covid restrictions.

It links to the school's Acceptable Usage Policy and should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

We are aware that some families may not have access to digital resources and may experience poor internet connections- we advise parents to contact us with regard to these issues and we will do our best to support.

We are aware of the DES recommendations on Remote Learning and seek to adopt these principles in working with children by having:

- Regular engagement with pupils:
- A blend of guided and independent learning tasks/experiences
- Appropriate and engaging learning opportunities

Teachers will ensure that the chosen learning tasks give pupils an opportunity to demonstrate their learning in a clear and concise way. It may be necessary to adjust the number of tasks usually given in the school setting to take account of the fact that pupils are doing this work from home.

- **Learning tasks:** Workbook and textbook tasks may be reduced, supplemented or replaced with other learning tasks, to support high quality learning from home.
  The tasks chosen will be specifically aligned to the needs of the pupil(s), including learners with SEN, and will enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.
- **Skills development**: Pupils will to be supported to develop age-appropriate self management and organisational skills so they can engage in remote learning.
- **Transitions:** For pupils with additional and/or special educational needs who are being supported in their transition back to school, the work being carried out should be continued remotely to ensure progress is not lost and to enable successful reintegration back to school after the period of the partial or full closure.

    Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where possible.

A SEN teacher works with each class to support children with additional needs. SNAs will make contact with children with the consent of parents and at agreed times. This may be in the form of a phonecall or facetime call. In so far as possible, provision for student at very high-risk to Covid 19 will be made when using Remote Learning methodologies.

Blended Approach:

Platforms for Use in St Anne's:

St Anne's NS will use three online platforms for communicating and connecting with families/pupils. Our approach will include a combination of assigned work, pre-recorded lessons and activities on See Saw and from January 2021 live class meetings on a weekly basis through Microsoft Teams. The Aladdin app continues to be used for communication with parents and for accepting permissions for use of platforms.

Please note: St Anne's NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Where digital and/or online options are not possible options are not possible other strategies such as using the Postal Service or phone calls will be considered.

1: School App: Aladdin

Staff will communicate regularly with parents and pupils via the school Aladdin Connect App. All families are asked to download the app and to check it daily for updates and important information. Permissions are sought through Aladdin Connect and email and text communication will be ongoing.

Teachers and parents can communicate through the SeeSaw app and in the event of needing to communicate further with a teacher, parents should email the office (office@stannesardclough.ie) and this will be forwarded to the teacher. Teachers may be in phone contact with parents if needed.

2: Seesaw:

Parental permission is sought for use of this app and codes for access are sent to parents via Aladdin, individually. Over the course of the past year, building on experiences of the last school closure, we have enabled children to develop the necessary skills set around engaging with digital platforms by continuing to use Seesaw on a weekly basis during the period of normal in-school/onsite learning.

Teachers have, and continue to, upskill in the use of digital platforms and have expanded their range of activities online to include recorded lessons, voice overs, links to relevant materials, interactive activities etc.

3. Microsoft Teams:

Microsoft Teams is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers will connect with pupils regularly using pre-arranged Teams Meetings. Permission is sought from parents before setting up accounts and parents agree that children will abide by protocols for online meetings (see appendix 3). Any breaches of protocols will be dealt with in the context of the School Code of Behaviour and sanctions therein. It may also result in the removal of invitation to take part in subsequent online meetings.

Currently, during school closure, online meetings are set up for all classes and will continue on a weekly basis. The meetings will involve a check-in with classes from a wellbeing perspective and also check in on work and some activities.

It is important to note that the online live class situation does not provide an ideal situation for learning and online classes for this age do not necessarily achieve what is intended due to IT factors and different rates of learning that can't be properly dealt with online.

Our approach is to have pre-recorded work and activities online through See Saw – this is an effective way of working to introduce concepts which children can then apply offline. The weekly check in, as well as daily SeeSaw responses, provide opportunities to see how children are getting on and teachers can plan taking this into account going forward. See Saw give the chance to link in with individuals and meet their needs.

Remote Teaching and Learning Protocols for Parents

We ask parents/guardians to ensure protocols for students are adhered to:

- Check-in on their child's schoolwork on a daily basis and talk to their child about the work being assigned
- The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls.
- We encourage a little work every weekday for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

Remote Teaching and Learning Protocols for Teachers

- Teachers will let parents know how pupil's work will be monitored.
- Teachers will let parents and pupils know how and when work submitted will be corrected
- Teachers will let parents and pupils know how feedback will be provided.
- Teachers will check uploaded work on a regular basis and correct/comment on same as needed
- Communication will primarily take place during normal school hours.
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
    - Child Protection Policy
    - Data Protection Policy

Conclusion:

There is no substitute for being in school. It's not an ideal situation for any of us at the moment and we will plan work for when we are back in school that takes account of work that is best done in a face-to-face setting. The communication between home and school is vital and we look forward to hearing from you how your child is getting on.

Please note that the current situation is quite fluid and these circumstances may vary throughout the year.

Summary:

→Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment.

→There will be no schoolwork set for planned school closures/holidays.

→ Please keep abreast of postings on the Aladdin Connect app– it is our main mode of communication going forward.

→We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.

→If you have yet to connect to any of the on-line platforms, please do so. If you are experiencing difficulties please email the school and we will assist you in any way that we can and please contact the school with any further queries you may have.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare. We will review approaches on a regular basis.

Appendix 3- Protocols for Use of Online Platforms

Context:

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century and developments in IT provide us all with great opportunities as learners and teachers.

In St Anne's we welcome these developments. We use a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Central to the use of any online tools is the maintenance of children's safety and staff safety. Whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Positive Behaviour and all of the school's policies apply.

Guidelines for good online communication in St Anne's National School:

1. Staff will communicate using tools which have been approved by the school (mainly through SeeSaw and Aladdin)
2. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
4. For security reasons:
    a. parents will notified and permissions are sought for use of online tools
    b. passwords will be provided to families, where applicable.

     c.   Parental permission will be acquired before setting up any new profile for a pupil on a communication forum eg Microsoft TEAMS.

St Anne's NS cannot accept responsibility for the security of online platforms, in the event that they are compromised

Where digital and/or online options are not possible options are not possible other strategies such as using the Postal Service or phone calls will be considered

For any video calls the following will apply

1. The teacher will set up the meeting and invite students to same (an email and password will be sent via ALADDIN)
    a.   <u>Under no circumstances should pictures or recordings be taken of video calls.</u>
    b.   <u>Under no circumstances should passwords or access information be passed to another person</u>

2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online

3. Remember our school rules - they are still in place, even online.

4. Set up your device in a quiet space, with <u>no distractions</u> in the background.

5. Join the video with your microphone muted.

6. Raise your hand before speaking, just like you would do in class.

7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.

8. Show respect by listening to others while they are speaking.

9. Ensure that you are dressed appropriately for the video call.

10. Be on time - set a reminder if it helps.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated

<u>This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly and published on the website.</u>