



Data Protection Policy Addendum

Introduction

In light of the school closure during the Covid-19 pandemic, the school has created this addendum to their Data Protection Policy.

The Data Protection Policy of the school still stands, however the following guidelines should be considered in light of remote teaching and learning.

Guidelines for the Board of Management (BoM)

BoM meetings which take place via video call must record so in the minutes.

BoM meetings which take place via video-call require confirmation that Board members are participating on their own. Headphones are preferable.

Child Protection Oversight Report documents should not be shared via video-call.

A quorum of five is still required in order for a video call BoM meeting to take place.

Guidelines for staff members

Communication with parents will take place via staff @claremorrisns.ie email addresses or through Seesaw.

If staff members need to use their mobile phone to contact parents, they should block their number.

Staff should not deviate from the agreed platforms.

Staff will ensure that any data being used will be kept safe and secure.

Guidelines for pupils

Class rules still apply during remote teaching and learning.

For video calls:

- Pupils must be appropriately dressed
- Microphone should be muted unless pupil is speaking
- Video must be turned on
- Eating is not permitted
- Pupils should be in a common area in the house (not a bedroom) in a place where there is no passing traffic for the duration of the call
- An adult should be in the house when the call is taking place

- Screenshots/recording of calls is not permitted
- Regular school rules apply on the call

Guidelines for parents

The school office is contactable at info@claremorrisns.ie throughout the school closure.

Staff members can be contacted through their @claremorrisns.ie email addresses.

Video calls should not be recorded or screenshots taken.

Parents should be in the house when video calls are taking place.