



SALLYNOGGIN | DÚN LAOGHAIRE | CO. DUBLIN



# STUDENT GUIDE

## STUDENT GUIDE

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Welcome to Sallynoggin College of Further Education, you are now part of a community that values and respects the rights of every person to learn, work and achieve their goals in a safe, caring and stimulating environment.

**COVID-19**  
**Protect the SCFE Community**

- Wash your hands
- Wear your mask
- Keep your distance

## COLLEGE INFORMATION

Sallynoggin College of Further Education  
Pearse Street, Sallynoggin, Dún Laoghaire, Co. Dublin  
Tel: 01-2852997  
Fax: 01-2848437  
Email: [reception@scfe.ie](mailto:reception@scfe.ie)  
Website: [www.scfe.ie](http://www.scfe.ie)

**Principal:** Patricia O'Brien  
**Deputy Principal:** Enda Kenny  
**DDLETB Chief Executive Officer Acting:** Caitriona Murphy

**OFFICE HOURS:**  
MON - THURS: 8:30AM - 4:00PM  
FRIDAY: 8:30AM - 3:00PM

## COORDINATORS AND SUPPORT STAFF

VTOS Coordinator	Karyn Hurley	karynhurley@scfe.ie
QQI Coordinator	Sinéad Connolly	sineadconnolly@scfe.ie
FSD Coordinator	Fearon Reilly	fearonreilly@scfe.ie
Guidance Counsellors	Fearon Reilly, Antoinette Murphy	guidance@scfe.ie
Administrators:	Brenda Barnett, Karina Geoghan, Niamh Carraher - reception@scfe.ie	
Head Caretaker	Aidan Forsyth	reception@scfe.ie
IT Administrator	Roisin Lee	it@scfe.ie
Moodle Administrator	Fiona D'Arcy	fionadarcy@scfe.ie

## COURSE COORDINATORS

Eddie Stapleton	edwardstapleton@scfe.ie
Annmarie Greevy	annmariegreevy@scfe.ie
Fiona D'Arcy	fionadarcy@scfe.ie
Lucy Dundon	lucydundon@scfe.ie
Caroline O'Connor	carolineoconnor@scfe.ie
Deirdre Fitzgerald	deirdrefitzgerald@scfe.ie
Riona Skuce	rionaskuce@scfe.ie
Karyn Hurley	karynhurley@scfe.ie
Grace Lawlor	gracelawlor@scfe.ie
Sandra Ruane	sandraruane@scfe.ie
Orfhlaith Cowan	orfhlaithcowan@scfe.ie
Colm Yeoman	colmyeoman@scfe.ie
Barry Kiernan	barrykiernan@scfe.ie
Stephen Murphy	stephenmurphy@scfe.ie
Aoife Driver	aoifedriver@scfe.ie
Karen Wignal	karenwignal@scfe.ie
Niamh Seery	niamhseery@scfe.ie
Mariena Kelly Lyth	marienakelly@scfe.ie
Siobhan Murphy	siobhanmurphy@scfe.ie
Dolores Ballance	doloresballance@scfe.ie
Jane Reddin	janereddin@scfe.ie
Caroline Regan	carolineregans@scfe.ie

## COURSE

### CREATIVE STUDIES

Art, Craft & Design - Portfolio Preparation  
Advanced Art & Design  
Professional Floristry

## COURSE COORDINATORS

Eddie Stapleton  
Annmarie Greevy  
Fiona D'Arcy

### DANCE/PERFORMING ARTS

Performing Arts/Acting and Performance  
for Theatre, TV and Film

Caroline O'Connor

### FASHION, HAIR & BEAUTY

Fashion Buying, Styling & Visual Merchandising  
Advanced Fashion Industry Practice  
Fashion Design  
Advanced Fashion Design  
Hairdressing and Beauty Specialist  
Advanced Hairdressing and Beauty Specialist

Deirdre Fitzgerald  
Deirdre Fitzgerald  
Riona Skuce  
Karyn Hurley  
Grace Lawlor &  
Sandra Ruane

### FITNESS, HEALTH AND WELLBEING

Fitness Instruction & Exercise  
Personal Training and Sports Therapies  
Including Sports Massage & Physiotherapy Assistant  
Personal Training and Strength & Conditioning  
Yoga Teaching including Wellbeing and Holistic Studies  
Pilates Teaching including Somatic Studies  
Pilates Teaching including Wellbeing and Holistic Studies

Orfhlaith Cowan  
& Colm Yeoman  
  
Barry Kiernan  
& Stephen Murphy  
  
Aoife Driver  
Karen Wignal

### CHILDHOOD EDUCATION

Early Learning and Care with Special Needs Assisting  
Early Learning and Care with Montessori  
Advanced Early Childhood Care and Education  
Advanced Special Needs Assisting

Caroline Regan  
  
Niamh Seery

### SOCIAL STUDIES, YOUTHWORK AND DISABILITY STUDIES

Social Studies including Criminology and Addiction Studies  
Youth Work and Community Development including  
Criminology and Addiction Studies  
Advanced Social Studies including Advocacy  
Inclusive Education and Training, Disability Studies  
and Special Needs Assisting

Mariena Kelly Lyth  
  
Siobhan Murphy

### TOURISM & TRAVEL

Airline and Travel Industry Studies  
Hospitality & Tourism Industry Studies

Dolores Ballance

## **STUDENT SUPPORT STRUCTURES AND SERVICES:**

The college has a support system in place to ensure that students are supported throughout the duration of the course. Each course has a Course Coordinator appointed to manage and monitor day to day course activities, student learning and wellbeing.

### **GUIDANCE COUNSELLING:**

There are two dedicated college Guidance counsellors. Students may make an appointment directly with the Guidance counsellors by emailing: [guidance@scfe.ie](mailto:guidance@scfe.ie) or [fearonreilly@scfe.ie](mailto:fearonreilly@scfe.ie)

### **DDLETB Psychological Support Service:**

Students at SCFE have free access to this confidential service. Appointments can be made through the Guidance Office.

## **LEARNING SUPPORT**

In certain circumstances, some learners may need additional supports to enable them to benefit fully from their course. The SOLAS Fund for Students with Disabilities aims to assist students with disabilities and specific learning difficulties to participate in further education courses. Registered learners may apply for support under this fund, through the college, at course registration. Documentary evidence verifying the learner's disability must be provided, enabling the college to submit an application to SOLAS. The support available to learners depends on the grant, if any allocated by SOLAS. Students are advised to contact the Guidance Counsellor and disability coordinator for this support/ funding at the beginning of the year.

## **STUDENT SERVICES:**

### **ID Cards:**

ID cards are issued to all students. Students are required to upload a passport style photo on to our online application system on registration to facilitate the printing of ID cards.

### **Student Canteen:**

The college canteen provides Tea, coffee and soft drinks and limited range of refreshments at break times. Learners are advised to bring your own lunch and utensils. While COVID-19 restriction continue the canteen is accessible only during break times and strict social distancing and hygiene are required.

### **Car Parking:**

Free parking is available to students to the side of the building.

### **SCFE Student Council:**

SCFE encourages learners to participate in the College Student Council (SC), which is elected annually to represent the interests of learners to management.

### **IT and Student log-in**

Every learner will be provided with a college Office 365 account and email address. Some course will also use Moodle in conjunction with office 365. At induction students will be show how to set up a username and password for office 365. This account will be used for in- college and online learning. Learners who experience difficulty with their office 365 account should contact their course coordinator or email [it@scfe.ie](mailto:it@scfe.ie).

### **Recycling:**

SCFE aims to minimise our impact on the climate by trying to reduce waste and recycle as much as possible. Recycling bins are provided around the buildings and students are asked to use them as directed. Please avoid unnecessary use of paper by only printing materials when absolutely necessary.

## SCFE ACADEMIC CALENDAR 2020/2021

<b>SEPTEMBER</b>	
Monday 13th to Friday 24th	Student Induction
Week beginning 27th	Classes Commence As advised
<b>OCTOBER</b>	
Monday 25th – Friday 29th October inclusive	Mid-term break
<b>NOVEMBER</b>	
Monday 1st November	Return after Mid-term
<b>DECEMBER</b>	
Wednesday 22nd December	Last day of term
<b>JANUARY 2021</b>	
Thursday 6th	First day of term
<b>FEBRUARY</b>	
Monday 21st – Friday 25th inclusive	Mid-term break
Monday 28th	Return after Mid-term
<b>MARCH</b>	
Thursday 17th	St Patrick's Day
Friday 18th	Public Holiday College Holiday
<b>APRIL</b>	
Monday 11th -Friday 22nd April	Easter Holidays
Monday 25th April	First day of term
<b>MAY</b>	
Monday 2nd	Public holiday
Tuesday 31st May	Last day of term

## SCFE COVID-19 STUDENT HEALTH AND SAFETY REGULATIONS

Sallynoggin College of Further Education is committed to providing a safe learning environment for all our students. To ensure this, we have developed the following COVID-19 Student Health and Safety Regulations. The BOM/DDLETB, all staff and students are responsible for the implementation of the COVID-19 response plan and a combined effort will help contain the spread of the virus.

Our aim at SCFE is to protect the health of staff and students while promoting the educational and development needs of the students in the college. SCFE will operate within the parameters of public health and safety advice at all times. The safety and well-being of learners and staff will be paramount in all cases.

Students have a responsibility to take care of their own health and safety and that of their fellow students and teachers. The cooperation and assistance of all students is essential to reduce the risk of spread of COVID-19 and to protect health and safety, as far as possible, within the college.

These regulations will inform the day to day role and responsibility of students in protecting their personal safety and the safety of the college community. Students are required to familiarise themselves with these regulations and to adhere to these at all times. A student induction process will ensure that students are aware of their role, their responsibilities and the protocols in place.

These regulations may be updated from time to time in line with government guidelines.

### Preparation for College

Students will receive an email advising on arrangements for entering the college and advice on using the COVID Tracker App. Students who travel to Ireland from other Jurisdictions should follow Government advice on restricted movements.

### Self-Isolation and COVID-19 positive diagnosis

Students must absent themselves from college if they have any symptoms that suggest that they may have COVID-19 and if they have been identified as contacts of someone with COVID-19.

Students must inform the college if they are diagnosed with Covid 19 at the earliest opportunity.

### **Prior to coming to college students should:**

- Download the COVID-19 Tracker App.  
This is available at <https://Covidtracker.gov.ie/>
- Ensure that they carry a supply of extra face coverings and hand sanitiser.

### **General Information**

#### **Hand Hygiene and Cough / Sneeze Etiquette**

- Practice good hand hygiene and respiratory etiquette by washing hands/sanitising hands regularly in accordance with hand washing protocol especially:
  - before and after eating and preparing food
  - after coughing or sneezing
  - after using the toilet
  - before smoking or vaping
  - where hands are dirty
  - before and after wearing gloves
  - before and after being on public transport
  - before leaving home
  - when arriving/leaving the college /other sites
  - after changing tasks
  - after each class
  - after touching potentially contaminated surfaces
  - if in contact with someone displaying any COVID-19 symptoms
- Use good respiratory hygiene by covering the mouth and nose with a tissue or elbow when coughing or sneezing. Dispose of the used tissues immediately and safely into a nearby bin.
- Avoid touching your face, eyes, nose and mouth.

### **Face Coverings**

A cloth or medical grade face mask must be worn at all times in all spaces, except if otherwise instructed.

Students will be provided with a cloth face covering.

The Canteen will be available during allocated break time/lunch time only. Face coverings should **only** be removed when students are seated with a two metre physical distance, from others.

### **Physical Distancing**

Physical contact should be avoided.

Students should ensure that they maintain a physical distance of two metres at all times while within the college. This applies to in class, in the corridors, the canteen and with other students.

In circumstances where tuition is delivered at a distance of one metre for example in practical classes or workshops, students must be extra vigilant in following all hygiene and cough/sneeze etiquette as described above.

### **Coming to College**

Everyone entering the building is required to wear a face covering and sanitise hands using hand sanitiser provided.

### **Entrance to the building and exit**

Students must observe all directions for entering and exiting the building. Face coverings are to be used at all time in all spaces, except if otherwise instructed.

**Entrance** - All students should enter at reception, through the main door, or the student car park doors.

Students should go straight to their classroom as indicated on their timetable and sit in their allocated space. The canteen area is only available to students at their allocated break times.

**Exit** - Students must use the nearest exit to their base classroom, which will be identified by teachers.

Entry and Exit points are located at the following locations: two doors at reception (Entry only), door beside room two, door at canteen, door beside room 1 leading to the outdoor space. Staggered start and finish times may be used to manage the inflow and outflow of students to the college.

## **Corridors**

As a one-way system is not possible within the corridors, students are required to walk on the left, arrows are visible on the floor to indicate the direction. For Practical Classes and some workshops, desks/workstations will be spaced one metre apart and students and teachers, in line with government guidelines will be required to wear face coverings. Face coverings must also be worn at all times in the corridors.

## **Signage**

Throughout the college signage will alert students to the location of hand sanitisers, instructions for hand sanitising, hand washing, face coverings and Covid safety awareness.

Signage throughout the college will outline guidelines for specific rooms.

Signage will also direct students on the protocols and procedures in place, and identify entry points, exits, and floor markings.

Advice on using the COVID-19 Tracker App will be placed on noticeboards in the college.

## **Entry to Classrooms**

Base classrooms will be allocated to course groups where possible. This will be indicated on students' timetables. Students will be assigned a specific desk/ station within the class room for the duration of the term. Classrooms will be left open, students must not congregate in groups outside the classroom. Students must sanitise hands on entering and exiting class rooms. The maximum numbers in rooms will be displayed on the door.

## **In Class**

A physical distance of two metres should be maintained. Desks will be spaced two metres apart. For practical classes and some workshops, desks/work stations will be spaced one metre apart and students and teachers, in line with Government guidelines, will be required to wear face coverings. Additional screens will be placed to partition desks/ workspaces.

Where one metre distance is in place, students must remain seated for the entire lesson. Where two metre is in place student movement will be limited, and students must wear face coverings while moving around the classroom.

Students must follow teacher instructions with regard to individual class activities with regard to COVID-19.

Students must practice strict hygiene measures by cleaning their workspace and any equipment used with the wipes provided. Students must sanitise hands on exiting class rooms.

## **Toilets**

Students will be assigned to a toilet block in accordance with their base classroom location. There will be restricted numbers in the toilet block at any time. Two metre physical distancing is required.

## **Canteen**

The Canteen will be available during allocated break time/lunch time only. There will be reduced capacity in canteen area due to the two metre physical distancing requirement. A limited selection of food will be available for purchase in the canteen. It is preferable for students to bring their own lunch to eat in the canteen and other identified spaces. Vending machines and water dispensers will not be in use.

Students must bring their own utensils and follow canteen safety protocols. Students should dispose of all waste in the bins provided, before leaving the area.

## **Break times**

Break times will be staggered to avoid course groups sharing the canteen facilities. Break times may also take place within students' base classrooms. The Canteen will be available to students during allocated break times only. Students must follow canteen safety protocols as indicated above.

## **Outside Areas/Smoking Area**

Students must ensure that they maintain a physical distance of two metres at all times.

## **Contact with other Students**

Physical contact must be avoided in all circumstances.

Students should ensure that they maintain a physical distance of two metres at all times in the corridors, the canteen and with other students. During practical classes students must keep a physical distance of 1 metre at all times. Students must wear face coverings at all times. Practice good hand hygiene and respiratory etiquette by washing hands regularly in accordance with the hand washing protocol.

During some practical classes a distance of less than one metre may be required to implement certain tasks, in such circumstances it may be recommended that students wear a face shield as well as a face mask.

## Personal Belongings

Students must not share personal items (pens, phones, drinks, food, utensils), with others. Ensure that any personal items brought into college are cleaned and avoid leaving them down on communal surfaces, or clean the surface after the personal item is removed.

## Using College Computers/Equipment

Lockers will be available on a limited basis to specific course groups only.

Students should practice strict hygiene measures when using shared equipment such as computers and key boards and mouse, by cleaning before and after use, with the wipes provided.

## Reception/Staff Offices

Students should contact the office by email or phone, where possible, and make an appointment to speak to administrative staff if required.

Where students have forms that need to be stamped, these should be left in the boxes located at the reception area.

No student should have access to staff offices. If you need to contact any member of staff outside of class time, please refer to contact emails provided in the student guide.

## Leaving College

Students will have staggered start and finish times. All students will be required to leave the building promptly following their last timetabled class using the exit nearest to their classroom.

## If Students are Unwell or Showing Symptoms of Covid-19

Students must not attend college if they have any symptoms that suggest that they may have Covid 19 and if they have been identified as a close contact of someone with Covid-19.

### Symptoms of Covid-19 are:

A fever (high temperature - 38 degrees Celsius or above)

A cough - this can be any kind of cough, not just dry

Shortness of breath or breathing difficulties

Loss or change to your sense of smell, or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Students may use the symptom checker on the COVID-19 Tracker App on a daily basis.

Students must inform the college if they are diagnosed with COVID-19 at the earliest opportunity.

## Students are required to;

- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to, or attend college, if they have symptoms of COVID-19 under any circumstances.
- Keep themselves informed of the updated advice of the public health authorities and comply with same.
- A student who develops symptoms must then contact their GP, and follow GP guidance and adhere to HSE regulations.

## If a Student becomes unwell in college

- If a student develops symptoms of Covid 19 while in college they must alert a member of staff and proceed immediately to the Isolation room.
- The Isolation room is located at the bottom of the stairs to the right of the auditorium (near the main entrance/reception area).
- Once at the isolation room students must follow the guidelines on the door and wait for assistance.

## Further Information on Covid 19 is available at;

Corona Virus (COVID-19)<https://wwwtwo.hse.ie/coronavirus/>

Information on the COVID-19 Tracker App

<https://www.youtube.com/watch?v=4qxdTpoGMSc>

COVID-19 Tracker App – How the App works

[https://www.youtube.com/watch?v=N\\_od75g70JM](https://www.youtube.com/watch?v=N_od75g70JM)



## COLLEGE POLICIES AND PROCEDURES:

It is understood that by accepting a place on a course in SCFE that students will abide by the college rules and regulations set out in our DDLETB and SCFE policies and procedures as follows. Students are requested to familiarise themselves with the following policies available on our website [www.scfe.ie](http://www.scfe.ie)

- COVID-19 Student Health and Safety Regulations
- Anti-Bullying
- Health, Safety and Welfare
- Acceptable ICT Usage
- Code of Conduct
- Netiquette- Code of conduct for Classes Delivered Online
- Attendance
- Child Safeguarding

## ASSESSMENT POLICY AND PROCEDURES:

The college applies a rigorous quality assured assessment process governed by overarching DDLETB policy and the requirements of awarding bodies including QQI and ITEC. Students will be briefed on assessment policy and procedures on commencement of your course.

## DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD SALLYNOGGIN COLLEGE OF FURTHER EDUCATION CODE OF CONDUCT POLICY\*

### 1. ETHOS

Sallynoggin College of Further Education, as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB) encourages each learner to take personal responsibility for their own learning, application to studies and educational achievements. The college aims to promote self-respect and a positive self-image in learners and is committed to providing an environment where all individuals are treated with respect and dignity irrespective of race, gender, disability, religion, age, sexual orientation, marital status, family status or membership of the traveller community.

This policy is designed to cater for the common good and to facilitate a positive learning and teaching environment for all. Admission to the college implies acceptance of its Code of Conduct and to all DDLETB and Sallynoggin College of Further Education policies and procedures.

### 2. GUIDELINES

Sallynoggin College of Further Education, as a constituent of DDLETB, is committed to:

- 2.1 informing learners of the Code of Conduct
- 2.2 operating and implementing procedures in a fair and consistent manner
- 2.3 supporting learners who are experiencing difficulties or unforeseen circumstances
- 2.4 applying appropriate sanctions for unsatisfactory conduct
- 2.5 notifying the learner of the sanction/s applied. Parents/guardians will be notified of sanctions applied for learners under 18 years of age.

This policy offers guidelines as to the norms of behaviour expected of the learners and includes, but is not limited to, learners conduct in class and during online delivery, on college premises, on out of college activities and any other course related activities.

Sallynoggin College of Further Education reserves the right to protect the health and safety of all staff and learners at all times. If in their professional judgement, management considers that there is a risk to the health and safety of any member of the college community, they have the right to remove learner/s from the class/activity/College and its environs until such time as the incident is investigated and a final decision is made.

*\*This policy is currently being updated in line with new COVID-19 related guidelines, the amended policy will be available on the college website when available.*

Learners are expected to take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.

To facilitate effective teaching and learning for all staff and learners in a productive and safe learning environment, learners are expected to:

- Adhere to the COVID-19 Student Health & Safety Regulations at all times
- Take an active and positive role in the learning process
- Treat others with respect and consideration and not engage or incite others to engage in any behaviour which constitutes bullying, harassment or discrimination through language, comments or actions towards others
- Uphold the good name of the college
- Comply with all health and safety policies and procedures
- Refrain from using mobile phones or other electronic devices during class unless permitted by the teacher
- Inform their teacher if they need to leave the learning environment
- Respect the property of the college including that of learners and staff members.
- Request permission to display posters and notices in designated areas of Sallynoggin College of Further Education.
- Refrain from recording or taking photographs/video of staff or learners without obtaining prior consent
- Conform to acceptable standards of personal presentation and hygiene

The following types of behaviours are deemed to be in breach of the Code of Conduct. This list is not exhaustive:

- Sale or consumption of alcohol on the college premises
- Sale or abuse of any illegal substance on college premises
- Smoking within college buildings (prohibited under the Public Health (Tobacco) (Amendment) Acts 2004-2013) and vaping.
- Verbal or written abuse or other forms of abuse including humiliation, intimidation and victimisation
- Disruptive behaviour
- Physical violence or threats of physical violence
- Bullying of any nature including cyber bullying
- Posting on social media material about other learners or staff that is threatening, harassing, illegal, offensive, defamatory, indecent, or inappropriate in nature

- Accessing or displaying pornographic or offensive materials
- Damaging or stealing another's personal possessions, college equipment or property
- Interfering with college safety systems, network/ICT systems etc
- Littering on the college premises
- Failing to follow the instruction of a staff member during an evacuation
- Failing to vacate or failing to go to any area when reasonably requested to do by a staff member
- Engaging in behaviour which could be perceived as dangerous

### **3. DISCIPLINARY PROCEDURES IN THE EVENT OF AN ALLEGED BREACH OF THE CODE OF CONDUCT**

In the event of an alleged breach of this Code of Conduct, Sallynoggin College of Further Education may take corrective action to ensure that the learning environment is safe and conducive to learning:

- 3.1 Minor breaches will be addressed with the learner and recorded by the relevant staff member in accordance with the recording procedures of Sallynoggin College of Further Education
- 3.2 Persistent minor breaches of this Code of Conduct will be deemed to be a major breach.
- 3.3 Major breaches will be recorded and reported by the relevant staff member and will be referred to the Deputy Principal. In the absence of the Deputy Principal the breach will be reported to the designated staff member in charge. In exceptional circumstances the breach will be reported to the Principal.

The learner may be suspended with immediate effect while the incident is being investigated and pending a final decision.

### **MAJOR BREACH OF CODE OF CONDUCT**

The Deputy Principal shall investigate and adjudicate on alleged major breaches of the Code of Conduct within 12 College days. The Principal may be involved depending on the nature of the breach of the code of conduct. The College reserves the right to contact the Gardaí in relation to major breaches. This timeline may be extended in the event of the involvement of the Gardaí.

The investigation will be conducted in accordance with the principles of natural justice and fair procedures within 7 College days. The Deputy Principal may speak with relevant staff members, learners and/or witnesses as part of this investigation.

The learner will be advised in advance of the following:

- Date, time and location of the meeting to discuss the alleged conduct under investigation
- The right to speak in his or her own defence
- The right to call witnesses (details of which must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting)
- The right to be accompanied to the meeting (details of which must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting).

Refusal or failure to co-operate by any party with the investigation will not prevent the investigation proceeding and reaching a decision.

The Deputy Principal will reach a decision that may include the imposition of sanctions within 5 College days of the conclusion of the investigation. Breaches will be recorded on the learner file and be stored in compliance with GDPR requirements.

## **SANCTIONS**

When a breach of the Code has been established after due process any one or more of the following sanctions may be imposed:

- A verbal warning
- A written warning
- Temporary exclusion from class (1 to 5 classes as appropriate)
- Temporary exclusion from the college or other college activities (1 to 5 days as appropriate)
- Permanent exclusion from the college

In the event that an in-class assessment is scheduled to take place during the temporary exclusion period, learners will not be denied the opportunity to present for the assessment either during the exclusion period or as soon as possible afterwards, as appropriate.

Failure to comply with a temporary exclusion sanction will be considered a major breach of this Code and will or may result in permanent exclusion from the college.

## **5. RIGHT TO APPEAL**

Sallynoggin College of Further Education, as a constituent college of DDLETB, recognises the right of learners to appeal sanctions and commits to address every appeal in a timely, fair and consistent manner.

## **GROUNDSTO APPEAL**

The decision of the investigating team may be appealed by the learner if:

- 5.1 The learner believes that they were not provided with a fair hearing
- 5.2 There is new evidence that was unavailable at the earlier hearing that could have affected the outcome
- 5.3 The learner believes that the penalty imposed is disproportionate to the act of misconduct.

## **PROCEDURES TO APPEAL**

5.1.1 The decision of the investigation may be appealed in writing stating the grounds of the appeal to the Principal or in exceptional circumstances to DDLETB within 5 college days from the date of the issue of the decision.

5.1.2 A decision to permanently exclude a learner may be appealed to DDLETB.

All data collected and recorded in relation to the implementation of the Code of Conduct will be stored in accordance with GDPR requirements.

## NETIQUETTE – Code of Conduct for Classes Delivered Online

SCFE will continue to utilise a blended learning approach to all courses for the academic year 2021/ 2022. All online classes will be conducted through MS 365 TEAMS. Students are expected to approach live online classes delivered via TEAMS, in the same way as classes conducted while in the college building and in-line with the SCFE Code of Conduct. In order to maximise learning and minimize distractions students are required to adhere to the following guidelines:

### PRIOR TO CLASS

For ease of usage download the MS Teams App to your tablet or laptop.

Set up your workspace – This should be somewhere quiet, clear and free from distractions.

Check your Wi-Fi/broadband, camera, microphone/headset/ear phones. Make sure these are all working.

Secure your privacy by selecting a background from the “background” function in MS TEAMS.

Use headphones/ear phones/ear pods as these offer more privacy and help to eliminate background noise.

### DURING CLASS:

Webcams must be used throughout your online classes, to show your face and to show that you are present and engaged in class. Do not turn off webcams unless instructed to do so by your teacher.

Use your microphone properly. Mute your microphone when not speaking to eliminate background noise.

The teacher is the only person who may record the online class.

The chat function may only be used to ask the teacher a question or to notify the teacher of an issue. Students should not communicate with each other through the chat function unless instructed by the teacher.

The Spotlight function on TEAMS may only be used by the teacher unless otherwise instructed.

Stay focused and avoid multi-tasking. Minimise distractions by putting your phone on silent and closing any open webpages or emails, to ensure you are not distracted by notifications.

If you need to leave the class, please let your teacher know beforehand.

On occasion your workspace may be interrupted (for example by other household members accidentally walking into your space). In such instances you should turn your camera off immediately and message your teacher to explain why your camera is off.

## DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD SALLYNOGGIN COLLEGE OF FURTHER EDUCATION ATTENDANCE POLICY

### 1. ETHOS

Dublin and Dún Laoghaire Education and Training Board (DDLETB) is committed to providing a supportive environment to enable all learners to achieve their full potential. DDLETB recognises learners are responsible for their own attendance and are encouraged to develop self-discipline and take personal responsibility in order to achieve success on their chosen course.

Experience shows learners who actively participate in their learning by attending all classes are more likely to:

- Develop the knowledge, skills and competencies required to successfully complete the course
- Effectively manage on-going assessment requirements
- Foster a strong sense of class participation and active engagement in college activities.

Sallynoggin College, as a constituent of DDLETB, is required to maintain attendance records and these will be forwarded to funding and other relevant government agencies as requested.

For the purpose of this policy, punctuality is considered implicit in the term attendance.

### 2. GUIDELINES

Sallynoggin College, as a constituent of DDLETB, is committed to:

- 2.1 informing learners of attendance requirements and consequences of unsatisfactory attendance
- 2.2 operating an attendance management system
- 2.3 implementing attendance procedures in a fair and consistent manner
- 2.4 supporting learners who are experiencing difficulties or unforeseen circumstances
- 2.5 providing attendance records as required by the Department of Education and Skills (DES), SUSI (grant awarding body) and Department of Social Protection (DSP) \*(i)
- 2.6 including information on attendance in references sought for academic or employment purposes

2.7 applying appropriate sanctions for unsatisfactory attendance

2.8 notifying the learner in writing of the sanctions applied \*(ii)

\*(i) Learners who are in receipt of SUSI, VTOS and BTEA payments will have their attendance monitored closely and payments may not be made by third parties if attendance is not satisfactory.

\*(ii) Decisions made with respect to learners under the age of 18, will also be communicated to parents/guardians.

### 3. PROCEDURES

Learners in Sallynoggin College of Further Education are expected to attend all classes on their timetable. It is College policy to monitor student attendance, as we believe that attendance at all classes is essential if a student is to successfully achieve their goals.

Learner attendance is recorded on VSWare at the beginning of every class. All learners who are present when the attendance is being recorded will be marked Present, those who are absent will be marked Absent.

Students are issued with Notification of Absence when they have been marked absent on the register, as set out below:

**First Notification of absence** is sent after a student has been marked ABSENT on at least 5 occasions. On receipt of notification, the learner is required to meet with their course coordinator to explain the reason for their absence by the specified date.

**Second Notification of absence** is sent after a student has been marked ABSENT on at least 10 occasions. On receipt of notification, the learner is required to attend a review meeting with College Management at the time specified. If a learner is unable to attend, the student is requested to contact the Deputy Principal.

**Third and final Notification of absence** is sent after a student has been marked ABSENT on at least 15 occasions. After the third and Final Notification of absence, failure to contact the Principal/Deputy Principal means the College assumes that the student is no longer attending the course. The learner will be informed in writing that their name may be removed from the register.

Note: Absence for reasons under extenuating circumstances and/or covered by a medical certificate fall outside minimum attendance requirements.

### 4. APPEALS

Sallynoggin College, as a constituent college of DDLETB, recognises the right of learners to appeal sanctions in relation to attendance, and commits to address every appeal in a timely, fair and consistent manner.

### PROCEDURES TO APPEAL

4.1 Appeals must be lodged in writing to the Principal within 5 working days on receipt of the sanctions letter. The learner may not attend class pending the outcome of the appeal.

4.2 The Principal will establish an Appeals Panel to meet with the learner within 5 working days of the appeal being received. The Panel may be comprised of suitable members of staff such as Principal/Deputy Principal/FE Coordinator/Course Coordinator. At least one member of the panel will be independent of the sanction process.

4.3 The learner may be accompanied by another individual. Learners under the age of 18 must be accompanied by a Parent or Guardian.

4.4 The Principal will inform the Learner/Parent/Guardian of the decision of the Appeals Panel within three working days.

Note: Parents/Guardians will be notified in respect of decisions made to learners under 18 years of age.

**INFORMATION COMMUNICATIONS TECHNOLOGY  
ACCEPTABLE USAGE POLICY**

The purpose of the Information Communication Technology (ICT) Usage Policy is to specify the appropriate use of ICT in Sallynoggin College of Further Education in a way that promotes a positive learning environment. This policy outlines the requirements for the responsible, ethical and legal use of ICT. It aims to safeguard the security and the privacy of students and to ensure the integrity and reliability of the College ICT infrastructure.

**SCOPE**

This Usage Policy applies to all college students using ICT equipment, software and Internet services including and not limited to electronic communications. This also covers SMS, MMS and social media carried out on student’s personal devices. This policy is not limited to the college premises and class timetabled hours.

**Personal Responsibilities**

All students are responsible for using the colleges ICT services and resources in an appropriate, legal and efficient manner.

- It is the student’s role to take appropriate measure to protect their own privacy and security.
- Students shall not compromise the safety or privacy of others.
- Students are responsible for their username and password and are accountable for activities carried out under their account/name.
- Students are responsible for storage and backup of their files, the college is not accountable for lost data.
- Students shall not create, access, store, publish, send or print text, images, sound or any other files which are generally considered to be unlawful, obscene, pornographic, abusive, discriminatory, hate-motivated, seditious, harassing, demeaning or in any way counter to a positive learning environment.
- Students must consider the needs of other users and not monopolise resources at the expense of others.

A breach of this policy will be deemed a breach of The College Code of Conduct and dealt with accordingly.

**NOTES**

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