

BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD



Technology Enhanced **LEARNING GUIDELINES**

2021-2022



BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION
AND TRAINING BOARD

Contents

Welcome	3
How is this going to look for the academic year 2021/22?	4
SECTION 1 - Getting to Know the Basics	5
SECTION 2 - Getting to Know the Technology	7
SECTION 3 - Getting Ready for Learning	8
SECTION 4 - Getting Ready for Assessment	9
SECTION 5 - Privacy	11
Appendix One: Kerry ETB FET Learner IT Device Acceptable Use Declaration	13
Appendix Two: Bring Your Own Device (BYOD) for Learning Guidelines	15
Appendix Three: IT Device Loan Scheme for Learners	17
Want to Know More?	21

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Welcome

The use of technology in education provides us with new ways of doing our work and connecting with you, our Learners¹. Digital skills and the use of technology have become a core competency. They are now a key transferrable skill for everyday living, for learning and for the labour market. We build the use of technology into the teaching and learning experience at Kerry ETB, so we have developed these guidelines to help you get the best from it.

These guidelines are dynamic and will be subject to change in line with the needs of our learners, teaching practice, assessment procedures and public health advice. They operate alongside the Kerry ETB IT Device Acceptable Use Declaration and the Kerry ETB Bring Your Own Device (BYOD) for Learning Guidelines.

If you are a Learner under 18 years of age, please note that a parent /guardian must also read and sign any relevant agreements under these policies before you submit your signed copy at your Campus / Centre.

The goal this year is to harness all the positive aspects of online learning tools and the richness of the classroom experience.

¹The term Learners is used in this document for all students, trainees and adult education participants.

How is this going to look for the academic year 2021/22?

- All Learners will have Kerry College accounts.
- All Learners will have access to Microsoft Office 365. This will provide you with free licences for traditional Microsoft Office programmes (Word, Excel etc) as well as access to Teams.
- All class groups / courses are to use Microsoft Teams as a repository for communication, collaboration, teaching, learning and assessment.
- There will be a clear timetable indicating online activities.
- All learner assignments, as appropriate, are to be submitted via Microsoft Teams, with the obvious exception of artefacts for practical subjects.

“You don’t understand anything until you learn it more than one way.”

Marvin Minsky



SECTION 1 - Getting to Know the Basics

Digital Competence: the ability to use digital tools safely and effectively for communicating, collaborating and learning. This is a universal and basic skill that all citizens require for working, living and learning in a knowledge-based society.

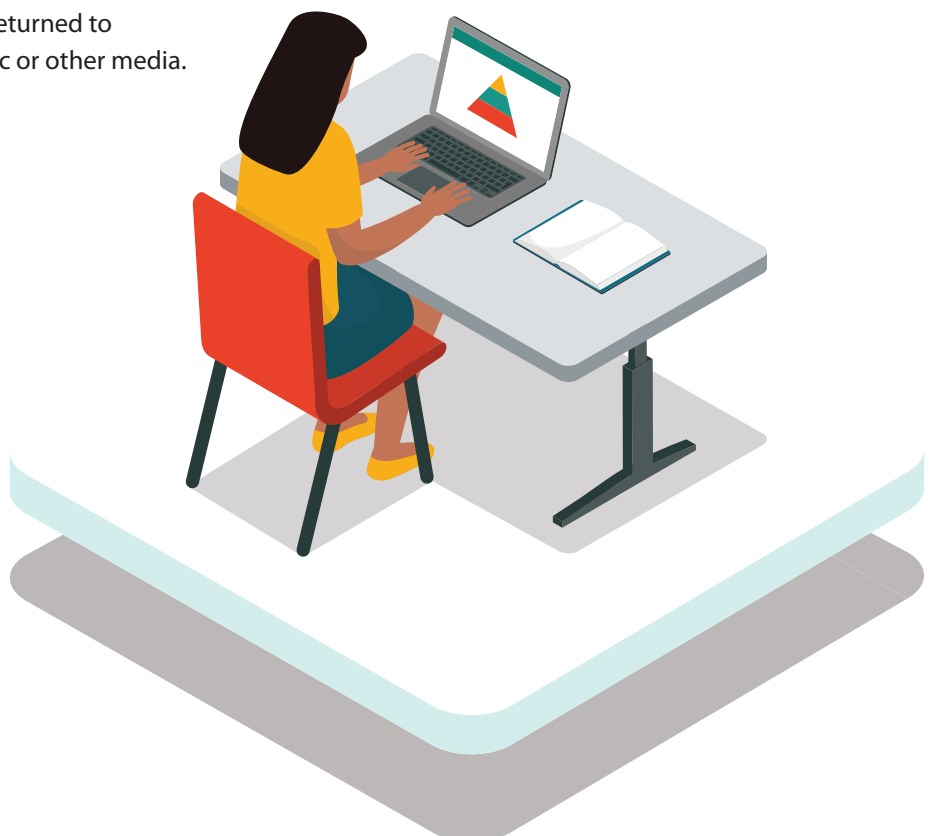
Technology Enhanced Learning (TEL): integrating digital tools and technologies to enhance learning and teaching. These can include physical tools like interactive whiteboards and mobile devices, or online tools.

Blended Learning Courses: Blended learning is a combination of face-to-face tuition and online delivery through a virtual learning environment like Teams or Moodle. Learning resources are specifically designed for use in blended mode and various technology tools are used for delivery and assessment. Learner and staff support is provided through discussion forums and dedicated online resources. Assessments, formative and summative, are submitted, marked and returned to learners with feedback through electronic or other media.

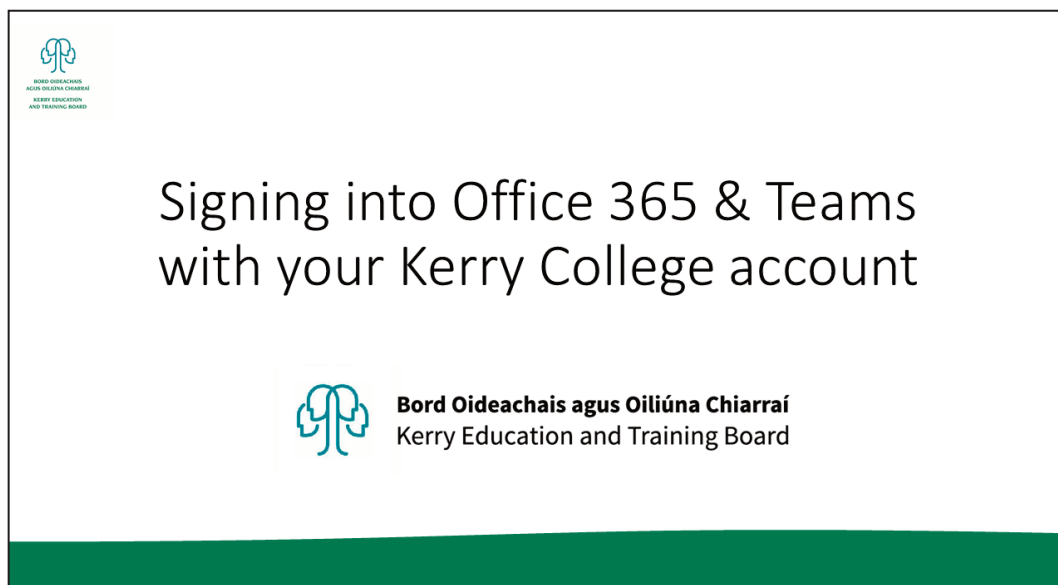
Distance Learning Courses delivered 100% online. There are no on-site face-to-face learning sessions.

Key Terms in This Document

- All trainees and learners will be referred to as **Learners**
- All tutors, teachers and instructors will be referred to as **Learning Practitioners**
- Accredited Courses – these are certified by external bodies like QQI and ITEC.



How to Log into Microsoft Teams and your Class



- [Click Here](#) to view video on how to sign into Teams with your Kerry College email - you can pause it at any time
- [Click Here](#) to see a step-by- step presentation on how to sign into Teams with your Kerry College email

SECTION 2 - Getting to Know the Technology

Office 365 Resources for Learners

You will be given a Kerry College email address at the start of your course (usually it will look like this firstnamelastname@student.kerrycollege.ie). You must use this email address for all aspects of your learning with us, and to login to our online tools. Learner accounts are not to be used for personal communication and file storage is only for material related to your Kerry ETB course.

Kerry ETB has chosen Microsoft Office 365 platforms for all our work. These are our recommended resources. They are safe and secure. We offer training and support for their safe and effective use. You can access them for free using your Kerry College email address at www.office.com using Google Chrome or the MS Edge browser. You can use them online in your browser or download the apps to your laptop or desktop. The downloaded version of each programme has lots of extra features, so this is worth doing. When your course ends, your Kerry College Account will expire. If you have downloaded any of the Office 365 software packages to your personal device such as a laptop, you can continue to use the software until the license runs out.

Office 365 Education includes software you have probably been using for years - Word, PowerPoint and Excel - with some additions:

- Outlook (for email)
- OneDrive (for storage)
- Forms (for making/completing interactive online forms and quizzes)
- Stream (for making videos)
- MS Teams (for coursework outside class time, collaboration with Learning Practitioners and other Learners, and the submission of your assessments)
- OneNote / Notebook (an online workspace inside every Team to share documents and more)
- Sway (a new presentation and storytelling app)

To find out more about how to use Microsoft Teams please see Appendix Four at the end of this document.



SECTION 3 - Getting Ready for Learning

What Device are you Using?

- You can use your phone to check in with your class Team, but it's not suitable for attending online classes or completing coursework. You can download Teams and the other office applications to your phone using your Kerry College Learner account, it's handy for notifications, and you can use your phone as a scanner using Office Lens.
- If you have a laptop, you can bring it to class with you subject to our Bring Your Own Device Guidelines (Appendix Two)
- If you don't have a laptop, you may be able to borrow a Kerry ETB laptop for the duration of your course. A fillable application form is available online here, and you will also find it in Appendix Three of this document. Talk to your Learning Practitioner for more details.
- A headset with a microphone is very useful for live classes as it cuts out background noise.

Internet Connectivity

- You are welcome to use the Wi-Fi at your campus or centre, subject to our IT Device Acceptable Use policy (Appendix One), if public health guidelines allow.
- Are you aware of Community Broadband Connection Points? These are located all over the country, providing free high speed internet access. Click here to find out more.

Using MS Teams

Each FET class group has a Team in the Microsoft Teams platform. If you haven't used it before, don't worry, your Learning Practitioner will show you how to get access your Class Team and how to use it.

We have made a short video showing you the steps for logging in and getting access to a Team, click Teams Video to watch it. The slides from that video are Appendix Four, just in case you want to work your way through them slowly.

Tips for Success

- Download the Teams app on your phone and have access to all your classes there. This will also allow you to get notifications when you have a new assignment available.
- Remember, your Kerry ETB email address is generally in the format firstnamelastname@student.kerrycollege.ie. If in doubt, please check with your Learning Practitioner.
- Stay on top of your assignments and due dates by checking in daily.
- Remember, to get in contact with your Learning Practitioner via email or posting a question in Teams if you have any questions or problems.

Live Online Classes

When using Teams Meetings/Calls Learners should follow these instructions:

- Before class starts check that you can log in, your equipment works, and you have any necessary course materials to hand.
- Learners must always follow the direction of their Learning Practitioner, just as you would do in the classroom.
- Note that you are in a virtual classroom and should act as you would in a face-to face situation.
- When you join a meeting/class, after everyone says hello, you will be asked to mute your microphone and you may be asked to switch off your camera. Due to varying internet speeds this is necessary to improve sound quality and prevent the screen from freezing. Do not turn on your microphone or camera again until invited to do so by your Learning Practitioner.
- During online classes all microphones should be on mute when you are not speaking. This avoids distracting background noise being broadcast to everyone.
- Questions can be asked through the chat messaging feature during the session or your Learning Practitioner may open up the conversation inviting contributions during class.
- Learners can also use the Raise Hand feature in Teams. Lower your hand when you are finished.

SECTION 4 - Getting Ready for Assessment

- All your work will be stored online in your Microsoft Team. Your Learning Practitioner will set assignments there. You will submit drafts of your work for feedback before submitting the final version which goes for assessment.
- If necessary, you may hand write classwork and scan it to submit for feedback, but we ask that all work for accreditation (e.g. QQI, ITEC, and other awarding bodies) be typed.





Kerry ETB Online Etiquette Guidelines for Learners September 2021

1. At the start of the year, or the start of the term, each group writes their Group Rules, laying out how they are going to work well together. Part of this will involve whether you need to have your camera / microphone on or off when joining your group and during live online classes. This will vary from group to group, so please be aware.
2. Be ready to have your video on. Dress as if you were going to class in person. Ensure that your background is blurred using the video settings in Teams.
3. Be careful with your tone when communicating online. It is more difficult to read expressions and body language online or via text so be careful about cracking jokes as they may not always be understood in the same way by everyone. Simple emojis can be useful. Be kind in your communications - you never know how someone else's day is really going. Using ALL CAPS is seen as shouting, so use carefully.
4. Check your facts. It's too easy to share online information that can later prove unreliable. Use credible sources, fact check your information and include the details of your source when sharing information to your class group.
5. It can be hard to ensure everyone is heard in a live online class or meeting. Discuss with your group what do to when you want to speak - you could raise your digital hand, or your physical one if your camera is on, to let people know you are waiting to speak. This prevents people talking over each other.
6. Be as polite as you would be in person, both in live online classes and written documents. Be punctual and attentive in your classes. Only comment in a way you would be happy to do face to face. Respect everyone's opinion.
7. Aim to use proper grammar, spelling and punctuation to ensure that your contributions are easy for everyone to read and understand - no txtspk!
8. Make clear and brief points - it's easy for a discussion (verbal or written) to go off topic, so everyone has to be responsible for keeping to the point.
9. Respect people's privacy - don't take personal topics into a class group online space. These are classrooms, to be used for teaching and learning only. For the same reason, use the chat box only for class work, it's easy to distract others even accidentally.
10. If possible, you should be in a quiet room on your own during live classes. This helps to protect the privacy of others in your home during live classes. Switch off your camera when needed to avoid other members of your household appearing in the background during your classes.
11. Follow instructions carefully when submitting your work for feedback and then assessment. This is a new process for many people, so take extra care.

SECTION 5 - Privacy

- Some sessions may be recorded by your Learning Practitioner. These recordings may be made available to your class to watch back later. The recordings will include any video, audio, shared screens or whiteboards from the session. Learners do not have permission to record classes.
- You will be given the option to switch off your camera and mute your microphone if you don't want to be recorded.
- If possible, you should be in a quiet room on your own during live classes. This helps to protect the privacy of others in your home.
- Your Learning Practitioner will show you how to use video settings to blur your background, or you can switch off your camera when needed to avoid other members of your household appearing in the background during your classes.
- Children and young people must never be in the background of classes.

Data Protection and Privacy Statement

These Technology Enhanced Learning Guidelines operate alongside the *Kerry ETB IT Device Acceptable Use Declaration*, the *Kerry ETB Data Protection Policy* and the *Kerry ETB Privacy Statement for Learners*. Here we will outline aspects specific to using technology for learning, but this should be read alongside these other existing policies and procedures mentioned above.

What we retain

- login activity, specifically, the last time a Learner logged in to their Office365 account.
- the date and time of when a Learner viewed any Teams Assignments or OneNote Notebooks course work set for them.
- the date and time of any work submitted.
- a record of Learners who did not view, open, commence or Turn In course work.
- in live classes using Teams, all audio, video, whiteboard, annotations and screen-share activity of Learning Practitioners and Learners (audio/video is not recorded if the microphone is on mute and the camera is off).
- attendance records of live classes.



Why we retain it

- to make sure Learners are engaging in learning sufficiently and in good time.
- to comply with legislative, audit and funding requirements made of Kerry ETB.
- to inform the feedback we give Learners on their progress.
- to provide revision materials by replaying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class.
- to track learner attendance and ensure a minimum of 80% attendance in line with Quality Assurance requirements.

Where we retain it

- all recordings are kept within Kerry ETB systems
- Kerry College / FET Centre systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long we retain it for

- Data is cleared at the end of each course, after Learner assessment and the awarding of grades have been completed in the case of accredited courses.

Kerry ETB Data Protection Policy

www.kerryetb.ie/wp-content/uploads/2019/01/Data-Protection-Policy-4.12.18.pdf



APPENDIX One

Kerry ETB FET Learner IT Device Acceptable Use Declaration

1. For the purpose of these guidelines, a 'mobile device' refers to a Learner owned device such as a tablet, laptop, netbook, iPad, or smart phone. Personal gaming devices are not allowed.
2. Any Learner who wishes to use a personally owned mobile device within a Kerry ETB course must read and sign this Acceptable Use Declaration (AUD).
3. If the Learner is under 18, a parent /guardian of the Learner must also read, sign and submit the AUD to the relevant Kerry ETB FET Centre/Kerry College Campus office.
4. Learners must take full responsibility for the appropriate use of their device at all times. The FET Campus/Centre is not responsible in any way for the device or for its' use.
5. The following activities are considered as unacceptable usage of devices:
 - The storing or transmission of illicit materials.
 - Storing or transmission of proprietary information.
 - The harassment of others.
 - Engaging in outside business activities.
 - Use of devices for any action or activity which is not compliant with Kerry ETB policies, procedures and guidelines including but not limited to Kerry ETB Bring Your Own Device for Learning Guidelines, Kerry ETB Data Protection Policy and any Kerry ETB FET Online and Blended Learning Safe Practice Guidelines, the Kerry ETB FET Learner Handbook and the Kerry ETB FET Learner Code of Conduct.
6. Learners/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.
7. Violations of any FET Campus/Centre policies or rules involving a learner device may result in a learner not being allowed continue using the device during FET Campus/Centre hours and/or disciplinary action, for a period to be determined by the FET Campus / Centre. Kerry ETB reserves the right to disconnect devices or disable services without notification.
8. During FET Campus/Centre hours learners are allowed use their device for learning related activities only.
9. Learners will comply with Learning Practitioners (teachers/tutors/instructors, etc.) requests regarding use of devices during FET Campus/Centre hours, and classes.
10. Mobile devices must be charged prior to bringing them to FET Campus/Centre so as to be usable during FET Campus/Centre hours. Charging devices in the FET Campus/Centre is not an option.
11. Learners may not use the devices to record, transmit or post photos or video of Learning Practitioners or learners. No images or video recorded at FET Campus/Centre can be transmitted or posted at any time without the permission of Learning Practitioners.
12. Learners may use the FET Campus/Centre wireless network and content filtered broadband. Use of other unfiltered public wireless connections, such as mobile networks, is not allowed during FET Campus/Centre hours.
13. The FET Campus/Centre reserves the right to change the AUD in line with overall FET Campus/Centre policy.
14. In order to prevent unauthorised access all devices must:
 - Be password protected using the features of the device and a strong password is required to access the company network.
 - Lock itself with a password or PIN if it's idle for five minutes.
15. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.

Mobile Device Details:

(e.g., Tablet - include manufacturer, type of device here).

As a Learner I understand and will abide by this AUD. I understand that any violation of this AUD may result in not being able to use my mobile device in FET Campus/Centre and could mean other disciplinary action.

Learner Name (in capitals): _____

Learner signature: _____

Date: _____

Course Title: _____

Campus / Centre Name: _____

As a Parent/Guardian I understand that my child accepts the responsibilities outlined in the BYOD / AUD. I have discussed the AUD with them and we both understand own responsibilities.^[1]

Parent/Guardian Name: _____ (in capitals)

Parent/Guardian Signature: _____ Date: _____

^[1]To be completed by a parent or guardian if the learner is under 18.

APPENDIX Two

Bring Your Own Device (BYOD) for Learning Guidelines

Technology Enhanced Learning (TEL) is the use of technology to enhance the everyday teaching and learning experience in the classroom. Kerry ETB is committed to ensuring that Learning Practitioners and Learners have access to appropriate technological resources to enable them to engage effectively and fully in learning both within ETB campuses/Centres and online.

These Kerry ETB FET *Bring Your Own Device for Learning Guidelines* facilitate and promote Learners bringing a personal mobile device to Kerry ETB FET campuses / centres for use in their education and training. It is designed to empower Learners by giving them direct involvement in the way they use technology in their learning.

For the purpose of these guidelines, a 'computer/mobile device' refers to a Learner owned device such as a tablet, laptop, netbook, iPad, or smart phone used in a Kerry ETB campus / Centre or a computer or mobile device used for learning off-campus.

This policy should be read in conjunction with the Kerry ETB FET Acceptable Usage Declaration

Objectives

- To facilitate and promote the bringing of a mobile device to FET campuses/centres by learners for use in their education and training.
- To provide a safe environment in which Learners can use their mobile device to support their learning.
- To ensure a minimum standard of device compatibility.
- To enable Learners to use technology to further their learning independently and in structured classes.
- To provide a basis on which Kerry ETB FET Learning Practitioners can tailor the delivery of classes so that Learners can use their own devices in class towards achieving specific learning outcomes.

Learners

(and their parents/ guardians if under 18)

- All Learners who are participating in ETB FET programmes where all or part of the programme is online or blended are expected to have access to a computing device.
- The device must be:
 - A personal device of the Learner's own choosing and ownership which meets the device specification required for the programme, or
 - An assigned device supplied by Kerry ETB in special circumstances.
- The personal device must be available to the learner to support their engagement with the named FET Programme.
- Learners (and their parents/guardians if under 18) are responsible for ensuring that the device meets all the requirements of the programme and programme co-ordinators/learning practitioners can advise you on this.
- Prior to bringing a personal device for the first time, Learners (and their parents/guardians if under 18) must read and sign the **Acceptable Usage Declaration** which sets out the responsibilities and expectations for the use of the personal device in Kerry ETB FET.

- Learners must use their device in accordance with Kerry ETB's IT Device Acceptable Use Declaration (Appendix 1).
- Learners must follow the directions of their Learning Practitioner about the appropriate use of their device in class.
- Each Learner is absolutely and solely responsible for the care and conduct of their personal device while:
 - In the FET Campus/Centre or at other FET related activities
 - Travelling to and from the FET campus/centre and to other FET related activities.
 - Learners must connect their device to the designated wireless data network in their FET Campus/Centre using their own account credentials only.

Learning Practitioners

- Learning Practitioners should encourage and facilitate the use of the learner's devices in their classes where required and where deemed appropriate.

Learning Practitioners

- Learning Practitioners should encourage and facilitate the use of the learner's devices in their classes where required and where deemed appropriate.

Kerry ETB FET will:

- Endeavour to ensure all Learners have access to the computing resources, inside and outside of class time, that are required by their coursework.
- Provide a list of the responsibilities and expectations of each Learner (set out in the *BYOD Guidelines and an Acceptable IT Usage Declaration*)
- Ensure the IT Device Acceptable Usage Declaration is signed by each Learner (and their parents/ guardian if under 18 years).
- Ensure that the relevant FET Campus / Centre can provide advice to Learners on the device requirements for their programme of learning.
- Provide a wireless network with filtered internet connection in the relevant FET Campus/Centre to which learner may connect their BYOD device.
- Provide support to Learners in establishing network connectivity in the relevant FET Campus/Centre.
- Accept no responsibility for loss or damage to, or maintenance or repair required on a Learner's own device through any act or omission resulting from the negligence or otherwise of the FET Campus/Centre, a member of FET Staff or of another learner.
- Should a Learner's device fail to meet a requirement of the Device Specification, the FET Campus / Centre will not facilitate the Learner's access to any network or FET Campus / Centre ICT Services.

Acceptable Use of Personal Devices

The only purpose for bringing a personal IT device into the FET Campus / Centre is for educational use. Using a personal IT device for any other reason while on campus is not permitted.

APPENDIX Three

IT Device Loan Scheme for Learners

Potential Categories of Eligible FET Learners

Learners who do not have access to the appropriate ICT device needed for their particular course and who lack the means to source an appropriate device, may be granted a loan of an IT device by Kerry ETB. The Potential Categories of Eligible FET learners include but is not limited to:

- Medical card holders
- Learners in receipt of DEASP payments
- Learners with additional needs (e.g. disability, educational, physical, language, intellectual, sensory, mental health)
- Learners eligible for fee waiver
- SUSI grant recipient
- Membership of a minority ethnic group
- Specific target group engaged with the ETB (e.g. learners in direct provision, learners experiencing homelessness, refugee/asylum seekers)
- A learner who has been extremely impacted by COVID 19 and the ETB is aware of their particular need for support arising from this
- A learner who has particular difficulties accessing the appropriate ICT equipment to participate fully in their programme or course

Notes:

1. The national resource allocation for this IT Device Loan Scheme initiative is limited and therefore allocation will be strictly prioritised.
2. Each centre reserves the right to prioritise device distribution according to programme requirements and shortlisting may occur.
3. Where demand exceeds supply, management will use its discretion to allocate available resources to disadvantaged learners on blended / online courses, ICT courses and / or full-time courses will be prioritised.
4. This is a **loan scheme** and you will need to agree to the following criteria prior to receiving a device:
 - a. Adherence to Kerry ETB's ICT usage policies
 - b. That you will be required to sign Kerry ETB's learner loan agreement form
 - c. That you will return the device upon Kerry ETB's request within the required timeframe

You are responsible for creating backups of your own data from any Kerry ETB device you have been loaned. Applicants may be requested to provide evidence of answers provided in sections 14 of the Learner Submission Form when applying to the *Kerry ETB Support for Disadvantaged FET Learners IT Device Loan scheme*.

Learner Submission Form [Click Here for Word Version](#)

KERRY ETB SUPPORT FOR DISADVANTAGED FET LEARNERS IT DEVICE LOAN SCHEME

All fields in section 1, 2 and 3 are mandatory. Failure to complete these sections will result in your submission not being considered under this scheme.

1. Personal Details

- 1.1 Full Name
- 1.2 Home Address
- Address Line 2
- Town/City
- County
- Eircode
- 1.3 Contact Email
- 1.4 Contact Phone Number

2. Course Information

- 2.1 Kerry ETB FET Campus/Centre Attending
- 2.2 Course Name
- 2.3 Full time/Part time Course

3. Qualifying Criteria - tick yes/no or answer as appropriate

- | | YES | NO |
|--|-----------------------|-----------------------|
| 3.1 Are you in receipt of a DEASP payment or dependent upon an individual in receipt of a DEASP payment? | <input type="radio"/> | <input type="radio"/> |
| If you answered yes to the above, what is the name of the payment? | <input type="text"/> | |
| 3.2 Do you hold a medical card? | <input type="radio"/> | <input type="radio"/> |
| 3.3 Do you have specific demonstrable learning/physical needs? | <input type="radio"/> | <input type="radio"/> |
| 3.4 Do you belong to an ethnic minority group? | <input type="radio"/> | <input type="radio"/> |
| 3.5 Are you currently in direct provision? | <input type="radio"/> | <input type="radio"/> |
| 3.6 Are you in receipt of a SUSI grant? | <input type="radio"/> | <input type="radio"/> |

4. Other mitigating circumstances not covered previously (200 characters max)

For example:

1. *Caring in the home but not applicable for DEASP payment*
2. *In work with low/no qualifications*
3. *Or disadvantaged in other areas not already mentioned*

I _____ (Full Name Block Letters) hereby confirm
**that the information provided herein is accurate, correct and complete and I consent to the
 processing of my personal and special category data by Kerry ETB.**

Signed: _____ (*Learner Signature*) **Date:** _____

OFFICE USE ONLY

Date application received:

Received by:

Principal/Coordinator/FET

Centre Manager:

Approved Y/N:

DATA PROTECTION

Kerry ETB, whose Head Office is located at CenterPoint, John Joe Sheehy Road, Tralee, Co Kerry, V92P2FE, is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Kerry ETB is Gráinne Mulvihill and can be contacted by email (gmulvihill@kerryetb.ie) or by phone (066 7193 900).

The personal data supplied on this application form and further documentation sought as evidence for the answers provided from sections 1-4, are required for the purpose of:

- Verification of identity and address
- Verification of socio-economic and/or ethnic minority status
- Centre administration

all of which are tasks carried out to enable Kerry ETB to identify learners most in need of the IT Device Loan Scheme which is limited by the level of national funding available to purchase devices.

Failure to provide the requested information may result in the application being deemed invalid and an offer of resources will not be made.

The personal data disclosed in this form may be communicated internally within Kerry ETB for the purpose of determining the eligibility of the applicant to receive support in the form of an IT device (most likely a laptop) and any subsequent ancillary services to ensure said IT device is correctly functioning. Such processing of personal data is carried out pursuant to Article 6(1).(a) of the GDPR such that the Data Subject consents to the processing of his/her data.

The processing of special category data is processed pursuant to Article 9(2).(a) of the GDPR such that the data subject has given explicit consent thereto.

The personal data provided in this Learner Submission Form, under the IT Device Loan Scheme for Disadvantaged Kerry ETB FET Learners, will be retained securely by Kerry ETB for the purposes of grant administration, audit and case reviews. Kerry ETB does not retain personal data for longer than is necessary and/or as required by law. In determining its retention period for categories of personal data, Kerry ETB, at all times, will consider its obligations under the data protection legislation, guidance from the Data Protection Commission, any other specific legislative requirements as well as the amount and nature of the data itself. Kerry ETB's Data Retention Policy can be found in the Kerry ETB Data Retention Schedule section of the Kerry ETB Website.

A copy of the full Kerry ETB Data Protection Policy is available in the Data Protection section of the Kerry ETB Website.

Any person who provides personal data through this form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject, but this will only be acceded to where no legal exemption to such, as found in the Data Protection Act 2018, is applicable.

If you, as a data subject, have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

Want to Know More?

Microsoft Teams Resources

These links below are very useful resources from Microsoft that will assist you in using MS Teams.

- Microsoft Teams Demo Video for Learners
- Microsoft Teams Quick Start Guide for Learners (full text)

Further Your Digital Skills

Some more general IT skills training available freely online.

- <https://www.digitalsteppingstones.ie>
- <https://www.learnmyway.com>
- <https://edu.gcfglobal.org/en>
- <https://www.allaboardhe.ie/>

Online Safety

- Be Safe Online – Governments Official Online Safety Website
- <https://digitalwellbeing.org/>
- <https://www.webwise.ie/>



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KERRY EDUCATION
AND TRAINING BOARD

KERRY EDUCATION AND TRAINING BOARD

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