



Remote Education: The Legal & Technical Challenges

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What needs to be considered

- Board of Management
 - Governance and management
 - Child Protection
 - Duties as employer
 - Recruitment
- Principal/Staff
 - Maintain continuity for students
 - Child protection
 - Data protection/security



Governance

Governance Manual 2019 – 2023 Section 13.3

- Remote BOM meetings allowed
- Record in minutes
- Confidentiality – Concerns?
- Quorate at all times
- Use normal pre meeting preparations
- Test equipment/virtual meeting space



Conference Call-BOM meetings

Ground Rules

- All agree to no electronic recordings
- Each member confirms that they are participating on their own
- Ensure that they are not overheard
- Agree a protocol for speaking/contributing
- Agreed report at end of meeting



Child Protection Oversight Report

- NO CPOR during remote period
- Principal retains relevant data & records for next face to face
- CPOR must reflect all cases since previous face to face
- Board responsibility to ensure this is done



The Board as Employer

Main Considerations

- Health & Safety
- Breaks and working time
- Clear communication
- Make sure staff have the resources they need
- Mental Wellbeing-phone call, virtual coffee, quiz etc



Recruitment on-Line

What do you need to do?

- All the relevant provisions and Circular Letters remain force
- Circulars allow for digital/remote applications and interviews
- Advance planning and clear communication essential:
 - Dedicated email address
 - Forums/apps for interview
 - Clear directions to candidates re interview
 - Plan for contingencies (video interview cut off etc)
- Consider data retention and security requirements



Principal/Staff

Child Protection

- Video conferencing/Other communications with students
- Does the school have a protocol
- Child Safeguarding Statement?
- What are the risks additional concerns that need to be included in the risk assessment ?
- What safeguards can be put in place?



Technology Use

General Points

- Are all staff using only the school's approved devices, networks, cloud sharing sites and other apps/programmes?
- Have all staff upgraded their operating system and programs/apps/anti-virus?
- Are all staff using only school email addresses?
- Has the Board/Principal ensured that the systems it is using are secure?
- Acceptable Use Policy - update
- Monitoring of systems



Protecting Personal Data

Safety First

- Have all staff recently been updated on data protection policy?
- Has any consideration been given to an update to the policy?
- Protocols for storage of data – submitted work etc.
- Storage of devices, memory sticks, hard drives.
- Multi-factor authentication, strong passwords
- Can devices be remote wiped?
- Screen sharing, group emails



Video conferencing

General Considerations

- Have agreed rules for staff and students.
- Safe location – what can students see in the background?
- Log out, mute, or turn off video, as appropriate
- Before sharing screens or posting pictures – consider data privacy
- Protocols for students, eg:
 - Mute unless speaking
 - No mobile phones
 - Disable chat function



Emails

More communication by email – more risk to data

- Work email rather than personal
- Avoid using personal or confidential data in subject lines
- Ensure you are sending it to the correct recipient
- Ensure you use the “blind copy” or “BCC” function when emailing multiple people so as not to share other people’s email addresses.
- What protocols are in place for email communication with students



Thank you



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