

Remote Learning Policy

Knockea NS - September 2020

We have devised a new Remote Learning Policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various methods used for the delivery of online learning remotely.

Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning during the current Coronavirus stay at home instruction, hereafter referred to as "Remote Learning" - it operates in addition to our existing Acceptable Use Policy (AUP).

Scope of this Policy

This policy covers any aspect of student remote learning as used by the staff of Knockea NS

The list of applications that will be used for remote learning will primarily be:

- Office365 - email
- Our school App
- Zoom - for live online classes
- Seesaw
- Athletics

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them.

eLearning Approach

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. This will depend on the age and ability level of the children. For example:

- Some teachers may use regular live classes while others may not

- Some teachers may use live classes through Zoom while others pre-record lessons and upload them onto the Seesaw platform.
- Some teachers may distribute work weekly while others may do so as daily homework-style tasks.

Students/Parents should get in touch with their teacher right away if they are having difficulty with any aspect of their remote learning or if they are finding the workload unmanageable.

Everyone's Responsibilities while partaking in Remote Learning

For staff and teachers:

- Teachers have overall control of the online interaction of their class
- Clear communication of times that you are available online and expectations you have for the pupils should be ensured.
- Disruptive students will be removed from live classes in order to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.
- Teachers/SNA's will do their utmost to be available at the identified times communicated to the children. This may be via a Zoom live video or by e-mail.
- Teachers will check uploaded work daily

For students:

- Communication may only take place during normal school hours.
- The normal school calendar will apply
- The following policies apply to remote learning and teaching:
 - Anti-Bullying Policy
 - Code of Behaviour
 - Acceptable Usage Policy
- Pupils must always be civil and respectful to your teachers and fellow students
- Pupils are not to record or forward any content within a group - such as worksheets, answers, solutions, videos, notes or Zoom links - to anyone else without the permission of the creator of that content

- Pupils understand that all online activity is monitored. This includes anything you send or say via e-mail, Zoom etc.
- 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.
- All we ask is that you do your very best to partake in the remote learning your teacher has provided for you.

For parents:

- We ask parents/guardians to ensure that the protocols for students above are adhered to.
- Check in on your child's schoolwork and ensure that your child is checking in regularly for assigned work
- Where live classes are being run you should ensure your child is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes
- Live online classes should be viewed by your child only.
- If you are experiencing difficulties arising from poor broadband connection or shortage of devices, please let us know as soon as possible so that some other arrangement can be made where possible.
- The overall health and wellbeing of our school community is paramount. We ask that you be mindful that circumstances may change for anybody unexpectedly and without notice, including for staff.
- We encourage you to help your child to partake in some element of schoolwork every day should a closure arise.
- We will provide work and guidance and all we ask is that our pupils do their best.

Live Online Classes

Teachers may deliver some of the course "live" using Zoom. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Zoom:

- Students must always follow the direction of their teacher just as in the classroom

- Students are not to turn on their video at any time
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A Zoom link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- All Zoom sessions are recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class.
- Only the teacher is allowed record a session. No-one else is permitted to record.

Data Privacy Statement

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP)

This policy is a working document and will be reviewed in a timely manner.

Signed : Bridget Whelan

Chairperson B.O.M

Niamh Ambrose

Principal

Date : 2nd October 2020