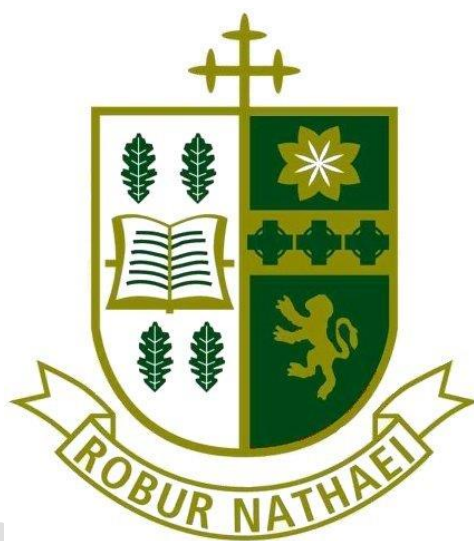


ST NATHY'S COLLEGE



DRAFT DISTANCE LEARNING POLICY

JANUARY 2021

Introduction:

We have devised a new Distance Learning Policy to reflect the changed circumstances brought about by Covid-19. The policy informs best practice for remote learning and the use of online technologies and is intended to provide guidance for the conduct of remote teaching and learning during a school closure. The purpose of this policy is to provide guidelines and information to students, their parents/guardians, and staff regarding the use of technology when learning remotely. This policy operates in addition to our existing Acceptable Use Policy (AUP).

This new policy operates alongside all of our existing policies which can be viewed on our website www.stnathys.com

Scope of this Policy:

This policy covers any aspect of student distance learning as used by school staff. In all cases students must use their @stnathys.com account to log in. Students are not to use any other account under any circumstances for the purposes of Distance Learning within the School.

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

Office365 incorporating:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. This must, in all cases, use an @stnathys.com account as the login.

The primary obligation of St Nathy's College is to the welfare of the learners in our school.

This policy, therefore, seeks to ensure that remote learning is safe for all student learners under Child Protection Policy and that their data is also protected under GDPR legislation. Schools must ensure that learning may be able to take place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

1. The Education Act (1998)
2. Education (Welfare) Act (2000)
3. Equal Status Act (2000)
4. Education for Persons with Special Educational Needs Act (2004)
5. Disability Act (2005)
6. Children First Act (2017)
7. GDPR
8. Data Protection Act (2018)
9. Department of Education: Child Protection Procedures for Post Primary schools
10. NEWB Guidelines for Developing a Code of Behaviour (2008).
11. DES Guidance on Continuity of Schooling for Primary and Post-primary. Schools (May 2020)
12. Guidance on Emergency Remote Learning in a COVID-19 Context: For post-primary schools and centres for education (November 2020)
13. Circular 0074/2020: 'Arrangements for schools to have in place appropriate contingency measures to ensure that schools are prepared to continue to support teaching and learning in the event of a partial or full closure of schools arising from Public Health advice.' (November 2020)

DISTANCE LEARNING APPROACH IN ST NATHY'S COLLEGE

Distance Learning will take what is known as a **blended approach** and some teachers may use different methods more than another teacher.

For example:

- Some teachers may use regular online live classes while others may choose to hold a live class for just some of their classes during the week.
- Some teachers may upload a video of a pre-recorded class or voice over powerpoint.
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks using the assignments feature in teams.
- The duration of the online class is at the discretion of the teacher, but should take place in the timetabled slot.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method necessary to achieve this aim. Students should get in touch with their teacher if they are having difficulty with any aspect of their subject or if they are finding the workload

unmanageable. The private 'Chat' function in Teams or email (Outlook) can be used in such circumstances.

DISTANCE LEARNING – OUR RESPONSIBILITIES

Students:

- It is prohibited to take photos, screenshots or recordings of any student/teacher or learning materials and to distribute these without the explicit written permission of the creator. Learning materials include worksheets, exam papers, answers, solutions, videos, notes or links etc.
- Students must reply to all messages sent via email or TEAMS to let teacher's/school management know if they have received it.
- Students are expected to check Microsoft TEAMS and emails on a daily basis.
- It is the responsibility of each student to be in the correct Team for each of their subjects and to contact their teacher if they are unable to access the class materials.
- Microphones must be muted when attending an online class, students should then unmute their microphone when contributing to the class. Students may also use the chat and hands-up function to communicate with their teacher.
Earphones are recommended for use to preserve the privacy of all online e.g. communication between the teacher and his/her students during live classes.
- The teacher will decide whether the use of cameras is required for an online class. Students are then required to adhere to the teacher's request.
- Students must choose a workplace that is suitable for the online class and be aware of what others will see in the background during online classes.
- Students must be dressed appropriately for any online class.
- It is the students' responsibility to be on time for scheduled online classes.
- If a student opts to change their profile picture in office 365 then they must ensure that it is appropriate.
- Students MUST use school email or Teams to communicate with teachers – use of non-school email addresses is not permitted, and teachers will only engage with students using school based email addresses.
 - Students must not engage in communications with any account other than a school email account or through Teams and report any contacts outside these forums or unusual activity to their teacher immediately.
- The sharing of the TEAM meeting link with any other person is strictly prohibited as is the sharing of a recorded class outside of the relevant TEAM.

A summary of expected behaviour / etiquette for students includes as follows:

1. Normal school rules apply during online classes.

2. *Students must always be civil and respectful to their teachers and fellow students.*
3. *Students must always follow the direction of their teacher just as they would in the classroom.*
4. *Behaviour when working as part of an online class should be as expected in normal classroom learning: quietly attentive; prepared to ask and answer academic questions; attempt learning tasks in good faith, whatever the challenge; engage respectfully with others when collaborating.*
5. *Respect will be shown to everyone in the school community at all times and during an online class a student's behaviour will be such so as to make it as easy as possible for everyone to learn and for the teacher to teach.*

Staff & Teachers:

- Teachers have overall control of the online interaction of their class. Teachers will communicate clearly to their students their expectations for the live classes/submitting homework/project work/deadlines and any communicating issues. As in the classroom setting, teachers will guide students in all class activities.
- Disruptive students will be removed 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 will communicate with students primarily through the Teams Chat function/ Teams Meetings and Assignments. Deadlines will be communicated clearly to students.
- Teachers will continue to give feedback to students to assess their learning. This feedback may take different forms both summative and formative.

NOTE: Teachers and students may submit material online outside of school hours but there is no expectation of interaction between the student and teacher at these times.

Parents/Guardians:

- Will ensure that their son/daughter has sufficiently adequate IT equipment and internet access in order to fully participate in Distance Learning.
- should contact the school if any issues arise with the above.
- Parents/guardians are responsible for encouraging and supporting their child's work including: -
 - Finding them an appropriate place to work in the home. Find them a quiet place free from distractions when participating in live classes and ensure that live classes are only viewed by the student for whom they are intended.
 - Checking that the set work is completed and submitted at the end of each day.

- Ensuring that normal school hours are followed as much as possible
- Parents/guardians will be able to keep a track of their son/daughter's engagement through checking in with them, supporting them with their work and looking at their Teams account and the assignments they are submitting to their teachers. Parents will be kept informed as lack of engagement will also be noted under a student's behaviour tab on VSWare.
- Parents/guardians will contact school management if they have any concerns.

NOTE: Parental involvement in live classes is not permitted. If you wish to discuss a matter with a teacher, please contact the office to arrange a callback.

STUDENTS, TEACHERS AND PARENTS SHOULD REFER TO APPENDIX I
REGULARLY TO REMIND STUDENTS OF THEIR RESPONSIBILITIES.

This policy was adopted by the Board of Management on _____.

Signed: _____

Signed: _____

Chairperson of BOM

Principal/Secretary to the BOM

Appendix I

DO'S AND DON'TS FOR STUDENTS

1. You will be given your own personal username to log on to the school network which will remain with you throughout your time at school.
2. Do not reveal your password to anyone. If you think someone knows your password then please request to have it changed immediately.
3. Do not use another person's password.
4. Do not use a computer to harm other people or their work.
5. Do not cause damage to the school computer systems or networks in any way.
6. Do not view, send or display offensive messages or pictures.
7. Do not trespass into any other person's folders, work or files.
8. Do notify an adult immediately, if by accident you encounter materials which violate the rules of appropriate use.
9. Do not attempt to break or bypass school web filters and security software.

Student will be held accountable for their actions if the guidelines as set out in this Policy are not adhered to. Illegal activity will be reported to the Guards for investigation.

Any breach of the rules in relation to online meetings is forbidden and will be treated as a serious breach of the Code of Behaviour and will be dealt with accordingly.

. For example:

- if a student takes a recording or screenshot and/or distributes this.
- if a student shares the link to an online class/meeting.
- if a student shares the recorded video of a class.
- accessing/attempting to access another student or teachers 365 account.
- Any activity similar to the above.