



Coláiste Dún an Rí

Kingscourt, Co.Cavan

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Coláiste Dún An Rí Remote Learning Policy

The purpose of this policy is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

While this policy informs best practice for remote learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 pandemic emergency and is intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure.

This policy does not set out to replace existing policies related to mobile phones, digital devices, IT and digital strategy but rather intends to be an important addition to the area of learning from a digital platform.

The policy presented here should be read also in tandem with our school's Code of Behaviour Policy, Anti-Bullying Policy and Child Safeguarding Policy. For the duration of the period where remote learning takes place, students are under the authority of the school and must comply with the school Code of Behaviour, Anti-Bullying Policy and Child Safeguarding Policy.

Scope of this Policy

The primary obligations that all schools have are to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners under Child Protection Policy and that their personal data is also protected under Data Protection legislation. Schools must ensure that learning is able to take place in an environment that is respectful and fair and meets its statutory duties.

This Policy is prepared, therefore, in accordance with the provisions of the Department of Education and relevant sections of:

- (a) The Education Act (1998)
- (b) Education (Welfare) Act (2000)
- (c) Equal Status Act (2000)
- (d) Education for Persons with Special Educational Needs Act (2004)
- (e) Disability Act (2005)
- (f) Children First 2017
- (g) Data Protection Acts 1998-2018 and the GDPR Act
- (h) Department of Education: Child Protection Procedures for Primary and Post- Primary schools

(i) NEWB Guidelines for Developing a Code of Behaviour (2008).

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

- Microsoft Office incorporating
 - Outlook
 - Forms
 - Word
 - One Note
 - PowerPoint
 - SharePoint
 - Teams
 - Stream

Remote Learning Approach

Remote 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 live classes via Teams, while others may not
- Some teachers may distribute work as weekly bulk assignment while others may do so as daily homework-style tasks

Responsibilities while partaking in Remote Learning

Coláiste Dún An Rí encourages all students to use Microsoft Office. All students have been given a school email address and account details. If problems arise with Microsoft Office, students and teachers should contact:

darrellobrien@colaistedunanri.ie

lindakelly@colaistedunanri.ie

Students can also report any issues to their Class Tutor teachername@colaistedunanri.ie

Microsoft Office is a very useful tool for teaching both remotely and within the classroom setting.

Microsoft Teams, is also used by teachers and students to enhance teaching and learning both remotely and within the classroom setting.

Teachers:

- The material created by the teacher on Microsoft Office is the property of the school and students do not have permission to share with others outside the school setting, unless given permission to do so by the teacher.
- Recordings should not be made of any online tutorial, unless with explicit permission from the teacher. If recordings are permitted by the teacher, it is imperative that such recordings are not shared with anyone outside the class.
- Teachers are the managers of the Microsoft Teams they create. When students are invited or added to a Microsoft Team, the teacher/class rules and school rules still apply.
- A teacher will only correspond and engage with a student who is using their school email account.
- It is never permissible to communicate with students via Social media sites e.g. Facebook, Snapchat, WhatsApp etc. and teachers have been advised accordingly.
- Any behaviour or language which would be deemed inappropriate at school is not appropriate online. The consequences for such behaviour will be the same as if the student were in school, as they are involved in prescribed school work, on a school platform using a log-in which has been directed by school personnel.
- Teachers must ensure that students follow the school Code of Behaviour while live lessons and digital communications are taking place.
- Teachers will contact students within school hours (8.48am - 3.46pm), unless a situation arises that the teacher is unable (due to COVID-19 circumstances) whereby the teacher may communicate with students/conduct lessons, at a separate time arranged in advance.
- Insofar as reasonably possible (see point above), all live tutorials will be arranged in accordance with the identified time on the student's normal school timetable.
- Insofar as possible, provision for SEN students, will be made when using Remote Learning Methodologies.
- When assigning work, either class work or homework, the teacher should clearly state the criteria for the assignment and the timeframe for completion i.e. whether the work is to be completed over a short period of time (that class/evening) or over a number of days if work is bulk assigned.
- Teachers will have overall control over the online interaction of their class.

Students:

- You are to communicate through your @colaistedunanri.ie account only. The use of any other account or e-mail address is expressly prohibited.
- Do not engage in communications with any account other than an @colaistedunanri.ie account and report any such activity to your teacher or year-head's @colaistedunanri.ie e-mail account.

- You must always be civil and respectful to your teachers and fellow students.
- Students must ensure that when a live class is taking place on Microsoft Teams, that they are appropriately dressed.
- Students should aim to view lessons in a quiet room, with no TV or other distractions.
- You are not to record or forward any content within a Microsoft Office or Microsoft Teams group – such as worksheets, exam papers, answers, solutions, videos or notes – to anyone else without the permission of the creator of that content
- You understand that all your online activity is recorded. This includes anything you send or say via e-mail, Microsoft Teams, and whether you are checking regularly for assigned work.
- Students must only contact teachers within school hours (8.48am - 3.46pm) unless by prior agreement by the teacher.
- Student should ensure that they are in the correct Team for their subject and teacher. Once added to a Team the student may not remove themselves from that Team.
- Students should engage positively and honestly with regard to class participation and the work assigned. It is hugely important that students undertake, complete and learn the work assigned during the period of remote learning as this is assessment related material and will form part of future examinations.
- Students are expected to participate fully in lessons during a period of remote learning. Students should inform the school, via their tutor, if there is a difficulty in relation to access to digital devices and/or broadband.

Parents:

- Ensure that your daughter/son is checking in regularly for assigned work.
- Ensure that your daughter/son is engaging in classwork and homework as expected
- Where live classes are being held, please try to ensure that your son/daughter has a quiet place to work which is free from distractions. Bedrooms should not be used for live classes due to Child Protection issues.
- Live online classes should be viewed by your son/daughter only.
- Inform the school if there is a difficulty in relation to access to digital devices and/or broadband.
- Parents should not use their son/daughter's email address to communicate with school or use their login details to access school Software.

Live Online Classes:

- Teachers may deliver some of the course “live” using Microsoft Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Microsoft Teams:

- 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 unless instructed to do so by the teacher
- 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 Microsoft Teams 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 Microsoft Teams 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 to record a session. No-one else is permitted to record.
- Some classes will take a format other than ‘live’; this may involve teacher pre-recorded work or an assignment of work to be undertaken during class time. The range of methods for delivery can vary from class to class depending on specific circumstances.

Provision for Students with Special Education Needs (SEN)

SEN students will be supported under the existing structures in the school. This includes students who have a specific identified special need or talent. Priority will be given to students who are identified under the Support for a Few Model as their identified needs will require additional support. Provision for SEN students will be disseminated in a number of ways including:

- In class support from the subject teacher
- Differentiated material from the subject teacher
- Assistance from the designated SEN teachers
- Assistance from the designated Special Needs Assistant (SNA)
- Support from the wider SEN department
- Communication with parents – parents are encouraged to contact the SEN Department teacher or their child’s subject teacher teachername@colaistedunanri.ie should they have concerns or need supports.

Conclusion

This Remote Learning Policy has been drafted to meet the needs of a situation when the school is closed due to the ongoing COVID 19 pandemic. By its nature Remote Learning is not a one size fits all situation.

Parents, students and teachers need to be aware of the following:

- Access to broadband and/or digital devices may not be possible for all students and teachers depending on their location and/or individual circumstances

- Students, and teachers, may have to care for family members and may not be in a position to participate in 'live' lessons.
- Students and teachers may be sick or have sick family members and thus be unable to participate in remote learning for a period of time
- Students and teachers may have family members who are frontline workers, and this can impact the provision of remote learning.
- Other valid reasons that may impact or restrict either the provision of remote learning or the student's ability to access remote learning.
- All student data is recorded and stored in compliance with GDPR and relevant school policies.
- Parents should contact the school (info@colaistedunanri.ie), Year Head/Class Tutor (teachername@colaistedunanri.ie) if they have any concern or need additional support/advice.

This policy will be reviewed at the end of the school year/beginning of the next school year and/or in light of advice from the Department of Education, CMETB and other Government bodies.