

St. Dominic's College  
Cabra



**Remote Teaching & Learning Policy**

**March 2021**

<b>Date ratified by Board of Management:</b>	
<b>Next review date:</b>	

## **Introduction**

The purpose of this policy is to provide guidelines and information to students, their parents/guardians, and staff, surrounding the use of technology when teaching and learning happens remotely i.e. when a student is being taught in an environment that is not within the school building and the teacher is working remotely and is not present with the student(s).

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

This policy does not set out to replace our Acceptable Usage Policy, but rather intends to be an important addition to the area of teaching and learning from a digital platform (i.e. remote teaching and learning).

The use of digital technologies to support teaching and learning are governed by the rights of all to respectful communication and support for student and teacher wellbeing in circumstances where lessons have to be delivered remotely.

Interactions between students and teachers in a live-streamed class will reflect the standards and code of behaviour and norms that apply to lessons that take place in the physical classroom. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying Policy.

## **Remote Learning Approach:**

Remote Learning will take what is known as a blended approach and some teachers may use different methods.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective tools to achieve this aim, depending on their subject requirements. 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 school will endeavour to adhere to the existing timetable for delivery of live classes, depending on the needs of the students. If Parents/Guardians have any difficulty in contacting teachers or have any other questions or queries, please contact the school on 01- 838 5282 or make contact through the following email address:

**info@stdominics.ie**

Messages via social media (Facebook, Twitter, etc.) will not be responded to.

## **Responsibilities while Partaking in Distance Learning:**

### **For Staff and Teachers:**

- Teachers have overall control of the online interaction of their class.
- Teachers will endeavour to communicate during normal working hours whilst learning from home is taking place.
- Teachers should ensure that adequate notice of classes and uploaded work is given.
- Teachers should aim to teach within a timeframe that allows for the changeover of classes. They should not run over time and should be the last person to leave the class.
- Only assign classes where they appear on the school timetable.
- Give clear instructions and realistic timeframes for assignments and clearly set out the date and time for completion of the work.
- Encourage students to use the hand signal if they want to ask a question or use the chat function.
- Record absences.
- Follow the ladder of referral procedure if a student is persistently not engaging with online teaching.
- In so far as possible, provision for SEN students, will be made when using remote learning methodologies.
- Social media sites e.g. Facebook, Snapchat, Twitter, WhatsApp etc., to communicate with students is never permissible.
- The criteria for mandated Child Protection reporting remains the same as during in school teaching.

### **Responsibilities for Students:**

- As per all matters pertaining to our school's Code of Behaviour, if a student acts in a fashion that is contrary to our Code's expectations, they may receive a sanction as outlined in the Code of Behaviour.
- You are to communicate through your stdominics Gmail account only. The use of any other account or e-mail address is expressly prohibited.
- Check your stdominics email and Google Classroom regularly.
- Communication with teachers may only take place during normal school hours.
- You must always be civil and respectful to your teachers and fellow students.
- Any behaviour or language deemed inappropriate in school, during normal teaching times, also applies online and after established school times. The consequences for such behaviour will be the same as if you were in school, as you are involved in prescribed school work, on a school created platform using a school log-in and which has been directed by school personnel.
- You are not to record or forward any content within a live stream group – such as worksheets, exam papers, answers, solutions, videos, notes or links – to anyone else without the permission of the creator of that content.

- Teaching and Learning best practice will continue to apply with students expected to present assignments to the best of their ability and on time, where the situation allows them to do so.
- It is the responsibility of the student to engage in remote learning and if there are any issues around this e.g. WIFI, access to technology, personal reasons etc. you must inform the relevant teacher and Year Head.
- The school policies that are applicable to remote teaching and learning include the following and this is not an exhaustive list
  - Code of Behaviour Policy
  - Anti-Bullying Procedures & Policy
  - ICT Acceptable Use Policy
  - Remote Teaching & Learning Policy
  - Data Protection Policy
  - Child Safeguarding Statement
- Student cameras should be off and each student should mute their own sound control until they wish to ask the teacher a question or to respond to a question that the teacher asks. Teachers will also inform you of any other occasion when you are required to unmute their sound control.
- Where teachers ask for the class to turn on their cameras you should be dressed appropriately. You may wear your school jumper and blouse. You are instructed to have a plain white background and the class should not take place in a bedroom.
- Upon logging into a live stream, students must abide by the school rules and sanctions will be implemented if necessary.
- Students cannot choose to leave a live stream once the lesson has started; they should remain until instructed that the class has ended by the teacher.
- Once instructed that the class has ended, students should leave the live session promptly.

### **Responsibilities for Parents / Guardians:**

- You should 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. Parents and others may not sit in on live classes. There are child protection concerns that arise if others are observing interactions between students and the teacher.

## **Live Online Classes:**

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

In the use of live streaming:

- Students must always follow the direction of their teacher just as in the classroom.
- All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- Student cameras should remain off. The teacher may instruct the class to switch on their cameras for some class engagement. Students should be dressed appropriately. They may wear their school jumper and blouse. The students are instructed to have a plain white background and the class should not take place in a bedroom.
- Students must change the user name (if different) to their own name to allow teachers to recognise the students for admittance to the live class.
- Students are required to remove any pictures from their profile.
- A meeting link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- Sessions / part sessions may be recorded by the teacher only and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screen shares, whiteboards and audio from the class.
- Only the teacher is allowed record a session. No one else is permitted to record. The school will take action if a student was to post a teacher's image and / or defamatory content about a teacher on social media.
- It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated.

## **Additional Information:**

- Parents/guardians and students should note that teachers may have to send material/ assignments outside of regular school hours. This does not mean there is an expectation on the student to begin work at the time it is received.
- Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on Google Classroom or via email outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required.
- To support this, we urge all members of the school community to turn off notifications outside of their learning/working hours and to use the schedule option on Gmail in order to delay the arrival of material by email.
- The SEN department and SNA Team will endeavour to support all students with additional needs to access Remote Teaching and Learning. As far as possible, supported by the SNA Team, provision for SEN students will be made when using Remote Learning methodologies.

- We recognise that teachers and students have a variety of circumstances that they are managing whilst engaging with remote teaching and learning. Acknowledging this, we understand that all students and teachers engage as best they can with all efforts at remote teaching and learning.

1. This policy should be viewed in accordance with the **Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context** for post-primary schools and centres for education and St. Dominic's College will endeavour to support the continuity of students' learning.

2. This policy should be viewed in conjunction with other school policies available at St. Dominic's College.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.

This policy was agreed on the date noted below.

**Signed:** *Frances Locke*

**Date:** 09/03/2021

Chairperson of Board of Management

**Signed:** *Ann Conroy*

**Date:** 09/03/2021

Principal

## Appendix

### Year by Year Plan January 2021

**In the year by year plan ahead we make reference to Zoom/interactive and other engagement classes. Interactive classes can be a Zoom or Google Meets class. Other engagement below refers to a communication with the class such as another Zoom class, a screencastify (voice over), a power point emailed, a work sheet emailed, an exam question with support prompts of how to answer etc.**

#### **6<sup>th</sup> Year online plan**

All subjects that have 5 classes normally a week- Minimum 1 zoom + 3 other engagements with the class.

#### **5<sup>th</sup> Year Plan**

All subjects that have 5 classes normally week – Minimum 1 Zoom+ 2 other engagements with the class. Of course teachers may teach their classes more if they so wish as per their timetable. What we have here is the minimum engagement that should take place.

#### **TY Plan**

Maths, Home Economics, Mini Company, French, Irish, English – Minimum 1 zoom+ 1 other engagement

Art, Sport, Aerobics, Applied Maths, Science, PE, History, Geography- Minimum 1 zoom +no other engagement.

#### **3<sup>rd</sup> Year Plan**

All subjects that have 4 or 5 classes normally a week – Minimum 1 Zoom+ 2 other engagements with the class

All subjects who only have 2/3 classes normally a week- Minimum 1 zoom+ 1 other engagement with the class

#### **2<sup>nd</sup> Year Plan**

All subjects that have 4 or 5 classes normally a week – Minimum 1 Zoom+ 2 other engagements with the class

All subjects who only have 2/3 classes normally a week- Minimum 1 zoom+ 1 other engagement with the class

#### **1<sup>st</sup> Year Plan**

All subjects that have 4 or 5 classes normally a week – Minimum 1 Zoom+ 2 other engagements with the class.

All subjects who only have 3 classes normally a week- Minimum 1 zoom+ 1 other engagement with the class.

All subjects who have less than 3 classes normally a week- Minimum 1 zoom+ no other engagement with the class