



Coláiste Éinde Distance Learning Policy

Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning hereafter referred to as “Distance eLearning” – it operates in addition to our existing Acceptable Use Policy (AUP).

Our Distance eLearning Policy is designed to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue teaching and learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online teaching and learning remotely. Teachers may use different methods e.g. - teacher-centred, learner-centred, content-focused, interactive/participative. Teachers will set a deadline of at least three days’ notice for completion of work.

Scope of this Policy

This policy covers any aspect of student distance learning as used by school staff and students.

In all cases students and staff must use their @colaisteeinde.ie account to log in. Students must not use any other account under any circumstances for the purposes of Distance eLearning within the school, unless otherwise authorised by management.

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

Office365, incorporating Microsoft Outlook (e-mail), Microsoft Teams, Microsoft OneNote, Microsoft Forms, Microsoft Stream, – for live online classes/assemblies/meetings. This list is not exhaustive. Teachers may use regular live/pre-recorded classes.

Responsibilities while partaking in Online Teaching and Learning

For staff and teachers:

1. Teachers have overall control of the online interaction of their class i.e., setting up, invites, close etc.
2. Teachers will do their utmost to be available at the identified time on their adapted timetable for online teaching and learning
3. Teachers should as far as possibly provide ongoing online teaching through recorded/live sessions in addition to assigning tasks for distance learning.



For students:

1. Students must always follow the direction of the teacher as in the classroom.
2. Students are asked not to turn on their video unless instructed to do so by the teacher.
3. All student microphones should be on mute unless asked to unmute by the teacher. This is to avoid all distracting noise being broadcast to everyone.
4. Where possible students should wear headphones.
5. Do not engage in communications with any account other than @colaisteeinde.ie account (unless authorised by management) and report any such activity to your teacher or year-head's @colaisteeinde.ie e-mail account.
6. Students must always be civil and respectful to teachers and fellow students and follow online etiquette as outlined. Disruptive students will be removed to allow others to engage with teaching and learning. Repeatedly disruptive students may receive a temporary ban from all online access.
7. Dress appropriately and ensure background is appropriate for online classes. (Backgrounds should not display any posters, icons, or images)
8. Online classes should only be viewed by Coláiste Éinde students.
9. Students are not to record or alter any content such as worksheets, exam papers, answers, solutions, videos, notes, images, or classes – or forward to anyone without the permission of the creator of that content.
10. Students should get in touch with their teacher immediately if they are having difficulty with any aspect of their technology, subject, access to work or if they are finding the workload unmanageable.
11. Students online activity may be recorded and monitored* this includes anything sent or said via e-mail, Teams, and OneNote, and whether they are checking regularly for assigned work.
*To meet our statutory obligations to deliver appropriate education to students and/or we cannot satisfy our duty of care to each student without processing this information.

For parents:

1. Parents should ensure that their son/daughter is checking in regularly for assigned work.
2. Where live classes are being run parents should ensure their son/daughter is in an area of the house that is quiet and free from distractions. Parents please be mindful of Child Protection Guidelines, for example, students should be dressed appropriately for classes.
3. For GDPR reasons live online classes should only be viewed by your son/daughter unless the presence of a parent/guardian is required by the school.



Sanctions/Disciplinary issues

As per the school's Code of Behaviour a graded system of firm and consistent sanctions will apply to students involved in breaches of the Distance eLearning Policy. Sanctions up to and including expulsion may be imposed depending on the seriousness of the incident.

Our Distance eLearning Policy operates in addition to our Acceptable Usage Policy (AUP) 2019 and the school's Data Protection Policy 2020 which are available from our website. Our Distance eLearning Policy should be read in conjunction with all other relevant policies which are available from the school office.

Signed: *Michael McE*

Date: 18/11/2020

Chairperson of the BoM.