



Online Learning and Teaching Draft Policy



Introduction

This document sets out the expectations of the school in respect of use of technology for distance or remote learning and teaching in the event of school closure due to Covid-19. It operates in conjunction with all of our existing policies, including our Acceptable Use Policy (AUP). This draft policy has been devised to ensure the continuation of learning and teaching in the event of disruption to schooling brought about by Covid-19. It outlines the systems and protocols used for the delivery of online classes remotely.

Scope of this Policy

This policy covers all aspects of online learning as used by the staff and students of St. David's CBS, Artane.

Related policies:

Our Online Learning Policy operates in conjunction with the following policies:

- Code of Behaviour
- Anti-Bullying Policy (including Cyber bullying)
- Acceptable Use Policy (AUP)
- Child Protection Safeguarding Statement

These policies are available from our website.

Google Classroom

Students must use their fullname@stdavidscbs.ie account to log in to their Google account, and must use this in their communication with teachers. If a student has forgotten their password, please contact the school office or parents can email jessedunne@stdavidscbs.ie and the password will be reset.

The learning platform that we use in this school is Google Suite and involves:

- Google Classroom
- G Mail
- Google Drive
- Assignment Docs, Google Forms
- Google Meet

There may be some additional applications that teachers may use, such as Zoom and Loom. The teacher will provide students with the information required to access them. In all cases, students should use their school email as the login.

Online Learning Approach

Online learning will take a blended approach. This means that some teachers may use different methods more than another teacher. For example:

- Some teachers may use regular live classes while others may not
- Some teachers may distribute work as weekly assignments while others may issue daily homework tasks.

In all cases the required curriculum for each subject will be met. The teacher will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher through Google Classroom if they are having difficulty with any aspect of their subject.

Responsibilities in Online Learning

Staff and teachers:

- Teachers have overall control of the online interaction of their class
- Teachers will establish a Google Classroom for all their class groups to facilitate communication with students
- Teachers will communicate with student during normal school hours and request that students communicate with them during school hours

Students:

- You must communicate through your @stdavidscbs.ie account only. The use of any other account or e-mail address is not permitted.
- As far as possible communication will take place within the school day.
- You must always be respectful in your interactions with your teachers and fellow students just as you would in the classroom

- You are not to record or forward any content within a Google Classroom – such as worksheets, exam papers, answers, solutions, videos or notes to anyone else without the permission of your teacher.
- You must not record classes at any time or take screenshots or photos of others.
- Your online activity is recorded. This includes your class attendance, anything you send or say via email, comments on Google classroom, and whether you are checking regularly for assigned work.

Procedure for students not engaging online:

1. Class teacher will email the student and may contact the parent
2. Class teacher will contact the Year Head who will email the student
3. Year Head will contact the parent of the student

Parents:

- You should ensure your son is up and ready to engage in his online learning as per normal school hours and logging on to his Google Classroom for assigned work and live classes.
- Where live classes are being run you should ensure your son is in an area of the house that is quiet and free from distractions
- Live online classes should be viewed by your son only

Live Online Classes

Teachers may deliver some of the course “live” using Google Meet or Zoom. This will involve audio, video, virtual whiteboards and screen sharing.

- Students must always follow the direction of their teacher just as in the classroom and come prepared for class

- The default mode should be that cameras are on. Teachers may ask students to turn off their cameras and mute their microphone from time to time and students must comply.
- All microphones should be muted when a person is not speaking to avoid background noise interference
- Only the teacher is allowed to record a session. No-one else is permitted to record classes

We may retain the following:

- Login activity: how often a student logs into his G suite account
- Within Google Classroom: the date and time when a student views assignments or materials and when they submit any work for same
- In live classes: Attendance at classes

Why we retain it:

- To assist us in making sure students are engaging in learning sufficiently and in good time
- To assist us in generating appropriate and relevant feedback to parents on progress
- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where we retain it:

- The School's own systems are configured so that all data resides within an EU country only, which in the case of Google, is Ireland.

How long we retain it for:

- Activity and content will not be retained beyond the student's final year in St. David's CBS