

# St. Patrick's Classical School



## Distance Learning Policy

## **Distance Learning Policy**

The extended school closure since March 2020 has brought significant changes to teaching and learning in St. Patrick's Classical School. To reflect these changes we have developed a School Distance Learning Policy.

The policy outlines how SchoolWise and some new technologies now play a central role in the delivery of lessons, teaching and learning online.

This new policy operates alongside all of our other existing policies.

### **Introduction**

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning during the current Coronavirus school closure, or hereafter for any extended school closure. This policy operates in addition to our existing Acceptable Use Policy (AUP).

### **Scope of this Policy**

This policy covers most aspects of online distance learning for all teachers, SNA's school staff, students and parents of St Patrick's Classical School.

In St Patrick's Classical, SchoolWise is the main platform that all teachers and students School use to engage in online teaching and learning. SchoolWise is the main platform that all teachers and students in St Patrick's Classical School use to engage in online teaching and learning .It allows teachers to communicate and message students and it enables teachers to share resources. Teachers can set assignments for their students, which can be turned in digitally for correction, and grading. The Gradebook function on the platform enables teachers to input assignment/test results etc. which can be shared with students and used to track their academic progress

As a school community, we must take into consideration that not all student have adequate internet access/broadband, use of devices, supportive home situations or suitable workspaces etc. In these cases, teachers will devise the most suitable methods to continue online teaching with students affected by these issues.

In all cases, students must use their SchoolWise account to log in. Students are not permitted to use any other account under any circumstances for the purposes of Distance Learning within the School.

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

- SchoolWise
- Google suite
  - I. Google Meet
  - II. Google Docs
  - III. Google Slides
  - IV. Google Forms
- Screencast
- Screencastify

There may be some other additional applications that teachers may wish to use. The teacher will ensure that other applications are suitable and GDPR compliant. The teacher will provide the student with the information required to access them. In all cases, teachers and students must use the SchoolWise account as the point of login.

### **Distance Learning Approach**

Distance learning will compose of what is known as a blended approach and some teachers may use different methods more than another teacher may. For example:

- Some teachers may use regular live classes while others may not
- Some teachers will use pre-recorded lessons or tutorials
- Some teachers may use live classes through Google Meet.
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

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

## **Roles and Responsibilities while participating in Distance Learning.**

### **Staff and Teachers:**

- Teachers have overall control of the online interaction of their class
- Teachers will assign work for the entire class and will assign tasks/activities for a variety of abilities, differentiating as appropriate for students with additional educational needs.
- Teachers will provide students with clear instructions on how to complete the tasks online.
- If a teacher chooses to use another other online application to share work, they first must check that they are GDPR compliant and follow school procedures for all online activity.
  
- Research would indicate that hearing their teacher's voices or seeing them via a recorded/live online class are the most effective methods to encourage greater student engagement online.
- The online platform 'Google Meet' is the school recommended platform for 'live' online classes
- The minimum number of students that must be present for any 'live' online classes is two students. One-to-one video lessons are not permitted unless written agreement with the principal and parent is received in advance.
- Teachers will notify students of a scheduled 'live' class via SchoolWise at least 24 hours in advance.
- Teachers and students must follow the school protocols and etiquette for online classes. (located in teacher and student journal plus shared via SchoolWise)
- The recording and posting of any video lessons on to any social media platform is not permitted.
- Teachers will provide whole class or individual feedback as appropriate via SchoolWise.
- Teachers will provide updates on student engagement and performance to parents via the school email/e-portal system.
- Teachers should plan to respond to student requests /enquires via Schoolwise in a timely manner, and during normal school time.
- All teachers will follow normal referral and communication systems if they are concerned about a student's engagement, wellbeing, welfare, behaviour etc.
- Teachers should try to manage their day so that school work and school communication do not interrupt their afternoons/evenings.

- A healthy work- life balance is essential to maintain good health during an extended school closure. Teachers should try to ensure that they look after themselves, and take measures to keep themselves healthy.
- Subject teachers, the SEN team, the Guidance Counselling team and the school management are available to support student engagement and wellbeing throughout the school closure.

## **Students:**

- Students must communicate with their teachers through their SchoolWise account only. The use of any other account or e-mail address is prohibited
- All school rules apply to on-line teaching and learning lessons/communications
- Students should dress appropriately and choose a quiet suitable space in their home for an online class.
- Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. If a student repeatedly disrupts a lesson they may receive a temporary ban from all online access.
- Students must always be courteous and respectful to their teachers and fellow students
- Students are not to record or forward any content within a Google meet/zoom meeting.
- Students will be made aware that their online activity is monitored. This will include anything a student sends or shares via SchoolWise etc. and if they are checking regularly for assigned work.
- Students must return all assignments to their teachers in a timely manner or before the completion due date.
- Students should ask their teacher for help if they are finding any aspect of the online learning a challenge.

## **Parents:**

- Parents should ensure that their son is checking in regularly for assigned work
- Where possible parents should try to ensure that their son 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
- Parents should ensure that their son is appropriately dressed for a live class.
- Students should view live online classes only and never record them.

## Student Online Class Expectations

### Before the online class starts

- Students are expected to check technology/links in advance (Audio, Video & WIFI),
- Technical issues are dealt with offline and not during the meeting
- Dress appropriately
- Choose a suitable room/space and background.
- Have your class materials ready

### During the class

- Start and finish the class on time.
- Classroom expectations are shared by the teacher at the start of the lesson.
- Mics should be muted during the meeting unless you have permission from the teacher to speak to the group.
- Use the chat function to ask your teacher a question if permitted by the teacher
- To request an opportunity to speak hold up a pen/hand & only 1 voice at a time
- Speak, listen and behave respectfully while avoiding external distractions.
- Respect the confidentiality of all participants.
- Teacher/host will end the meeting

### Post class

- Complete required tasks on time.
- Reflect on the learning that has occurred

*St Patricks' Classical School takes your security and privacy seriously. Under no circumstances should a lesson/online class/meeting be recorded. This will be considered a serious breach of our school GDPR, Behaviour and AUP policies.*

## **Live Online Classes**

Teachers may deliver some of the course “live” using Google Meet. This will use varying combinations of audio, video, virtual whiteboards and screencasts. Students must use their school email account only to access a Google Meet class.

## **GDPR and Online Teaching**

While teaching from home and communicating regularly with students online, it is important that teachers are aware of how to safely handle students' data.

Data is any form of information held about a living individual.

It can be held in paper form or in soft copy on a computer. It can also be held on external drives such as USB keys, external hard drives or other such devices.

Data can include information that you have written about another person, for example, a phone number.

## **Handling personal data**

When handling personal data, you should adhere to these essential data protection measures. These measures are particularly important when you are working from home.

- Be mindful of the data you hold about students.
- Encrypt any devices that contain personal data.
- Password-protect any files that contain personal data.
- Do not share your computer passwords with anyone else and change your passwords regularly.
- Always lock your computer screen when you are away from your desk.
- Never plug phone chargers, external hard drives or personal USB sticks into school computers.
- Ensure that any anti-virus software on devices is kept updated.
- Do not store personal data on local drives, desktops, USB sticks or portable devices.
- Obtain approval before signing up to or downloading apps or software for use.

## **Data Privacy Statement**

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) and St Patrick's Classical School Policy GDPR policy, which are available from our website.

### **What we retain:**

- Login activity, specifically, the last time a student logged in to their SchoolWise account
- Within SchoolWise, the date and time of if/when a student views any assignments or submits any work for same
- In live classes using Google Meet, audio, video, whiteboard, annotations and screen share activities of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

### **Why we retain it:**

- To assist us in making sure students are engaging in learning effectively and regularly
- To assist us in generating appropriate and relevant feedback to parents on student progress
- To provide revision materials by means of recording topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class
- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

### **Where we retain it:**

- All recordings are kept within the School's own systems which requires a valid school login to access
- The School's own systems are configured so that all data resides within an EU country only.

### **How long we retain it for:**

- Ordinarily this is cleared at the end of each exam session, i.e. at the end of 3<sup>rd</sup> Year and at the end of 6<sup>th</sup> Year. In any case, activity and content will not be retained beyond the students exit from the School, either through early exit or through graduation.



This policy reviewed and ratified by the Board of Management: **Thursday 24<sup>th</sup> September 2020, 29<sup>th</sup> September 2022 and will be reviewed again 2024.**

The Board of Management approved and ratified this School Policy on the 29-09-2022.

Signed:



Signed:



Fr. Gerry Stuart

Mr. Harry Mc Garry

Chairperson of Board of Management  
Date: 29-09-2022

Principal/Secretary to the Board of Management  
Date: 29-09-2022

# A STUDENT'S GUIDE TO ONLINE CLASSROOM ETIQUETTE

## WORK SPACE

Choose a workspace that is suitable for the online classroom.



Be aware of what others will see in the background.

## SHHHH...!

- Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



## BE ON TIME

Turn up – the class is to help you and your learning

Be on time for your online classes

## NO PHOTOS

Do not take screenshots or photos of others online



## SCHOOL RULES

School rules apply in the online classroom

Think before you type. Keep focused on the task assigned.



## PRESENTATION

Dress appropriately



## SPEAK UP & ASK FOR HELP

Contact teachers during school hours or make an agreement about contact times



## RESPECT

Respect everyone's views online



## ENJOY IT!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt



We lead highly effective schools consistent with our core values

School Support Directorate - Education and Training Boards Ireland 2020

