



Remote Teaching and Learning Policy

Scope

This policy outlines procedures in the changing circumstances brought about by the COVID-19 pandemic. Please note, this policy does not introduce any new concepts, rather, it outlines the rationale, aims and responsibilities for the relevant stakeholders in the delivery of teaching and learning remotely.

This Policy operates alongside all our existing policies including our Acceptable User Policy, Code of Behaviour, Anti-Bullying, Data Protection, Child Protection Guidelines.

Rationale.

- Regular engagement with students: Teachers should, as far as possible, engage with students as per the school timetable. The assignment of tasks to be completed is not, of itself, sufficient because students need direct teaching inputs from their teachers to feel connected to the school, to stay motivated, and to make progress in their learning.
- A blend of guided and independent learning tasks/experiences: Teacher-student engagement should involve both live, direct teaching by the teacher via Zoom and the assignment of independent learning tasks for completion by the students. Teachers should ensure direct instruction is provided using a variety of approaches for example video, audio, presentation software and written instructions.
- Appropriate and engaging learning opportunities: Teachers should ensure that the chosen learning tasks enable students to progress in their learning. It may be necessary to adjust the number of tasks usually given in the school setting to take account of the fact that students are doing this work from home.
- Learning Tasks: The tasks chosen should be aligned to the needs of the students, including those students with SEN, and should enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.

Aims

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example

- Teachers will use Zoom for the delivery of scheduled live classes.
- Teachers will allocate work for classes which are not live lessons.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. 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.

In all cases students must use their @mercyballymahon.ie account to log in. Students are not to use any other account under any circumstances for the purposes of eLearning within the School.



The list of applications that will be used for elearning will primarily be:

- Gsuite, incorporating:
 - Gmail (e-mail)
 - Google Classroom
 - Google Forms
 - Google Drive
 - Google Sheets
 - Google Docs
- Zoom – for live online classes.

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. It is School Policy that we use the Wriggle learning management system to control the applications on devices for 1st to 4th Year students. If using unmanaged devices, it is expected that students will adhere to this policy.

Everyone's Responsibilities while partaking in Remote Teaching and Learning

For teachers and support staff:

- Teachers have overall control of the online interaction of their class.
- Disruptive students will be removed to allow those who wish to participate in class a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.
- Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Zoom live video call or by e-mail.

For students:

To respect the learning, and to increase motivation and engagement, students are to:

- a. Present for online lessons appropriately dressed.
- b. Turn on cameras and use the formal school Virtual Background, (Child Protection Guidelines) when attending a live lesson or assembly. Failure to turn on camera will result in student being removed from the lesson.**
- c. Mute mics until requested by the teacher.
- d. Have appropriate materials (copies, books, pens etc.) ready in advance of the lesson.
- e. Participate and engage positively in the lesson.
- f. Upload assigned work in the correct format and manner. Work must be uploaded in pdf format using Adobe scanner. Incorrectly formatted work cannot be assessed by teachers.



- You are to communicate through your @mercyballymahon.ie account only. The use of any other account or e-mail address is expressly prohibited. **During 'Live Zoom' classes or and assemblies, you must display your school email address or your name as on the school roll.**
- Do not engage in communications with any account other than an @mercyballymahon.ie account and report any such activity to your teacher or year-head's @mercyballymahon.ie e-mail account.
- You must always be civil and respectful to your teachers and fellow students.
- You are not to record or forward any content within a Gsuite group – such as worksheets, exam papers, answers, solutions, videos, notes or **Zoom links** – to anyone else without the permission of the creator of that content.
- Material generated by Remote Teaching and Learning should not be shared on individual Social Media accounts e.g. Snapchat or Instagram. The school may share some content on our official Social Media accounts.
- You understand that all your online activity is logged. This includes anything you send or say via e-mail, Gsuite, recorded Zoom classes (where applicable) and whether you are checking regularly for assigned work.

Communication between teachers and students will be limited to the school day (9 am to 4pm Monday to Thursday, 9am to 1.20 pm on Friday) Outside of these times, communications should be sent by scheduled send.

For parents:

- You should ensure that your son/daughter is checking in regularly for assigned work by viewing their Google classroom platform.
- Where live classes are being run, you should ensure that your son/daughter is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines and ensure your son/daughter is appropriately dressed, is using the assigned school virtual background and has their camera on. Otherwise, they will be removed from the live lesson.
- Live online classes should be viewed by your son/daughter only.

Live Online Classes

Teachers will deliver some of the course "live" using Zoom. They will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Zoom:

- Students must always follow the direction of their teacher just as in the classroom.
- 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 Zoom link is intended for the student only. The teacher will decide who should receive the link. Do not forward the link to anyone else.
- Students are not permitted to record a live lesson.



Data Privacy Statement

Our Remote Teaching and Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) and School Privacy Policy which are available from our website. For clarity, we will outline aspects specific to Remote Teaching and Learning, but this should be read alongside our existing policies mentioned above.

What we retain:

- Login activity, specifically, the last time a student logged in to their Gsuite account.
- Within Google classroom, the date and time of if/when a student views any assignments set for them and when they submit any work for same.

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.

Where we retain it:

- All records are kept within the School's own systems which requires a valid @mercyballymahon.ie login to access.
- The Schools own systems are configured so that all data resides within the EU.

How long we retain it for:

- Ordinarily this is cleared at the end of each exam session, i.e., at the end of 3rd Year and at the end of 6th 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.