

Remote Learning Policy

1. Introduction

The purpose of this policy is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

While this policy informs best practice for remote 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 an extended unforeseen school closure.

This policy does not set out to replace our ICT Acceptable Usage Policy but rather intends to be an important addition to the area of learning from a digital platform.

The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying Policy.

The primary obligations that all schools have are to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners under Child Protection Policy and that their data is also protected under GDPR legislation. Schools must ensure that learning may be able to take place in an environment that is respectful and fair and meets its statutory duties.

2. Context

This interim Policy has been developed during the Covid-19 Pandemic, when remote teaching and learning was imposed on the school community, without prior knowledge and preparation. Scoil Náisiúnta Rae na Scríne endeavours to make it very clear to all of our partners that the values that are instilled in all of our policies remain, no matter how we change our teaching and learning methodologies or the location of

that teaching and learning. This includes remote learning or when a child 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).

3. Guidelines on the appropriate use of Online Platforms for engaging in remote teaching and learning

Scoil Náisiúnta Rae na Scríne encourages all students to use Seesaw. Seesaw is a useful tool for remote teaching and learning. It is also an e-portfolio of the students work. All students have been given account details. New students will be given account details once they join their classes. If problems arise with Seesaw parents of students should contact the class teacher by email.

The primary online platform our school is currently using for remote learning is Seesaw. This may change in time but the sentiment and instructions within this policy shall remain valid no matter what platform we use in the future.

- Teachers will demonstrate how Seesaw can be used during class time and will assign the students short tasks to complete on Seesaw at home.
- When working remotely work will be assigned on Seesaw. Students will submit their work through Seesaw. We are aware that everyone's circumstance is different and we understand that not all students may be able to complete all assigned work.
- Teachers when working remotely will on most occasions try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours. However, everyone's circumstance is different and we have to be as accommodating to all members of our school community as we can, especially in these uncertain times. Parents and students need to be aware that teachers may have to send material/ assignments outside of regular school opening 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 Seesaw 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. We would urge all members of the school community to turn off notifications outside of their learning/working hours.
- In so far as possible, provision for SEN students, will be made when using remote learning methodologies.
- The material created by the teacher on Seesaw or any other remote learning platform is the property of the teacher and students do not have permission to share to others outside of the class unless given permission to do so.
- Social media sites e.g. Facebook, Snapchat, Hangouts, WhatsApp etc, to communicate with students is never permissible. Likewise, staff and parent communication should not be through these or other social media sites and apps.

- Teachers may need to communicate with parents via Seesaw, email or by phone. If communicating with parents by phone, it is recommended that staff block their phone number.
- Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour will be the same as if the student was in school as they are involved in prescribed school work, on a school created platform using a school log-in and which has been directed by school personnel.
- The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
- All provisions relating to the child's data remains the same under GDPR procedures and guidelines.

4. Teacher Checklist for Remote Learning

In the event that the school is directed to close for a period of time, teachers should ensure that the following steps have been taken on the day of closure:

- Books and copies and other material required for remote learning sent home with student(s) on day of school closure.
- Teacher laptop and charger brought home on day of school closure.
- Relevant teacher books and resources needed for remote teaching brought home on day of school closure if possible.
- Seesaw: Class has been set up and is operating on Seesaw (web.seesaw.me/). This should be done in September.

Signed: _____
Chairperson of BoM

Signed: _____
Principal/Secretary to the BoM

Date: _____

Date: _____