Distance Learning Policy

Introduction

This document sets out the policy in respect of the use of technology for distance or remote teaching and learning by teachers and students of Boherbue Comprehensive School. All students, teachers + SNA's have a school based gmail account (@bcs73.com) and are familiar with using Google Classroom. All students and their parent/guardian have signed a G–Suite permission form.

Scope of this Policy

This policy covers any aspect of student distance learning as used by teaching staff.

In all cases teachers + students must use their @bcs73.com account to communicate with each other. Students are not to use any other account for the purposes of eLearning within the school. SNA's may communicate online with their assigned students using their @bcs73.com accounts.

The Learning Solution that will be used for distance learning will primarily be:

- G Suite for Education which includes Google Classroom

There may be some additional applications that teachers use, and the teacher will provide the student with the information required to access them.

E Learning Approach

E Learning will take what is known as a blended approach and teachers may use different methods and apps. For example:

- Some teachers may use regular live classes while others may not
- 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 subject. The teacher will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher if they are having difficulty with any aspect of their assigned work.

E Learning Responsibilities

For Teachers:

- Teachers have overall control of the online interaction of their class
- Teachers will do their utmost to set and adhere to agreed times and deadlines
- Teachers will give students relevant feedback on work submitted online.
- Students not engaging online or engaging inappropriately to be reported to the relevant Year Head.

For SNA's
- SNA's may use their @bcs73.com accounts to provide additional help and reassurance to their designated students, if deemed beneficial.

For Students:

- Students are to communicate appropriately and respectfully online with teachers, year head or senior management through their @bcs73.com account only.
- Students are not to record or forward any content within a Teams 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
- Students are expected to submit all online designated work on time. Work not submitted on time without a valid reason will not be corrected and sanctions may be given. If there are technical difficulties, then the teacher should be informed as soon as possible.
- Students not submitting work without a valid reason may be sanctioned in line with the school's discipline policy.
- Students online behaviour must be respectful at all times. The G Suite administrator can access all student accounts and anyone behaving online in an unacceptable manner may have their school Gmail account suspended and sanctions applied in line with the schools Internet Acceptable Usage Policy.

For Parents/Guardians:

- Parents/Guardians should ensure that their son/daughter is checking in regularly for assigned work and completing it on time.
- Where live classes are being run parents/guardians should ensure their son/daughter 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
- Live online classes should be viewed by your son/daughter only.
- Parents/Guardians should contact the school authorities if they have any concerns in relation to online learning.
- Parents should not be emailing the class teachers or management using the student accounts, and will not be responding to them. Any queries can be sent to the school email address

Live Online Classes

Teachers may deliver some of the course "live" using online resources such as Zoom or Google Hangout etc. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Video Conferencing:

- 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 any link to anyone else.

- Only the teacher is allowed record a session. No-one else is permitted to record.

School Policies

This Distance Learning Policy operates in conjunction with all other School Policies including the Internet Acceptable Usage Policy (AUP), Mobile Devices Policy, Child Protection Policy and Data Protection Policy which are available on the school website.

This Policy was ratified by the Board of Management on ___11- 11 - 2020___ .

Signed: ___Catherine Fitzpatrick___

(Chairperson, Board of Management)

Date: ___11ᵗʰ November 2020___ .