

Collon National School Remote Teaching and Learning Policy

This is a working document. As we continue to explore options available to support distance teaching and learning, the document will be updated accordingly.



Introduction

In response to this time of uncertainty regarding school closures, the Board of Management of Collon National School has formulated this policy to outline how the school will maintain the link between school and home. In the event of another whole or partial school closure, we aim to continue to communicate with our pupils & parents through various means.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our Acceptable Usage Policy. Rather, it is proposed as an important addition to the area of learning from a digital platform. The policy presented here is written in line with our school's Code of Behaviour Policy, Anti-Bullying Policy, Child Protection Policy, Data Protection Policy and Staff/ Parent Communication Policy .

The primary obligation of all schools is to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and the purpose of this policy is to provide guidelines and information to pupils, their parents, and staff members, 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 a further extended school closure.

Remote teaching and learning during an exceptional school closure (i.e. Covid19 pandemic)

1. *Staff members, parents/guardians and pupils are expected to behave in an appropriate, safe, respectful and kind manner at all times while online.
2. Staff members and pupils will communicate using tools which have been approved by the school and of which parents/guardians have been notified. They are School management system, Databiz, (including text and email) Class Dojo, Gmail and Zoom.
3. Any electronic forms of communication will be for educational purposes only and to allow for communication with families of pupils in our school.
4. For security reasons, passwords will be provided to families for Zoom calls.
5. Verbal communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.
6. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
7. Collon National School cannot accept responsibility for the security of online platforms , in the event that they are hacked.

Guidelines for Staff members* while using online communication methods during remote teaching and learning:

*(Principal, Class Teachers, Special Education Teachers, Special Needs Assistants, Substitute teachers and School Secretary)

Class Dojo

1. Relevant staff members are expected to engage with Class Dojo during normal school hours: 9:00am – 2:40 pm, Monday – Friday, where possible.
2. Staff members will report any concerns regarding online behaviour or interactions to school management.
3. Staff members are permitted to use the Class Dojo app on personal devices during this time. E.g. personal mobile phone or tablet, if necessary.
4. All communication via Class Dojo Class Story, School Story, messages and portfolios will be between the staff member and the parents/guardians and /or pupils (3rd -6th class), including feedback from the staff members on work submitted to the pupil's portfolio.
5. The parents/guardians can relay the information to their child. - Senior pupils (3rd - 6th) will be able to access Class Do Jo, under parental supervision.
6. The parents/guardians are responsible for any videos, audio, photographs and work submitted on their child's behalf or by the child to the teacher.

Gmail

1. Staff members have a school email account specific to their role within the school.
2. Parents/Guardians will be notified of all necessary email addresses annually.
3. School staff can communicate with Parents/Guardians if and when necessary.
4. School staff will be professional and respectful in all email communication with parents/guardians.
5. Parents/Guardians should be equally respectful in all email communication towards school staff. School staff will respond to emails received only during appropriate school hours.

Video Conferencing Software:

Collon National School staff members, pupils and parent/guardians will use video conferencing using the following platform: Zoom

1. Zoom will be used as a means of video conferencing for staff meetings.
2. Zoom will be used as a means of video conferencing for possible Board of Management meetings.

3. Zoom will be used as a means of video conferencing for communication between staff members and pupils. Staff members will participate in professional development in this area.
4. Video conferencing will mainly be used to check-in with a class, in the form of a class assembly. The assembly will allow for a social gathering of the class while everyone remains safe at home. Class teachers will host the zoom video conference. Assemblies will include sharing of class news, oral language activities and a general well-being check –in. This may happen once a week.
5. Zoom sessions will be timetabled across all classes over two days. Parents & Pupils will receive sufficient notice of calls.
6. The class teacher or Special Education Teacher (SET) will share the zoom link with all parents/guardians via Class Dojo messenger.
7. The staff members will have a clear agenda set out for the Zoom session and will explain the “rules and etiquette” for Zoom at the beginning of every session. Pupils will be reminded of their “zoom rules” according to this policy.
8. During a Zoom session staff members must not record or take photographs of the session’s screen.
9. Child protection
 - A Parent should be in the room with their child during a meeting but does not have to be on screen for the session.
 - Nobody is permitted to make a recording or take a screenshot of any meeting.
 - At least two staff members, acting as co- hosts, should be present at any zoom session
9. For the dignity and respect of all participants, the meeting should take place in a quiet room with no interruptions.
10. Staff members will be appropriately dressed.
11. Staff members should report any negative comments/feedback to school management.

Phone calls

1. Special Education Teachers will check-in with parents/ guardians of pupils on their caseloads, when necessary.
2. Principal will contact parents/guardians whom haven’t communicated with class teachers and parents who have outstanding issues that cannot be resolved through Do Jo with their child’s class teacher.
3. Correct phone etiquette will be followed.
4. On rare occasions a class teacher may phone a parent/guardian during the time of remote teaching and learning where it is deemed absolutely necessary.

Guidelines for PUPILS while using online communication methods during remote teaching and learning.

Class Dojo

- Pupils from 3rd -6th may have their own pupil access to class dojo, under Parental supervision. Pupils from Junior Infants to 2nd class can only access class do jo through their parents/ guardians access.

Gmail

- Only 6th class pupils have permission to email their class teacher / special education teacher to submit their school work.
- All other classes must submit work via email via their parents/guardians.

Video Conferencing Software:

Collon National School staff members, pupils and parent/guardians will use video conferencing using the following platform: Zoom

1. Zoom will be used as a means of video conferencing for communication between staff members and pupils.
2. Video conferencing will mainly be used to check-in with your class, examples include class assemblies which include sharing of class news or oral language activities. This may happen once a week.
3. Your class teacher or Special Education Teacher (SET) will share the zoom link with your parents/guardians via Class Dojo messenger.
4. Your teachers will have a clear agenda set out for the Zoom session and will briefly remind you of the “rules and etiquette” for Zoom at the beginning of every session.
5. During a Zoom session you must not record or take photographs of the session’s screen. You must not have a mobile phone in your possession, unless you are actively engaging in the zoom call, using a mobile phone device.
6. Remember our school rules - they are still in place, even online. Our school’s Code of Behaviour & Discipline still stands for zoom calls.
7. Your parent/guardian will be in the room for the session.
8. Please set up your device in a quiet space, with no distractions in the background.
9. Join the video with your microphone muted.
10. Raise your hand before speaking, just like you would do in class.
11. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
12. Show respect by listening to others while they are speaking.
13. Ensure that you are dressed appropriately. No hoods up, please! We want to see you.

14. Be on time - set a reminder if it helps.
15. Enjoy! Don't forget to wave hello to everyone when you join!

Phone calls

1. On occasion a staff member may speak to a pupil over the phone with parental consent. The parent must remain in the room with the child for the duration of the call.
2. Special Education teachers may set up phone calls with their pupils with Parental consent and management of the call.

Guidelines for PARENTS while using online communication methods during remote teaching and learning:

- It is the responsibility of parents/guardians to ensure that children are supervised while they are working online. Parents/guardians should continue to revise online safety measures. Some safety tips can be found on: <https://www.webwise.ie/parents/explained-live-streaming/>
- It is the responsibility of parents/guardians to check over their child's work and to send the work to the relevant teacher. It is parental responsibility of pupils in senior classes, 3rd -6th to ensure that work being submitted by pupils themselves is of the child's best efforts and is appropriate. All work should be the very best attempt by the pupil.

Class Dojo

- **Parental involvement and participation in Class Do Jo is of utmost importance in continuing and participating in your child's educational journey during periods of lockdown and school closures.**

Gmail

- Parents/guardians can communicate with staff members via the relevant email address.
- Parent/guardians must remain respectful and appropriate in their email correspondence.
- Emails can be sent at any time by parents but will only be responded to during appropriate school hours.

Video Conferencing Software:

- Collon National School staff members, pupils and parent/guardians will use video conferencing using the following platform: Zoom

1. Under no circumstances can photographs or recordings be taken of Zoom sessions.
2. Please ensure that the school has the correct email address for inviting you to join apps and meetings.
3. At this time, the main purpose of a video call is to conduct class assemblies to unite the class and maintain a social connection at this time.
4. Please be aware that when your child is participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. Please ensure that your child is on time for a scheduled zoom meeting. Please have your child ready to join the class approximately five minutes before the scheduled start time.
6. Your child will proceed to the "Waiting Room" and then the host (Class / SET teacher) will permit the child to enter the call.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. Staff members will terminate the session if a teacher finds themselves on their own in the meeting or if there is any inappropriate behaviour by pupils or parents/ guardians.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication for your child.

A breach may also result in a pupil/parent/guardian being immediately removed from a Zoom meeting or a meeting being immediately terminated.

In this case, the child's parent will receive a report on the incident via email within one week of the incident.

Contact Details/ Further Communication

Phone Calls / Emails to School Office

1. Parents can phone the school, 041 9826594 with any enquiries he/she may have. If you leave a voicemail, a call will be returned from school as soon as is possible.
2. Parents can email the school office at collonnationalschool@gmail.com and again queries will be replied to and dealt with during appropriate school hours where possible.
3. The Main messages concerning whole school activities or announcements will be delivered through the school messaging service via a Text message or an email. Please ensure the school office has your most up to date contact details and that you are in receipt of said texts.

