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## **Remote Learning Policy**

### **Lisnagry N.S. – September 2020**

We have devised a new Remote Learning Policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various methods used for the delivery of online learning remotely.

#### **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 stay at home instruction, hereafter referred to as “Remote Learning” – it operates in addition to our existing Acceptable Use Policy (AUP).

#### **Scope of this Policy**

This policy covers any aspect of student remote learning as used by the staff of Lisnagry N.S.

The list of applications that will be used for remote learning will primarily be:

- Gsuite email
- Google Classroom
- Zoom – for video calls
- Aladdin Connect App

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

#### **eLearning Approach**

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. This will depend on the age and ability level of the children. For example:

- Some teachers may use a live class through zoom while others may not
- Some teachers may use recorded lessons and upload them onto the Google Classroom platform
- Some teachers may distribute work weekly while others may do so as daily homework-style tasks.

Students/parents should get in touch with their teacher right away if they are having difficulty with any aspect of their remote learning or if they are finding the workload unmanageable.



## Everyone's Responsibilities while partaking in Remote Learning

For staff and teachers:

- Teachers have overall control of the online interaction of their class.
- Clear communication of times that you are available online and expectations you have for the pupils should be ensured.
- When using the zoom platform for video calls, best practice as per our Code of Conduct (as set out in our AUP policy) must be followed.
- Disruptive students will be removed from live classes in order to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.
- Teachers/SNA's will do their utmost to be available at the identified times communicated to the children.
- Teachers will check uploaded work daily.

For students:

- Communication may only take place during normal school hours.
- The normal school calendar will apply.
- The following policies apply to remote learning and teaching:
  - Anti-Bullying Policy
  - Code of Behaviour
  - Acceptable Usage Policy
- Pupils must always be civil and respectful to their teachers and fellow students.
- Pupils are not to record or forward any content within a group – such as worksheets, answers, solutions, videos, notes or Zoom links – to anyone else without the permission of the creator of that content.
- Pupils understand that all online activity is monitored. This includes anything you send or say via e-mail, Zoom etc.
- Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time where possible.
- All we ask is that you do your very best to partake in the remote learning your teacher has provided for you.

For parents:

- We ask parents/guardians to ensure that the protocols for students as outlined above are adhered to.
- Check in on your child's schoolwork and ensure that your child is checking in regularly for assigned work.
- Where live classes are being run, it is recommended that a quiet place be provided for the call so it can proceed without due interruption, but one which is an area of the home that is open and accessible to you the parent/guardian (i.e. not in a bedroom, behind a closed door).
- Live online classes should be viewed by your child only.
- If you are experiencing difficulties arising from poor broadband connection or shortage of devices, please let us know as soon as possible so that some other arrangement can be made where possible.
- It is expected that your child engaging in zoom video calls, observe acceptable standards of appropriate behavior and etiquette, as they would in a classroom setting, along with appropriate dress code.

The overall health and wellbeing of our school community is paramount. We ask you to be mindful that circumstances may change for anybody unexpectedly and without notice, including for staff. While our teachers and staff will do their very best to address your child's learning needs remotely, please be mindful that there may be situations within their own households which can be very difficult on a personal level.

### **Zoom Video Calls**

Our Code of Conduct for video calls must be adhered to. Classroom rules will still apply including our Code of Behaviour. Our Child Protection Policy continues to remain in place, and where a child protection concern may arise in relation to an online class or contact, staff members will follow the normal practice, in relation to dealing with such concerns.

It is strictly prohibited for any pupil, parent/guardian or staff member to record and/or share in any manner a live video call, either through recording that may be available on the platform, or using any other device, e.g. mobile phone, without the express consent of all parties to the call being obtained in advance and the advanced approval of the Principal teacher. All parties should note that to record a call without consent is a serious issue and may be subject to disciplinary action under the relevant Code of Behaviour / Disciplinary policy.

The most important thing is to encourage and support your child to engage to the best of their ability with the content provided and engage in some element of schoolwork every day should a closure arise. If your child can't do it for whatever reason and you are unable to support them please do inform your child's teacher. We will provide work and guidance and all we ask is that our pupil's do their best.

### **Our Remote Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP).**

This policy is a working document and will be reviewed in a timely manner.

Signed: \_\_\_\_\_ Chairperson B.O.M.

Signed: \_\_\_\_\_ Principal

Date: \_\_\_\_\_