

## Remote Teaching and Learning Policy in Scoil Carmel JNS, Firhouse. (during Covid 19 Pandemic)

### 1. Introduction

In response to this time of uncertainty regarding school closures, we have 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 through various means.

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

This policy is 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*, *Anti-Bullying Policy* and *Acceptable Usage Policy (AUP)*.

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. We aim to ensure, to the best of our ability, that learning takes place in an environment that is respectful and fair and meets our statutory duties.

This plan has been formulated in accordance with the provisions and guidelines of the Department of Education and relevant sections of:

- a) The Education Act (1998)
- b) Education (Welfare) Act (2000)
- c) Equal Status Act (2000)
- d) Education for Persons with Special Educational Needs Act (2004)
- e) Disability Act (2005)
- f) Children First Act (2017)
- g) Data Protection Act / GDPR (2018)
- h) Department of Education: Child Protection Procedures for Primary schools
- i) NEWB Guidelines for Developing a Code of Behaviour (2008).
- j) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- k) Guidance on Remote Learning in a COVID- 19 Context: September – December 2020

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

## 2. Guidelines for good online communication in Scoil Carmel JNS.

- Under no circumstances should pictures or recordings be taken of video calls, pre-recorded lessons, Class Dojo / Aladdin, Zoom, Facetime communications etc.
- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
- Staff members communicate with pupils and their families in relation to setting work, correcting work and sharing work via Aladdin, Class Dojo, Zoom, Facetime and their own school email.
- Staff members provide lessons for pupils either via pre-recorded video lessons, power points, weblinks or live zoom lessons (see protocols for zoom meeting in Section 4)
- All other communication should be through email via ( [scoilcarmelns@gmail.com](mailto:scoilcarmelns@gmail.com) ) or phone (through main school line 01- 4514151). The school also sends texts, notifications and permissions requests through the Aladdin app.
- Teachers will usually only communicate with parents/pupils during normal school hours.
- Communication using a mobile phone will not be frequent, but where it is necessary, staff will try to ensure that their caller ID is private.
- Any electronic forms of communication are for educational purposes and to allow for communication and information sharing with families.
- Students and staff communicate using only applications and platforms which have been approved by the Board of Management and of which parents have been notified (Aladdin, Class Dojo and Zoom).
- Parental permission is acquired before setting up a profile for a pupil on a communication forum.
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- For security reasons, passwords will be provided to families, where applicable.

**Scoil Carmel JNS** cannot accept responsibility for the security of online platforms, in the event that they are compromised.

**Scoil Carmel JNS** uses online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' includes a combination of assigned work, video messages and pre-recorded lessons on Class Dojo, Aladdin, Zoom and Email.

### **3. Media in use in the School**

#### **School Website-**

- Communication tool to keep parents up to date with what's happening in the Scoil Carmel community.
- It is used to share videos and slideshows of children's artwork, Star of the Week and class performances.
- It was an excellent tool throughout last year's remote learning for showcasing all the wonderful work the children were doing at home.
- It is also used by some teachers as a classroom blog and to share important notices.

#### **Aladdin:**

- Aladdin is a secure software system used by the school storing personal information and details about each child It allows parents/ guardians to have access to messages and communication from the school.
- Teachers can use it during online learning to share homework with the parents through Aladdin Connect and parents can submit completed work where it can be reviewed and marked by the class teacher.
- Report cards can also be created on Aladdin and viewed by parents/ guardians. It is monitored closely by the school administrator.

## Class Dojo

- *Class Dojo App* is used in many classes for our pupils and parents to connect with the class teacher. They then have the option of uploading items to their portfolio for their teacher to see and assess.
- This app requires an individual code which has been given to each child.
- Parental consent is required prior to using this app.

## Zoom

- Staff may arrange meetings or webinars with other staff members or parents through Zoom.
- Staff members are encouraged to use the video function.
- For Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- The School's *Code of Behaviour* and *AUP* apply during all meetings.
- A staff member of Scoil Carmel JNS will host the meeting inviting the pupil and his/her parent/guardian. The host will immediately end any meeting where breaches of the *Code of Behaviour* or the *AUP* occur.
- As per Appendix 1 of *AUP* participants are not permitted to record the screen or any part of a zoom meeting/presentation/webinar

## 4. Remote Teaching and Learning Guidelines and Protocols for Pupils

- The following school policies apply to remote teaching and learning:
  1. Code of Behaviour
  2. Anti- Bullying Policy
  3. Digital Technologies Acceptable Usage Policy (AUP)
- 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 in this evolving and unprecedented situation.
- Teachers will usually only communicate with pupils/parents during normal school hours.
- Work is not set or assessed during school holidays.

- Students should submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words as if you were speaking directly to the teacher or SNA.

### **Zoom Meetings**

- Remember to ensure you join each Zoom meeting using your family name.
- Remember our school rules - they are still in place, even when online.
- Set up your device in a quiet space, with no distractions in the background.
- Join the video with your microphone muted.
- Wear headphones to help you hear better what's being said.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- No eating while on the call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

### **5. Remote Teaching and Learning Guidelines and Protocols for Parents**

It is the responsibility of parents and guardians to:

- Ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils and ensure protocols for students are adhered to.
- Check-in on their child's school work on a daily basis and talk to their child about the work being assigned

The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls. We encourage a little work every week day for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

### For video calls/Zoom calls

- Under no circumstances should pictures or recordings be taken of video calls.
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>
- It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated.
- Where possible, help to familiarise your child with the software in advance. For video in particular, you could show them how to mute/unmute and turn the camera on/off.
- The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
- Children should have relevant materials and resources required ready for the zoom/video calls.
- **Scoil Carmel JNS** cannot accept responsibility for the security of online platforms, in the event that they are compromised.

### 6. Remote Teaching and Learning Guidelines and Protocols for Teachers and SNAs during an enforced school closure due to Covid 19.

- Teachers upload and check work each week.
- Communication takes place normally during normal school hours only.
- Work is not set or assessed during school holidays.
- The following school policies apply to remote teaching and learning:
  1. Child Protection Policy
  2. Data Protection Policy
- 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.
- In the case of a school closure, teachers will communicate daily with their classes. SNAs will communicate with pupils under their care daily also.

## 7. Zoom Parent Teacher Meeting Protocols for Teachers and Parents during Covid 19.

- If possible, please name yourself on Zoom using your child's first name for ease of identity.
- Pupils may not attend the meeting or listen in on the call.
- Meetings will not be photographed or recorded in any way.
- Please join the meeting up to 5 minutes prior to your appointment time, when you will be assigned to the 'waiting room'.
- If you are late to your appointment, it is possible that you may lose your slot as timetables will be fully booked.
- After your child's teacher admits you, please ensure audio is working (Join audio in bottom left corner of the screen).
- After 10 minutes, your child's teacher will signal the end of the meeting and you should then end the meeting on your side to allow the next parent to be admitted.
- Teachers are required to terminate meetings after 10 minutes in order to be fair to all. For this system to work, times must be strictly adhered to.
- Any detailed discussions requiring more time and space may be arranged via a follow up appointment at a later stage with your child's teacher, if so required. This may be in the form of a phone call.
- Special Education teachers will be in contact with the relevant parents to arrange meetings.

This plan was ratified by the BOM of Scoil Carmel JNS and is subject to change, in light of any guidance or instruction received from the Department of Education and Skills/HSE Public Health.

Signed:

( School Principal)

(Chairperson BOM)) Date: