**St Kieran's College
Secondary School**

Remote Learning and Teaching Policy

Introduction and Context

The purpose of this policy is to provide guidelines and best practice for students, their parents, and teachers, when Learning and Teaching remotely i.e. from a place other than school and where it is not possible for Learning and Teaching to be delivered within the same location.

While this policy informs best practice for remote Learning and Teaching and the use of online technologies during normal school term, it is also intended to provide guidance for the conduct of remote Learning and Teaching for any unforeseen school closures. Learning and Teaching is always evolving and advances in technology mean that school work can continue remotely under the watchful and professional guidance of the teacher.

The policy presented here should be read also in tandem with our school's Child Protection Policy, Code of Behaviour Policy, Anti-Bullying (including Cyber Bullying) Policy, Acceptable Use Policy and all other related policies. This policy seeks to ensure that remote Learning and Teaching is safe for all teachers and students and that their data is also protected under GDPR legislation. This Policy is prepared, therefore, in accordance with the provisions of the Department of Education and relevant sections of:

- The Education Act (1998)
- Education (Welfare) Act (2000)
- Equal Status Act (2000)
- Education for Persons with Special Educational Needs Act (2004)
- Disability Act (2005)
- NEWB Guidelines for Developing a Code of Behaviour (2008).
- Children First Act (2015)
- National Guidelines for the Protection and Welfare of Children (2017)
- General Data Protection Regulation (GDPR - 2018)

Guidelines for Remote Learning and Teaching

Remote Learning and Teaching will take place through the school's digital learning platform, namely Google Classroom and associated apps. Individual teachers will determine their preferred blended approach within this platform.

- In all cases each class group will be set up as a virtual Google Classroom.
- Students must log in using their @stkieranscollege.ie account to access their classes.
- Classes will be delivered online in conjunction with the normal school timetable.
- Links to online classes will be posted within the relevant Google Classroom and may be delivered using one of the following meeting platforms:
    - Google Meet
    - Zoom
- Classes should begin on time at the normal scheduled time on the timetable.

- A roll call should be taken for each class.
- It is recommended that online classes should be of 40 minutes duration, allowing students and teachers to prepare for their next online class and/or undertake other offline school work.

There are some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. 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 inform their teacher immediately if they are having any difficulty with any aspect of remote learning.

Remote Learning and Teaching - Responsibilities / Protocols

For Teachers

- Teachers must ensure that they have established an associated Google Classroom for all of their classes and that all students have accepted the invitation to these classes.
- When teaching remotely, teachers are expected to begin classes on time, following the normal school timetable.
- It is recommended that online classes should be of 40 minutes duration, allowing teachers to prepare for their next online class and/or undertake other offline school work.
- Teachers are expected to take a roll call on Tyro at the beginning of each class.
- Provision for absent students will be made, using Google Classroom, by posting up-to-date classwork and any homework/assignments/tests.
- Provision for SEN students will be made when using Remote Learning and Teaching methodologies.
- Teachers are responsible for the overall management of their online classes including the regular provision and marking/feedback of assignments/ homework.
- Any inappropriate behaviour will be addressed using the school's usual disciplinary procedures and normal channels; including discussion between the classroom teacher and parent(s)/guardian(s), year heads and school management.
- Teachers when working remotely will try to communicate online during normal working hours using the school timetable and will endeavour not to communicate with students/parents outside of these hours. However, both students and parents need to remain cognisant that assignments/feedback may need to be uploaded by teachers outside of the regular school opening hours.
- Teachers are not expected to be available online outside of normal working hours.

For Students

- Students must ensure that they have accepted all of the invitations to their associated Google Classrooms.
- Students should engage with all of their Google Classrooms, following with the school timetable and must present for class on time.
- Students' attire must be suitable.
- All microphones should be on mute and cameras should be turned on, unless otherwise instructed by the teacher.
- Students must always follow the direction of their teacher just as in the classroom.
- Student behaviour should be in line with the school's Code of Behaviour for all online learning as is the expectation in the normal classroom setting.
- Any inappropriate behaviour will be addressed using the school's usual disciplinary procedures and normal channels: classroom teachers, year heads and school management.
- The material created by the teacher on Google Classroom or other related online sites is the property of the teacher and students do not have permission to share and/or record lessons unless given permission to do so. Video, screenshares, whiteboards and audio from the class must not be shared.
- The live link to online classes is intended for the student only and therefore should not be shared.
- Students when learning remotely will try to communicate online during normal school hours using the school timetable and will endeavour not to communicate with teachers outside of these hours. It is expected that teachers will respond to student online submissions during normal working hours. However, teachers need to remain cognisant that assignments/ questions may need to be uploaded by students outside of the regular school opening hours.
- Students should inform their teacher immediately if they are having any difficulty with any aspect of remote learning.

For Parents/Guardians

- Parents/Guardians should ensure that their son is signed up to all of his subjects/classes on Google Classroom.
- Parents/Guardians should ensure that their son is punctual and engages fully in his Google Classroom, which will follow the school timetable.
- Parents/Guardians should ensure that their son is in a suitable, quiet location in the house, suitably attired, free from distractions and mindful of Child Protection Guidelines.
- Parents/Guardians should endeavour to ensure that live online classes should be viewed by students only and not shared.
- When contacting the teachers/school, parents should be conscious of the normal school working hours and endeavour to communicate with the teachers/school during those hours. However, teachers/school need to

remain cognisant that some communication may need to be sent by parents outside of the regular school opening hours.

- Parents/Guardians should inform the class teacher/the school immediately if they are having any difficulty with any aspect of remote learning.

Data Protection Policy

See our Data Protection Policy on www.stkieranscollege.ie