

## **Scoil Naomh Iosaf, Riverstown, Remote Learning Policy**

This is a working document. We will continue to explore options available to support remote learning and this document will be updated accordingly.

### **Context**

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in I.C.T. provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Behaviour and all of the school's policies apply.

We recognise that online collaboration is essential for remote learning and that families are in favour of increased opportunities to maintain the connection between school and home. Scoil Naomh Iosaf, Riverstown, uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

### **Guidelines for good online communication in Scoil Naomh Iosaf, Riverstown,:**

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.

3. 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.
4. Staff members will communicate with students and their families using school approved platforms.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission is implied when students connect to an online platform or app.
7. For video calls, parental permission is implied, as the link to a video call will be communicated via the student's school allocated email address. Essentially, by virtue of the student logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. Scoil Naomh Iosaf, Riverstown, cannot accept responsibility for the security of online platforms, in the event that they are compromised.

### **Remote Learning Platforms**

Scoil Naomh Iosaf, Riverstown, will use a variety of online platforms for communicating and connecting with families/students during remote learning.

**1. School App (Aladdin Connect):** This App keeps parents up to date on school and classroom news via noticeboard messages. Administration Staff will communicate with parents via the school App. All families are asked to download the Aladdin Connect App and to check it daily for updates and important information.

**2. Teams:** This is the school communication platform used by Junior Infants to sixth class to share what is being learned in school or at home.

**3. Padlet:** Padlet is another school communication platform which will be used.

## **Rules for students using online communication methods**

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

## **Guidelines for parents and guardians**

### ***For learning***

1. It is the responsibility of parents/guardians to ensure that students are supervised while they work online.
2. Check over the work which students send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with students.

### ***For Teams Video Calls***

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Ensure you keep your child's email address and password safe.
3. The main purpose of a Teams call is to maintain a social connection between the children and school and to further your child's education.
4. Please ensure that your child is on time for a scheduled video.
5. 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.
6. Participants in the call should be dressed appropriately.
7. An appropriate background/room should be chosen for the video call.
8. Chat may be available in an online meeting. It is the responsibility of the child's parent/guardian to ensure that the interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the pupil's removal from the lesson.

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.

### **Remote Teaching and Learning Protocols for Students**

It is the responsibility of the student;

- To cooperate with their parents and teachers.
- To work well, to do what they can and to do their best.
- To do the lessons that the teacher asks of them.
- To make sure that the teacher gets to see the work they have asked for when it is finished.

### **Remote Teaching and Learning Protocols for Parents**

It is the responsibility of the parent;

- To ensure protocols for students are adhered to.
- To check-in on their child's school work on a daily basis and to talk to their child about the work being assigned.
- To provide the time and space to support their child/children so that they can engage, complete and return the work that the teacher has set.
- To support the development of the child/children's reading, writing, listening and speaking skills.
- To encourage the development of the child/children's number skills.
- Student use of web-based tools is for educational purposes only and at the direction of a teacher and under the supervision of a parent/guardian. Please supervise your child/children online.

- To keep in touch with your child's teacher and to respond to any messages sent to you. Communication may only take place during normal school hours.

The following school policies apply to remote teaching and learning:

- Code of Behaviour
- Anti-Bullying Policy
- Acceptable Use Policy

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.

#### **Remote Teaching and Learning Protocols for Teachers/SNAs**

- Check uploaded work daily (Mon-Fri) and respond within 24 hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning: Child protection policy, Data protection policy, Anti-bullying policy, Code of behaviour policy and the Internet Acceptable use policy.

Teaching and learning best practise will continue to apply with students expected to present all assignments to the best of their ability and on time, where possible

**Summary:**

- We are encouraging parents to “Do what you can, within your circumstances”.
- There will be no school work set for planned school closures/holidays.
- Please keep abreast of postings on the Aladdin app and school emails – These are our main modes of communication.
- We ask parents/guardians, students and teachers to adhere to school policies at all times.

**Ratified by the Board of Management of Scoil Naomh Iosaf, Riverstown, in May 2022.**