

## *New Guidelines for Distance Learning (including Teaching Live Classes) in Loreto Community School*



October 2020

### **Rationale**

After the success of the 'Rest and Test' day on the 9<sup>th</sup> October 2020, it was decided to proceed with google meets if online or live classes are to be implemented in the future. This has been as unsettling and challenging time for us all and there are new and complex demands on individuals and on families.

We have therefore compiled a list of guidelines and expectations for members of our school community to support us all to engage in high quality, effective and safe distance learning. The school is cognisant of access to devices for some students in their home environment and every effort will be made to address this. The AUP (Acceptable Use Policy) will include learning distance guidelines and etiquette.

### **Risk Assessment ...Data Protection and Security Features**

In the case of Data Protection, the data controller is the Board of Management and the Principal acts as a Correspondent. The Staff are aware of their responsibilities with live classes through appropriate induction training and the school seeks to maintain standards set through supervision and regular review, so as to ensure compliance with their requirements as data controllers under the Data Protection Acts.

As Data Controller, there are a number of steps that we have considered in choosing this platform

1. We have implemented a Data Protection impact assessment to identify risks.
2. We have ensured that this policy is GDPR compliant.
3. The video call is password protected.
4. A teacher can manage a student's usage by using mute or removing a student from a class.
5. That we follow the rules of 'Netiquette' – please see below.

## **Netiquette**

- Our school's Code of Behaviour, School Rules and our ICT Acceptable Use Policy apply to all Remote Learning.
- A high sense of respect is expected from students when engaging in Remote Learning. All students participating in online courses are expected to conduct their communications in a respectful manner.
- The use of proper Internet etiquette is expected at all times.
- Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline. This could result in suspension or expulsion from school depending on the circumstances.
- Inappropriate language or behaviour will result in disciplinary action.
- Remember that Remote Learning is not private. Think about the consequences of anything you might write or post online. Do not impersonate others.
- Do not share the link to a class with anyone else.
- Do not tamper in any way with any teacher's online resources.

## **General Guidelines for Teachers**

- Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and students when calls are taking place for both parties.
- The teacher should turn off notifications before live class and always invite the students to the call and act as hosts/disables co-host function.
- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- The teacher is always first in the room (deploy waiting room where possible) and the last to leave the online meeting to ensure that students can't rejoin the room afterwards.
- Agree protocols in advance with your students, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality.
- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable.

- Pre-set the video meeting to mute participants' microphone automatically upon entry (if possible). You can choose to switch them on selectively to allow student participation.
- The chat feature can be used by students to ask questions and by teachers to share links with students.
- Maintain a log of calls and a record of attendance as you would do in general practice.
- Teachers should be appropriately dressed for class and in a public room, with no interruptions, even if the online class includes screen sharing and/or audio only.
- Only teachers may record their classes/presentation. Student recording of a live lesson (audio / video / photographs etc.) is strictly prohibited.
- Most teachers will share a powerpoint presentation or other visual on screen, talk about and explain this content and respond verbally to questions raised by students in chat/messaging function or verbally when invited to do so by the teacher.
- The minimum numbers for any 'live' online classes is three students. One-to-one video lessons are not permitted.
- The recording and posting of any video lessons on to any social media platform is not permitted.
- Teachers will provide whole class or individual feedback as appropriate on Google Classroom.

## **General Guidelines for Students**

- The teacher always invites the students to the call and acts as host. Students should check their Google Classroom email accounts in a timely manner, in order to stay informed of work being assigned and other information that is shared with the students.
- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- All 'live' online classes will take place during school time and students will be notified at least 24 hours in advance by the teacher.
- If a student is invited to attend a 'live' class online the student must join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, other resources). Teachers will have overall control over who is permitted to join or be removed from the class.
- If a student is invited to attend a 'live' class online, the student must be appropriately dressed for class and in a public room, with no interruptions, even if the online class includes screen sharing and/or audio only.
- In 'live' online classes, students must follow agreed protocols, and must not interrupt the teacher during the lesson.
- Ensure that your background visible for the video call is appropriate and does not contain any personal aspects or items.

- Students must follow the teacher's instructions within the google meet classroom - e.g. be on time for class, use the chat feature for questions and raise your hand if you wish to ask a question.
- Recording of a live lesson (audio / video / photographs etc.) by students is strictly prohibited.
- The recording and posting of any video/live lessons on any social media platform is strictly prohibited.
- Students should complete and upload work/assignments by the deadline set by the teacher. It is the student's responsibility to complete the work or communicate to the teacher why it is not completed.

## **General Guidelines for Parents**

- Parents/guardians should help their son/daughter to develop a routine that allows them to engage with school work in a way that suits them and your family.
- If possible, parents/guardians should support their son/daughter to engage with school work and with teachers online (if required), during the school day and keep afternoons and evenings free for creative and physical activities.
- Parents/guardians should encourage their son/daughter to try and complete any online schoolwork to the best of their abilities, where possible, depending upon any external circumstances.
- Parents/guardians may contact the Year Head by email if you would like to bring anything to our attention e.g. student ill and not available to attend school, etc.
- By facilitating your child's 'live' online lessons in your home, your child's lessons may feel very different but the same rules of communication apply as if this were a regularly taught lesson in school. This means that the interaction during these lessons is to be between the teacher and students only.
- Parents/guardians will be able to keep a track of your child's engagement through checking in with them, supporting them with their work and looking at their google classwork work and accompanying submissions.

## **General Guidelines for Support Staff**

- Our school office is contactable by email during normal school hours and every effort will be made to respond to emails in a timely manner.
- Support staff will check emails and online platforms daily and will continue to support students as directed by school management.
- Support staff may engage in online CPD and any other reasonable work as requested by school management.
- All staff will follow correct policies and procedures for all online activity including GDPR.