

2021

St. Colman's Community College, Midleton Remote/Online Learning Policy



Remote/Online Learning Policy

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Introduction

This document sets out the policy and action plan for St Colman's Community College in relation to remote teaching and learning during periods of school closure by the Department of Education due to the Covid-19 pandemic or otherwise.

Remote Teaching and Learning refers to all forms of facilitating teaching and learning with students who are engaged in learning outside of the physical school setting.

The content of this action plan has been developed based on previous experience of remote learning in March-May 2020. The relevant guidance documents from the Department of Education that support this plan are [Guidance on Emergency Remote Teaching and Learning in a Covid 19 context](#) (Nov 2020) [Guidance on Continuity of Schooling for Primary and Post Primary Schools](#) (April 2020)

Aim

The aim of this Remote Learning Action Plan is to provide the best learning environment possible for our students in these challenging circumstances; whilst at the same time, safeguarding the wellbeing of all members of our school community.

This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely.

Links to other Policies and Guidelines

This new policy operates alongside all of our existing policies which are available on the school website www.colmans.ie.

Policies directly related to this policy include the following:

- Acceptable Use Policy
- Mobile Phone Policy
- Code of Behaviour
- Anti Bullying Policy
- CETB Data Protection Policies
- Child Safeguarding Statement and Policy

Scope of this Policy

This policy covers any aspect of student remote/online learning as used by College Staff.

In all cases students must use their @colmans.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Remote Learning within the College.

Digital Learning Platforms

Refers to any technology in use that facilitates remote teaching and learning. At St Colmans's, the approved digital learning platforms are:

- Google Suite for Education (St Colman's email, Google Classroom, Google Meet, Google Drive; Google Docs etc..) for Online Teaching and Learning and Staff-Student communication.
- Schoolwise - the education platform to manage learning and teaching in one place

Digital Communications Platforms

Digital communication between St Colman's C.C. staff and students.

- Digital communication between staff and students is also facilitated through the applications on the St Colmans' Community College G suite Domain – primarily St. Colman's email, google classroom, google meet and school wise. All communication is accessible through schoolwise.
- All staff and students are assigned a St Colman's email account and this is the only email account that will be used for communication between staff and students.
- Teachers will ensure that work received is corrected and relevant feedback is provided, as would be the expectation if the school was open. The benefits for students include maintaining their motivation and their engagement with learning as well as providing a connection with the school and their peers.

Digital communication between St Colman's C.C and parents/guardians:

- The designated email address for parent/guardian communication about online learning is onlinelearning@colmans.ie.
- The school email address office@colmans.ie should also be used by parents wishing to contact the school.
- Updates for parents/guardians will be posted on the official school website www.colmans.ie.
- Updates are sent to parents via vsmail and/text message.
- Members of the student care team will monitor attendance and levels of engagement with online learning and will be in contact with parents/students as necessary throughout periods of remote learning.
- Members of the SEN team including SNA's will contact parents to provide support to students and parents.

Remote Learning Approach

Online learning will take a blended approach.

For example:

- Live classes through googlemeet
- Pre recorded lessons
- Pre record demonstrations
- Assignments and independent learning tasks.

- ❖ 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 contact their teacher if they are having difficulty with any aspect of their subject or if they are having difficulties with the workload.
- ❖ Special education/SET teachers/SNAs will continue to engage with students in an effort to support learning remotely -to a level as close as possible to that offered during in-school provision. The tasks chosen will be specifically aligned to the needs of the student, in particular students with additional educational needs.
- ❖ St Colman's Community College recognises that appropriate digital devices and/access to internet connection may be a challenge for some families.
- ❖ All teaching staff have been informed of these possible obstacles to remote learning for some students. St Colman's C.C. IT dept will endeavour to re-allocate/ assign school digital devices for a period of remote learning where possible for affected students.
- ❖ The relevant Care Team members including the Home School Community Liaison and (SCP) School Completion will support families and make contact to support continuity of schooling through the available platforms.

Guidelines and Protocols for Remote Learning.

- ❖ St Colmans' C.C. Acceptable Use Policy, Mobile Phone Policy and Code of Behaviour remain in place for this period of remote learning and that users must engage in a responsible and appropriate manner at all times. It is essential that users review these policies– and how they relate specifically to online behaviour when using technology for education. All policies are available on the school website at www.colmans.ie.
- ❖ During the current school closure school approved educational platforms – G-SUITE APPS and schoolwise (as outlined above) are in use to support and facilitate teaching and learning. All of the St Colman's C.C. protocols contained in the aforementioned policies are relevant to the use of these apps for online learning and must be observed in all communications between students and teachers.
- ❖ School email accounts are set up for all student-teacher-class contact. Queries/ requests for learning support from students may be submitted to subject teachers via SCC Gmail or through school approved applications. Personal email addresses are not permitted and should not be used. Students who try to access live classes from other email addresses will not be admitted to the class.
- ❖ Please note that individual emails from students to teachers should be sent during working hours with queries/submissions that relate to subject work only. We ask students to be mindful of email etiquette as distinct from online communication with peers.
- ❖ The use of subject content-based videos and images including voiceovers may be used by teachers and students to share and submit class work. Live audio-visual may also be used by teachers with classes as part of Google G-Suite for education applications through google meet.
- ❖ In the case of live lessons, the camera function must remain turned on and mic turned off. Any change to this will be at the discretion of the subject teacher and all instructions must be adhered to by students. The hands up function should be used if a student wishes to speak.

- ❖ Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. The school's Code of Behaviour will apply for repeatedly disruptive students.
- ❖ Students are not permitted to record lessons nor take screenshots of content/participants at any point. Any required resources and materials for classwork will be shared with students by the subject teacher via schoolwise or google classroom.
- ❖ Small class sessions including 1:1 google meet sessions between students and teachers are permitted. Parental consent will be sought prior to the commencement of remote learning. Parental consent will be sought for students to avail of 1 to 1 video calls with their teacher/SNA for the purpose of learning support.

The following online etiquette guidelines should be followed at all times

1. *Students must log on via their school account only. (Please note only students using school email accounts can be admitted to classes)*
 2. *Students must be punctual and ready for class.*
 3. *It is important that students choose an appropriate workspace and are aware of what is in the background.*
 4. *Students' cameras must remain on for the duration of the online lesson.*
 5. *The microphone should be turned off and the hands up function used if a student is asking or answering questions.*
 6. *Students are encouraged to participate in the lessons and ask teachers for clarification if needed.*
 7. *Students should not take photos or videos of others while online.*
 8. *School rules and acceptable policy user rules apply while online.*
 9. *Students should be respectful to everyone while online.*
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- ❖ Students are to follow their daily timetable to maintain a structured approach to learning and to keep a record of all completed work on School wise/their Google Classroom and/or school journal.
 - ❖ Students will receive a notification via email from schoolwise each day at 4.30. Students are advised to check this for work/googlemeets/assignments posted for the next day
 - ❖ Students are required to check their schoolwise page each day to engage with class work and instructions from various subject teachers. It is important for learning that students engage with the set tasks and activities to the best of their ability in the current circumstances; and that they submit work completion as advised by their subject teachers.
 - ❖ As student internet access cannot be supervised by teachers during this period of school closure, student personal responsibility is essential and/or parental/guardian monitoring where possible.
 - ❖ If students or parents have any queries regarding remote learning or require assistance with accessing email/schoolwise/Google Classroom please email onlinelearning@colmans.ie
 - ❖ Contact the relevant class teacher/Year head/DP if there are any other issues affecting your engagement with remote learning.

Guidance for Parents/Guardians on supporting students during periods of Remote Learning

The following are suggestions for Parents/Guardians wishing to assist their son/daughter in their educational and holistic development during this challenging time for all young people:

Providing a Designated Learning Space:

- ❖ Parents can assist with REMOTE LEARNING by assisting students to find as quiet a setting as possible for schoolwork and LIVE Engagement.
- ❖ Students should be encouraged to remove all distractions such as mobile phones/social media/ television from their chosen learning environment.

Monitoring Progress and Engagement:

- ❖ Ensure that you have the school's relevant contact details for the duration of the school closure (email address).
- ❖ If you are need assistance or support around logging into schoolwise or google classroom please contact the school via onlinelearnig@colmans.ie
- ❖ Parents could request a demonstration from their son/daughter of how their schoolwise and google classroom work and of how they receive/submit assignments to their teachers.
- ❖ Parents/Guardians have responsibility for ensuring their son/daughter are engaging with and participating in online learning.

Maintaining Awareness of Student Wellbeing:

- ❖ Checking that your son/daughter takes regular movement breaks and remains hydrated during online learning is essential.
- ❖ Manageable daily routines are also an important factor in learning productivity levels and contribute to overall student wellbeing.
- ❖ Encouraging your son/daughter to stay connected with friends, to stay active and to eat healthy also contribute to overall well being.

St Colman's C.C. have Instagram @stccolmanscc and facebook pages. These pages are regularly updated with ongoing activities, updates and tips to support our school community during the period of remote learning.

Career Guidance Counselling Service

- ❖ Leaving Certificate students will be contacted and supported around maintaining good mental health, college applications, RACE and DARE applications as this is time sensitive.
- ❖ The career guidance team is also providing updated information to students around university/college open days, apprenticeship deadlines and applications.
- ❖ The career guidance team will continue to provide guidance counselling classes and counselling check in support to students in line with the school's Guidelines for remote Guidance and Counselling.

Useful Links

[Coping with the Coronavirus - Jigsaw](#)

[Jigsaw](#)

[5 ways to wellbeing - Mental Health Ireland](#)

[The Dept of Education NEPS psychologists wellbeing Advice](#)

[Gov.ie/en/campaigns/together](#)

[TUSLA - Child and Family Agency](#)

Review and Ratification

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website or is otherwise available to parents and pupils on request. This review will also be provided to the Parents' Association. A record of the review and its outcome will be made available.

This policy has been ratified by the Board of Management.
Implementation Date:

This policy is in effect after being signed by the Board of Management

Signed Denis O' Shea

Date 08/02/2021

Denis O' Shea

Chairperson of Board of Management