

Distance Learning Policy **Coláiste Íde**

Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning during the current changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. It operates in addition to our existing Acceptable Use Policy (AUP).

Scope of this Policy

This policy covers any aspect of student distance learning as used by College Staff. In all cases students must only use their @colaisteide.com account to log in at all times. (Students must only use their own username and password at all times.) Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the College.

The list of applications that will be used for distance learning will primarily be:

- Google classroom
- Zoom

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them.

eLearning Approach

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

- Some teachers may use regular live classes through Zoom while others may use Google classroom
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style 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 get in touch with their teacher right away if they are having difficulty with any aspect of their subject.

Everyone's Responsibilities while partaking in eLearning

For staff and teachers:

- Teachers have overall control of the online interaction of their class
- Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so.
- Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Zoom live video, through Google classroom or by e-mail or by a pre-recorded class or any other method most appropriate for the teacher and their subject

For students:

- You are to communicate through your @colaisteide.com account only. The use of any other account or e-mail address is prohibited
- Do not engage in communications with any account other than an @colaisteide.com account and report any such activity to your teacher's @colaisteide.com e-mail account
- You must always be civil and respectful to your teachers and fellow students
- You are not to record or forward any content within a group – such as worksheets, exam papers, answers, solutions, videos, notes or Zoom links – to anyone else without the permission of the creator of that content
- Students must be appropriately dressed for class

For parents:

- You should ensure that your daughter is checking in regularly for assigned work
- Where live classes are being run you should ensure your daughter is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines.
- Parents will have access to information about student's homework
- **Live online classes should be viewed by your daughter only; in a suitable quiet space**

Live Online Classes

Teachers may deliver some of the course "live" using Zoom or Google classroom;

- Students must always follow the direction of their teacher just as in the classroom
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A Zoom link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- All Zoom sessions are recorded, and these recordings may be made available by the teacher to the class to watch back again later.
- **No student is ever permitted to record any class session.**

**Distance Learning Policy
Coláiste Íde 2020**

This policy was discussed with the following member of the school community on:

<i>Teaching Staff</i>	<i>18 September 2020</i>
<i>Parents</i>	<i>20 September 2020</i>
<i>Students</i>	<i>12 October 2020</i>

The policy was ratified by:

*Board of Management 15 October 2020
Board of Directors*