



Policy on Remote Learning

Kilnamanagh Community National School 2020-2021

Introduction

The purpose of this policy is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting. While this policy informs best practice for remote learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 emergency and is intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy. Staff members should read this policy in tandem with WWETB Social Media Policy 2018.

All schools have a fundamental obligation for the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners under Child Protection Policy and that their data is also protected under GDPR legislation. Schools must ensure that learning may be able to take place in an environment that is respectful and fair and meets its statutory duties. This Policy is prepared, therefore, in accordance with the provisions of the Department of Education and relevant sections of: (a) The Education Act (1998) (b) Education (Welfare) Act (2000) (c) Equal Status Act (2000) (d) Education for Persons with Special Educational Needs Act (2004) (e) Disability Act (2005) (f) Children First 2017 (g) GDPR (h) Department of Education: Child Protection Procedures for Primary and PostPrimary schools (i) NEWB Guidelines for Developing a Code of Behaviour (2008).

Digital Communication Platforms:

Staff Engagement:

Staff will engage in communications through e-mail, phone calls and Microsoft teams. Staff will have a shared Dropbox folder in which planning documents will be stored and easily accessed.

Teacher-Pupil Engagement:

We encourage all students to use Clasdojo. Clasdojo is used to communicate with students and parents from home on a daily basis as it is used to communicate weekly homework to families. Families and students can ask questions to teachers, post work and communicate with one another through the app. Parents and children each have a Clasdojo account and such details have been sent home to families. Children are given opportunities throughout the school day to use and engage with Clasdojo. Therefore, in the event of the need arising to learn remotely, children and parents will be familiar with the platform. Children can upload their work onto Clasdojo, allowing teachers to provide frequent, constructive feedback.



The primary online platform our school is currently using is Microsoft Teams for video calling. This may change in time but the sentiment and instructions within this policy shall remain valid no matter what platform we use in the future.

Parent-Teacher Engagement:

Parents can contact their child/children's class teacher through e-mail. A phone call/video call can be set up if required. Parent-teacher engagement can also be facilitated through Clasdojo. Surveys and feedback will be taken from parents in regards to remote learning methodologies in the event of future school closures.

Equity of Access to Digital Resources:

The school can provide tablets to students/families who may require them to ensure that all pupils can engage in remote learning if necessary. School staff may borrow laptops from the school supply if necessary. Where schools provide devices to families, all parties should agree the parameters and relevant policies for use of the device, and that the device remains the property of the school to be returned to the school when the pupil returns or the full/partial school closure period ends.

Guidelines when teaching and learning online:

1. Teachers when working remotely will on most occasions try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours.
2. In so far as possible, provision for SEN students, will be made when using Remote Learning methodologies. The SNA/SET teacher may communicate with children during remote learning if necessary.
3. No matter what time a student and/ or teacher is on Teams/Clasdojo i.e. whether the teacher is online giving a tutorial or not- the moment a student logs on, they must abide by the school rules and the rules will be implemented if and when necessary
4. The material created by the teacher on Teams or Clasdojo is the property of the teacher and students do not have permission to share to others outside of the Team unless given permission to do so. Recordings should not be made of any online tutorial unless with explicit permission from the teacher. In this instance, it is of utmost importance that any such recordings are not shared.
6. Teachers may choose to conduct live classes. Microsoft Teams conference may be used. Teachers will trust students to behave appropriately online, as they would in their real classroom. Students' attire must be suitable. Students will not record the class unless with the prior permission of the teacher conducting the live online class.
7. The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
8. All provisions relating to the child's data remains the same under GDPR procedures and guidelines.
9. As far as is practicable, we recommend that teachers and students use the unexpected school closure time, for revision. It is expected that all students and teachers will engage as best they can with all efforts at online teaching and learning so as not to be behind when normal school resumes.



School Closure Plan:

1. Children may be required to bring some books home for use with remote learning methodologies.
2. Teachers will make initial contact with parents, outlining remote learning details regarding start dates.
3. Teachers will use digital platforms to communicate and engage in teaching/learning with children. This may include detailing weekly work to be carried out and/or some video calls where necessary. The teacher will then regularly communicate with students giving feedback on items uploaded to the digital platform.
4. Children may be asked to complete workbook tasks, at home activities and online activities.
5. Guidelines and any relevant support documents will be made available to parents.
6. The school website and social media page will be updated frequently.