



Remote Learning and Teaching Policy

1. Introduction

Our Remote Learning and Teaching Policy reflects the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. It is subject to change, dependent on future changing circumstances. Such changes will be notified to teachers/students/parents as appropriate.

This policy outlines expectations for members of our school community to support us all to engage in effective and safe distance learning through the various applications used for the delivery of online classes remotely.

This policy operates alongside all our existing policies. This policy does not set out to replace our IT Acceptable Usage Policy but rather intends to be an important addition for the area of learning from a digital platform. The policy should also be read in conjunction with our school's Code of Behaviour and Anti-Bullying Policy.

2. Rationale for this Policy

Schools must ensure that learning may be able to take place in an environment that is respectful and fair while meeting statutory requirements. This policy is designed as a reference point for all stakeholders so that there are consistent and well-understood expectations with regards to the level of support that will be provided for all concerned and to clarify procedure and implement best practice.

This policy is prepared, therefore, in accordance with the provision of the Department of Education and relevant sections of:

- The Education Act (1998)
- Education Welfare Act (2000)
- Education for Person with Special Education Needs Act (2004)
- DES Circular 0074/2020
- GDPR
- Department of Education: Child Protection Procedures for Primary and Post Primary schools
- NEWB Guidelines for Developing a Code of Behavior (2008)

3. Scope of this Policy

This policy covers any aspect of student distance learning as used by School Staff.

In all cases, students must use their @thekingshospital.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Digital Learning within the School.

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

- Google Classroom
- Zoom or Google Meet – for live online classes.

There may be some additional applications that teachers use; and the teacher will provide the student with the information required to access them. In all cases, students must use an @thekingshospital.ie account as the login.



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4. How will the learning be structured? - Our Digital Learning Approach

Digital Learning will take what is known as a “blended learning” approach with a mix of both “live” lessons and allocated tasks.

The morning schedule of timetabled lessons will be allocated as “live” lessons - where staff are to be available online for interaction with students. These online lessons are compulsory for all students to attend, and staff will complete a register for each session.

The remaining lesson time allocated to each subject in our standard timetable will be used for students to complete directed tasks. This will help to ensure that all students have a structured weekly programme to follow. This may also come in the form of pre-recorded video and audio content.

Teachers will be responsible for setting appropriate tasks for students to complete independently, using the range of resources and support materials provided to them. These tasks will reflect the amount of lesson time allocated to each specific subject and may be presented in a variety of formats e.g. one larger weekly task or a series of shorter tasks distributed across the week.

In all cases, the primary aim is to cover the required curriculum areas for each specific subject and some teachers may use different methods more than another teacher (as deemed appropriate based on the professional judgment of the teacher). For example, some teachers may use live classes through Zoom while others may use Google Meet. The teacher will decide the most effective method to use to achieve this aim.

• What if a student is in a different time zone?

If you are in a different time zone, you will need to adjust the times appropriately so that you are working at the same time as your classmates and teacher. If your time zone makes it impossible to follow all lessons, please contact the Deputy Head (Academic). It will not be possible to facilitate live lessons outside the allocated times.

Responsibilities while engaging in Digital Learning

5. For Teachers and Staff: (including what teachers expect from students)

• Live Online Class Management:

- Teachers have overall control of the online interaction of their class
- Teachers should be available to students in line with their timetable – this maybe for example via Zoom or Google meet

• Behaviour:

- The school's Code of Behaviour continues to apply in the digital environment. As with normal infractions of this code, the teacher may employ a range of digitally appropriate measure to maintain the smooth running of a class and to allow those who wish to engage a fair chance to do so. Such might include, but are not limited to:
 - Issuing a verbal warning to a student or group of students whose behaviour is problematic
 - Muting a student or students who are being disruptive, inappropriate, or who are interfering with the learning of others
 - Turning off the video feed of a student or students
 - Removing a student or students from an online class for the remaining portion of a class



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Repeatedly disruptive students may, in consultation with school management, receive a temporary ban from all online access.

- Teachers will explain class protocols at the start of each 'live' class, e.g. student must mute microphones, turn off cameras, -use chat function to ask a relevant question waiting room, video, audio, break out rooms etc.) This will establish clear ground rules (e.g. who can speak and when). The first few minutes of each session (in the opening week) should be a brief reminder of the expectations and rules which keep children and teachers safe online.
- Please note the messaging/chat function should only be used for questions/discussion about the work and not for other non-curricular communication.
- Students are only to turn on their video at the explicit instruction of the teacher.
- Students are not to turn on their microphone unless the teacher calls upon them to do so and the student's microphone should be turned off again, once the student's contribution to the discussion is finished. In any case, all microphones should be on mute when another person is speaking to avoid distracting background noise being broadcast to everyone, which significantly inhibits communication and class progress.

● Technology:

- It is encouraged that video conferencing is used to support lessons where appropriate
- 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.
- Only the teacher is allowed to record a session; no-one else is permitted to record. When a teacher is recording the session, everyone will be made aware of this (Zoom will automatically advise participants). These recordings may be made available at the teacher's discretion for the class to watch again; recording may include video, screen shares, whiteboards and/or audio from the class. If recordings are taking place, particular attention will be taken as to the recording of student contributions and/or images.
- The posting of any video/live lessons on any social media platform is strictly prohibited.
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- Teachers should ensure that all other windows are closed on their desktop and that they are logged out of their personal accounts. Files named with student work on the desktop (where a full screen is being shared) should be placed into folders, or the option to "Hide Desktop Items [Right click desktop > View > Hide Desktop Items] should be used.
- Students or teachers struggling to access video sessions due to broadband limitations will find that muting microphones and switching off cameras will conserve bandwidth.

● Structure:

- All 'live' online classes will take place in line with the published schedule. Students will be notified at least 24 hours in advance by the teacher; with invitations / information about scheduled classes shared with students by google classroom (e.g. the time of online class, materials required etc.).

● Communication:

- Teachers will only be expected to respond to emails and messages via Google classroom from students and/or parents during normal school hours.
- All teachers will follow normal referral and communication systems if they are concerned about a student's engagement, wellbeing, welfare etc.
- 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.



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- Administrative staff will check emails and online platforms daily and will continue to support students as directed by school management.

- **Policy**

- All staff will continue to follow School policies and procedures as they apply to online activity.

6. For students:

- **Communication:**

- You are to communicate through your @thekingshospital.ie account only. The use of any other account or e-mail address is expressly prohibited (Above it says “through Google Classroom. Does this preclude email?)
- Do not engage in communications with any account other than an @thekingshospital.ie account and report any such activity to your teacher or Miss Daly @thekingshospital.ie e-mail account
- Students should not initiate any online live classes with their teacher.
- Students should communicate with their teacher via Google classroom or email.

- **Behaviour:**

- You must always be civil and respectful to your teachers and fellow students. It is vital that, at this difficult time, you are kind to each other and interact with your teachers and peers on-line with the same respect and courtesy that you would show in normal classroom lessons.
- When invited to attend a ‘live’ class online you must:
 - join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, e-book links other resources).
 - 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.
 - follow agreed protocols, and must not interrupt the teacher during the lesson.
- You are not to record any live online video class or forward any content within a Google class – such as worksheets, exam papers, answers, solutions, videos, notes or Zoom links – to anyone else without the permission of the creator of that content. This includes screenshots/screen grabs, OBS screen recordings, and/or recordings taken on a external device.

- **Support:**

- If you have any questions / difficulties in relation to work / need additional time for assignments, please contact your teacher to seek help, as you would do in a normal classroom-based lesson. Teachers will understand that different family and technology situations will require flexibility, but it is expected that you will work “in good faith” and respect the good will of the teaching staff.
- Students may request additional support/guidance from their teachers, SEN team, Guidance Counselling team if required. Students should contact the relevant staff member via email. Even a short email sent EARLY when difficulties present themselves will significantly reduce confusion in your communications with your teachers and invariably lead to a better outcome for everyone.
- Students should get in touch with their teacher right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.
- If you have any ICT issues please email it@thekingshospital.ie



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7. For parents:

- **Classes:**

- If possible, where live classes are being run you should ensure your child is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes.
- Live online classes should be viewed by your child only.
- Should the need arise for Music, Drama or Extra-curricular classes to be taught remotely, via Zoom or any such video call platform, parental permission is presumed. The link to the video call will be emailed to the student and the schedule for the class will be communicated to the parent.
- 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.

- **Routine**

- 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.

- **Workload:**

- You should ensure that your child is checking in regularly for assigned work.
- 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 classroom as they might otherwise have done with their school homework diary.
- If possible, parents/guardians should support students to engage with schoolwork 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 students to try and complete any online schoolwork to the best of their abilities, where possible, depending upon any external circumstances.
- Parents/guardians may request, in the first instance, additional support from their child's teacher and/or Houseperson who may then engage with the SEN or Guidance Counselling teams if required. Initial contact will be made with parents by email or by phone and appropriate follow up and supports will be agreed.

- **Communication:**

- Parents/guardians should encourage students to communicate with their subject teacher, Houseperson
- Parents/guardians may email Siobhan Daly, Deputy Head (Academic) at academics@thekingshospital.ie if you would like to bring anything to our attention.
- Parents/guardians should email absence@thekingshospital.ie if their child is ill or otherwise unavailable for online lessons, as would normally occur when the school is open.