



CBS Secondary School, Dungarvan

Remote Teaching and Learning Policy

Rationale

This policy has been developed to reflect the changes brought about due to COVID 19 and the increased need for the use of ICT as a support to teaching and learning while delivering the curriculum. This policy will come into effect when partial or full closures are deemed necessary by the DES and/or the HSE due to COVID 19.

It will also apply where a student(s)/ teacher(s) is required to self-isolate due to COVID 19. As part of our Digital Learning Plan teachers and students use the platform on an ongoing basis to deliver some aspects of the curriculum during the school year, this policy also applies to work undertaken for that purpose.

The procedures and protocols outlined in this policy are to ensure the continuation of teaching and learning in a remote environment.

Legislative Context

Schools must ensure that learning may be able to take place in an environment that is respectful and fair to all members of the school community. Therefore, this policy is prepared 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 Act (2017)

(g) The Data Protection Act (2018)

(h) Child Protection Procedures for Primary and Post- Primary schools (2017)

(i) NEWB Guidelines for Developing a Code of Behaviour (2008)

Scope of this policy

Advances in technology, combined with the digital platforms already in place in Dungarvan CBS mean that lessons, assignments, and assessments can be delivered remotely to students. This allows meaningful learning to continue under the professional guidance of our teachers.

However, whether a student is being taught remotely or in a traditional classroom environment, it is very important that all partners understand that once a learning exchange takes place between a student and teacher (at home or school), students must continue to uphold the behavioural expectations outlined in the policies mentioned above.

This policy outlines the procedures and protocols that must be adhered to when in a remote learning environment. It covers all aspects of remote teaching and learning as used by students, teachers and other relevant staff members.

Staff and students of Dungarvan CBS are assigned a dungarvancbs.com e-mail address and all communication between staff and students can only be done using these e-mails. The use of personal e-mail accounts is strictly not allowed. CBS Dungarvan use the Google Schools / Microsoft Office Platform within the platform there are a range of apps that it may be necessary to use, although Google Classroom and Google Meet is the main app used as per Dungarvan CBS and school policy. Others commonly used within the platform include Gmail and Forms. In certain circumstances it may be necessary for teachers to use other educational apps outside of MS Office if needed for a specific aspect of coursework within a subject.

The teacher will inform school management and the IT co-ordinator so they can be deemed suitable and safe for use. Students will then be notified by their teacher on how to access them while only using their official school email addresses studentnumber@dungarvancbs.com

Remote Teaching and Learning Approach

Teachers will be using a combination of live and/or recorded classes together with homework assigned through Google Classroom. The primary aim is to cover the required curriculum areas for their specific subjects.

Teachers will consult with students as to the most suitable time within their timetable for a live class, taking into account, shared devices, siblings with a similar timetable etc. Teachers and students will follow the timetable where possible.

Any changes made to the school timetable to facilitate remote learning will be communicated promptly and clearly to all teachers, students, parents/guardians and relevant staff.

When attending a Live Class Students are expected to:

- Ensure that they have an appropriate place in their home where they can work that is quiet with no distractions.
- Ensure that there is nothing inappropriate or personal in the background.
- Only use appropriate icons.
- Dress appropriately.
- Be prepared and on time.
- Behave as they would in a real classroom.
- Mute their mics on entering the virtual classroom and to follow all instructions from their teacher.

- Be aware that the same rules apply as if this were a regularly taught class and that any interaction in lessons is between the teacher and invited members of the class only.
- Be attentive and respectful, give other students and the teacher time to respond to questions.
- Look at the camera when speaking. Raise your hand and wait for the teacher to respond to questions. Write questions in the text box.
- Expect that the class may be recorded by the teacher. Under no circumstances may a student record a live class.
- Ensure homework is completed and submitted on time in the format requested by the subject teacher.
- Take breaks and lunchtime as normal.
- Inform your teacher if there is a difficulty with attendance, completion of homework or access to devices.
- They may never use inappropriate language, gestures or images while communicating in a live class, chat facility or through e-mail.
- They may never create their own private chat groups within Google Classroom.
- Any breaches of this policy will be dealt with in line with our Code of Behaviour.

Managing our time

Teachers when working remotely will on most occasions communicate online during normal working hours and will endeavour not to communicate with students outside of these hours. However, everybody's circumstances are different, and we must be as accommodating to all members of our school community as we can, especially in these uncertain times.

Parents and students need to be aware that teachers may have to send material/assignments outside of regular school opening hours. This does not mean there is an expectation on the student to begin work at the time it is received.

Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on Teams outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required. We would urge all members of the school community to turn off notifications outside of their learning/working hours.

Parents

When remote teaching and learning occurs, it will be necessary for parents/guardians to monitor correspondence sent from school regarding work and homework to ensure it is being completed.

In the absence of the teacher being physically present to motivate the student, parents/guardians need to assume this role. This would be a supervisory not a teaching role.

Support your son(s) by ensuring that they have a quiet area without distractions in which to work.

Wellbeing and Supports

During a period of partial or full closure the same facilities are in place to support you and your son(s) as when they are in school.

We understand that there are challenges when learning from home for all involved and there may be a period of adjustment. These supports include tutors, year heads, Special needs Assistants (SNAs), The Wellbeing Team, The Care Team, SEN Co-ordinator & The Learning Support Team and The Guidance Counsellor.

There may be times when the above-mentioned staff members will be in contact with your son(s) to offer support and guidance during these times. All relevant aspects of the Remote Learning Policy apply in these instances.

Signed: _____

Chairperson of Board of Management

Date: _____

Signed: _____

Principal

Date: _____