



# St. Louis Secondary School Monaghan

Tel: 047 81422 Fax: 047 81023

Email: [saintlouis@eircom.net](mailto:saintlouis@eircom.net) Web: [stlouismonaghan.com](http://stlouismonaghan.com)

Principal Ms Margaret Conlon. Deputy Principal Mr James Sherry.

## Draft Remote Learning Policy

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.

This policy does not set out to replace our Mobile Phone Policy but rather intends to be an important addition to the area of learning from a digital platform.

This new policy operates alongside all of our existing policies which are available on our school website [www.stlouismonaghan.com](http://www.stlouismonaghan.com)

### Scope of this Policy

The primary obligations that all schools have are to 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.

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

GSuite, incorporating

- Gmail
- Google Classroom
- Google Forms

- Google Documents
- Google Slides
- Google Sheets
- Google Meet - for live online lessons

## **Remote Learning Approach**

Remote learning 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 while others may not ● Some teachers may distribute work as weekly bulk assignment while others may do so as daily homework-style tasks , Teachers will be mindful of the amount of homework set.

## **Responsibilities while partaking in Remote Learning**

St Louis Secondary School encourages all students to use GSuite. All students have been given account details. If problems arise with GSuite, students and teachers should contact [bonnie.fleming@stlouismonaghan.com](mailto:bonnie.fleming@stlouismonaghan.com) or [james.sherry@stlouismonaghan.com](mailto:james.sherry@stlouismonaghan.com)

GSuite is a very useful tool for teaching both remotely and within the classroom setting.

Google Classroom, is also used by teachers and students to enhance teaching and learning both remotely and within the classroom setting.

### **Teachers:**

1. The material created by the teacher on GSuite is the property of the teacher and students do not have permission to share with others outside the school setting unless given permission to do so.
2. Recordings should not be made of any online tutorial unless with explicit permission from the teacher. If recordings are permitted by the teacher, it is imperative that such recordings are not shared with anyone outside the class.
3. Teachers are the managers of the Google Classroom they create. When students are invited or added to a Google Classroom, the teacher and school rules still apply.
4. A teacher will only correspond and engage with a student who is using their school Gmail account.
5. Social media sites e.g Facebook, Snapchat, Whatsapp etc to communicate with students is never permissible and teachers have been advised accordingly.
6. Any behaviour or language deemed inappropriate during school still applies online. The consequences for such behaviour will be the same as if the student were in school, as they are involved in prescribed school work, on a school platform using a log-in which has been directed by school personnel.
7. Teachers will only contact students within school hours (8.50am - 3.50pm).

8. As much as feasibly possible, all live tutorials will be arranged in accordance with the identified time on their timetable.
9. Teachers will have overall control over the online interaction of their class. The teacher will join first and only those people invited by the teacher will be allowed to join.
10. Teachers will be very clear when setting tasks and students will continue to receive feedback.
11. Teachers may find that less course work is covered and this will be communicated to students. Remote Learning is not a substitute for live classrooms.

**Students:**

1. You are to communicate through your @stlouisonaghan.com account only.
  - i. The use of any other account or e-mail address is expressly prohibited.
2. Do not engage in communications with any account other than a @stlouisonaghan.com account and report any such activity to your teacher or year-head's @stlouisonaghan.com e-mail account.
3. You must always be civil and respectful to your teachers and fellow students. Normal school rules apply.
4. Students must ensure that when a live class is taking place on Google Meet, that they are appropriately dressed and in an appropriate location.
5. You are not to record or forward any content within a Google Classroom or Google Meet group – such as worksheets, exam papers, answers, solutions, videos or notes – to anyone else without the permission of the creator of that content. You are not permitted to take photographs of staff or students
6. You understand that all your online activity is recorded. This includes anything you send or say via e-mail, Google Classroom, Google Meet and Google Hangouts, and whether you are checking regularly for assigned work.
7. Students must only contact teachers within school hours (8.50am - 3.50pm).
8. Students should have their mics off except when requested by the teacher to switch it on, camera should be off unless a teacher requests you to turn it on.

**Parents:**

1. Ensure that your daughter is checking in regularly for assigned work.
2. Where live classes are being held, please try to ensure that your daughter has a quiet place to work which is free from distractions. Bedrooms should not be used for live classes due to Child Protection issues.
3. Live online classes should be viewed by your daughter only.

**Live Online Classes:**

Teachers may deliver some of the course “live” using Google Meet. This will use varying combinations of audio, video, virtual whiteboards and screencasts. Teachers are using Jamboard, Mote and Peardeck to name but a few of the Apps being used by teachers.

In the use of Google Meet:

1. Students must always follow the direction of their teacher just as in the classroom.
2. Students are not to turn on their video at any time unless instructed to do so by the teacher.
3. 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.
4. A Google Meet link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
5. Some Google Meet sessions may be recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screen shares, whiteboards and audio from the class.
6. Only the teacher is allowed to record a session. No-one else is permitted to record.