Online Learning Policy

Reviewed:	Ratified by B.O.M.:	Next review:
October 2020	2nd November 2020	Academic Year 2022/2023

Our school has devised a new Online Learning Policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely.

This new policy operates alongside all the school's existing policies.

Introduction

This document sets out the policy of the school in respect of use of technology for online or remote teaching and learning hereafter referred to as "Online Learning" – it operates in addition to our existing Acceptable Use of Technology Policy (AUP) and Bring your Own Device Policy (BYOD). As per Department of Education and Skills advice online learning will only be provided to students where there is a school closure or partial closure. Adapted provision will also be made available where a medical certificate has been submitted confirming that a student is in the very high risk group for COVID-19.

"It is not expected that students who are experiencing short-term anxiety related to COVID19 would be educated through adapted education provision."

Continuity of schooling: Supporting post primary students who are at very high risk to COVID-19

The adapted education provisions set out in this document to support students at very high risk to COVID-19 do not apply to students who are at risk of early school leaving, students who are experiencing COVID-related anxiety about

the return to school or students who have been requested to self-isolate by a medical doctor or the Health Service Executive (HSE).

Continuity in Schooling: Guidance for supporting learners who cannot attend school

Scope of this Policy

This policy covers any aspect of student online learning as used by St. Brigid's Presentation Secondary School Staff.

In all cases students must use their @student.sbk.ie account to log in. Students are not to use any other account under any circumstances for the purposes of online learning associated with the school.

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

- Office365, incorporating:
- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

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

Online Learning Approach

Online Learning will take what is known as a blended approach. However, in so far as possible the school timetable will be adhered to and teachers will be available to their students during their timetabled classes via either live classes on Teams, whiteboard, screen sharing or chat. Live classes via Teams will be offered to students and this will be supplemented with assignments, project work, pre-recorded lessons etc.

In all cases the primary aim is to cover the required curriculum areas for the specific subject. The teacher will decide the most effective methodologies to utilise to achieve this aim. Students should get in touch with their subject teacher in the first instance if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

The school has provided and will continue to identity, source, and put in place Continuous Professional Development opportunities for upskilling teachers in the use of Microsoft applications and other I.T. related applications.

Ratified by the Board of Management on Monday 2nd November 2020

Everyone's Responsibilities while partaking in Online Learning

Teachers:

- Live classes using Teams has been identified as the school's preferred mode of online teaching and learning. The identification of a preferred mode is essential, so a single school wide approach is used in order to simplify the process for students, parents and teachers.
- Should a teacher be unable to carry out live classes using Teams she/he must inform the principal in advance and the principal will endeavour to support the teacher to put in place an alternative mode of communication in the interim until such time as Teams becomes a viable option. The teacher will notify his/her class accordingly to ensure that they receive sufficient notice of any changes.
- 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. Repeatedly disruptive students may receive a temporary ban from all online access.
- Teachers will do their utmost to be available at the identified time on their timetable – this may be via live video or through chat. Where a staff member is unable to adhere to their timetable, they must communicate this to the principal who will endeavour to offer a solution.
- Maintain a record of attendance at live classes.
- Upload all assignments and lesson notes to the Teams.
- When a student does not engage with online learning that the subject teacher will endeavour to communicate directly with the student. The subject teacher will then create a personal notification on the app to be sent to the student's parents asking them to address the issue with their daughter or make contact directly with the subject teacher.
- Where an issue is ongoing the subject teacher will refer the matter to the relevant Year Head.

Special Needs Assistants:

- Each Special Needs Assistants (SNA) will be allocated a number of students who require additional support. The role of the SNA is to maintain regular contact with these students via phone calls or chats on Teams and to support them by ensuring that they are accessing their work, submitting assignments and able to connect with online learning and that they are generally keeping active and feel connected with the school community.
- SNA will liaise with the subject teacher and/or the relevant SEN Co-ordinator as needed when issues arise.

- Each SNA will request to be added to relevant Teams to enable them to view the subject material of the students under their care. The SNA will support the student in accessing and submitting the work to the best of the student's ability and cooperate with the subject teacher where there may be questions about the work particularly when work has been differentiated for an individual student.
- Each SNA will have a record of the log in details and passwords for their assigned students in the event they are needed.
- The level of support will differ depending on the needs of the child. Priority is given to the student with the greatest identified need as determined by the SEN Co-ordinator.
- Each SNA will check in via at least one call a week with their allocated students. The record of communication sheet will be used. The SNA will send the record of communication sheet to the relevant SEN coordinator so that action can be taken if required.

Students:

- You are to communicate through your @student.sbk.ie account only. The use of any other account or e-mail address is expressly prohibited.
- Please note that as teachers will be teaching and preparing for other classes, they may not be in a position to respond to your communication immediately.
- Where possible please restrict your communication with teachers/staff to normal school hours during term time and please do not expect a response outside of these hours.
- Do not engage in communications with any account other than an @sbk.ie account and report any such activity to your teacher or Year Head via their official @sbk.ie e-mail account
- You must always be civil and respectful to your teachers and fellow students.
- You must not record or forward any content within a Teams 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
- You understand that your online activity on Microsoft Office can be tracked. This includes anything you send or say via e-mail, Teams and OneNote, and whether you are checking regularly for assigned work.

Parents:

- It is your responsibility to ensure that your daughter is checking in regularly for assigned work and following her school timetable as much as possible.

- Where live classes are being offered 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, for example, bedrooms should not be used for live classes and be aware that other people in the background may be visible and audible if the camera and/or microphone are turned on.
- Live online classes should be viewed by your daughter only.
- In the event that your daughter is unable to attend live classes it is essential that she use the class notebook and assignments to identify and complete the work missed.
- Parents/guardians should contact the year head directly if there is a particular reason for the lack of engagement with online learning or any other concern they wish to discuss in relation to their daughter.

Live Online Classes

Teachers will deliver some of the course "live" using Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Teams:

- Students must always follow the direction of their teacher just as in the classroom
- Students must only turn on the microphone and video with the permission of their teacher. 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 Teams link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- Where a teacher is working on an individual basis with a student the teacher may record the online class. This recording will include any video, screenshares, whiteboards and audio from the class.
  - Only the teacher is allowed record a session. No-one else is permitted to record.

Support for Students not engaging

Where a subject teacher identifies a student, whose engagement is poor the subject teacher will contact the student via a voice call on Teams or via email/chat to discuss the matter with her. Should the situation persist the subject teacher will refer the student to the Year Head. The Year Head will endeavour to contact the student's parent/guardians. Where it is not possible to communicate directly with the parent/guardian the Year Head will inform the Principal/Deputy Principal and a notification will be sent to the parent/guardian

via the school app. The parent should then discuss the issue with their daughter and communicate any difficulties to the subject teacher concerned.

Parents/guardians should contact the Year Head directly if there is a specific reason for a student's general lack of engagement with online learning. The Year Head will inform other teachers on a need to know basis.

The school's Guidance Counsellor will be available to meet with students online by request or upon receipt of a referral from a Year Head.

Data Privacy Statement

Our Online Learning Policy operates in addition to the Acceptable Usage of Technology Policy and Bring Your Own Devices Policy (BYOD) which are available from our school website (www.stbrigidskillarney.ie). For clarity, we will outline aspects specific to Online Learning but this should be read alongside our existing policies mentioned above.

What we retain:
- Login activity, specifically, the last time a student logged in to their Office365 account
- Within Teams and OneNote, the date and time of if/when a student views any assignments or OneNote notebooks set for them and when they submit any work for same
- In live classes using Teams, all audio, video, whiteboard, annotations and screenshare activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

Why we retain it:
- To assist us in making sure students are engaging in learning sufficiently and in good time
- To assist us in generating appropriate and relevant feedback to parents on progress
- To provide revision materials by means of replaying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class
- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where we retain it:
- All recordings are kept within the school's own systems which requires a valid @sbk.ie login to access.
- The school's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

Ratified by the Board of Management on Monday 2nd November 2020

How long we retain it for:

- Ordinarily this is cleared at the end of each academic year. In any case, activity and content will not be retained beyond the students exit from the school, either through early exit or through graduation.

Signed: _____

                     On behalf of the Board of Management

Date: _____

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