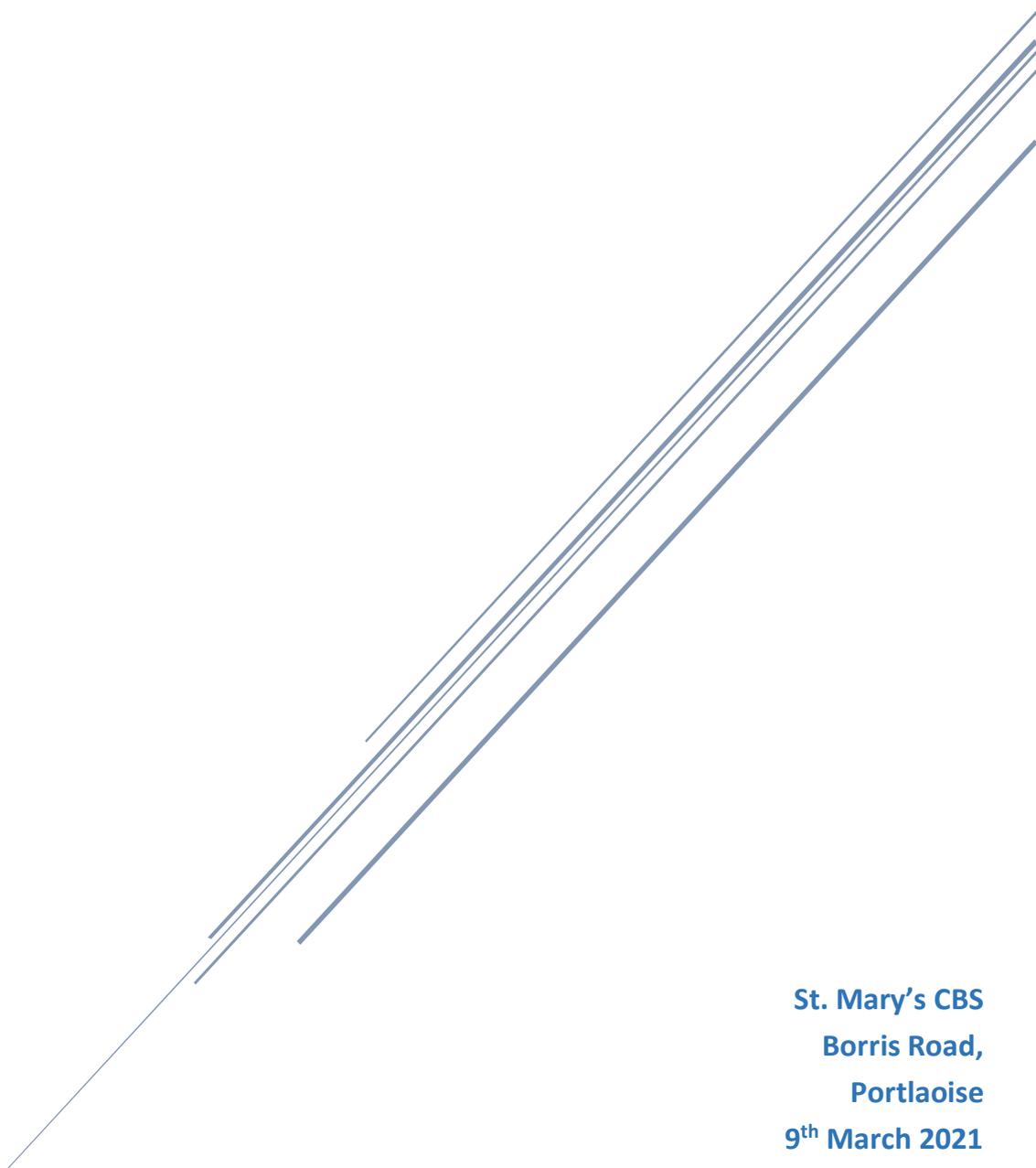


Remote Teaching & Learning Policy



**St. Mary's CBS
Borris Road,
Portlaoise
9th March 2021**

Remote Teaching/Learning Policy

Introduction

Our Remote Teaching/Learning Policy has been devised 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. It operates alongside our existing Acceptable Use Policy and all our existing school policies which can be viewed on our school website.

Scope of this Policy

This policy covers any aspect of student distance learning as used by CBS Staff. In all cases students must use their own @portlaoiseCBS.com account to log in. Students are not to use any other account under any circumstances for the purposes of e-Learning from Portlaoise CBS.

The list of applications that will be used for distance 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 @portlaoiseCBS.com account as the login.

Remote Teaching Approach

Remote Teaching will take what is known as a blended approach and some teachers may use different methods than others. For example:

- Some teachers may use all live classes through Teams while others may not.
- Some teachers may distribute work as part of their live class while others give daily homework-style tasks as evening work.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide on the most effective method to use to achieve this aim. Students should contact their teacher right away if they are having difficulty with any aspect of their subject or if they find the workload unmanageable.

Everyone's Responsibilities while engaging in Remote Learning

For staff and teachers:

- Teachers have overall control of the online interaction of their class.

- **Disruptive students will be removed* 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 a Teams live video, through Microsoft Teams chat or by e-mail.

For students:

- You are to communicate through your @portlaoiseCBS.com account only. The use of any other account or e-mail address is expressly prohibited.
- Report any such activity to your teacher or year-head's @ portlaoiseCBS.com e-mail account.
- You must always be civil and respectful to your teachers and fellow students.
- You are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes, or links – to anyone else without the permission of the creator of that content.
- You understand that all your online activities are monitored. This includes anything you send or say via e-mail, Teams and OneNote, and whether you are checking regularly for assigned work.
- **Students are expected to always keep their login details. Once they are issued with their log in details they must write them down and keep in a secure location. Students are also required to take a photograph of details and store on their device.**
 - Failure to do so on a second and following occasion will incur negative behaviour on VShare.
 - This also applies when engaging in online homework during normal in-school term time - not having login details is never an excuse for not doing homework involving Microsoft Teams or other school applications.

For parents:

- You should ensure that your son is attending all his timetable classes and completing assigned work.
- During live classes you should ensure, where possible, that your son is in an area of the house which is quiet and free from distractions. Please be mindful that Child Protection Guidelines suggest that bedrooms should not be used for live classes.
- Live online classes should be viewed by your son only.

Live Online Classes

Teachers will deliver a substantial proportion of the course “live” using Microsoft Teams. This will include varying combinations of audio, video, virtual whiteboards, and screencasts.

During live classes:

- Students must be on time and prepared for class.
- Students must dress appropriately for an online class.

- Students must always follow the direction of their teacher just as in the classroom
- Students should only turn on their video camera when requested.
- Students do not turn on their microphones 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 class link is intended for the student only. The teacher will decide who should receive the link. Do not forward any links to anyone else. *
- All class sessions are monitored.
- Only the teacher can record a session. No-one else is permitted to record.

The following inappropriate behaviours will result in disciplinary steps being implemented, ranging from verbal correction up to and including suspension from online classes. *

1. Academic Dishonesty (Plagiarism, Cheating and/or Copyright)

a. Plagiarism is the act of representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.

- Copying word for word from a printed or electronic source without proper attribution.
- Submitting a purchased or downloaded paper or other materials to satisfy a course requirement.

b. Cheating includes, but is not limited to:

- Copying another student's work and then submitting it as his own work.
- Performing work or taking an examination for another student OR having another person perform work or take an examination.

c. Illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise).

2. Cyber Bullying and/or Harassment

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Sending or posting messages that defame or slander other individuals.
 - Engaging in harassment based on a student's membership in a protected class (race, colour, religion, national origin, sex, sexual orientation, gender identity, age, or disability).

3. Disruptive and/or Disrespectful Online Classroom Behaviour

- Conduct or behaviour which interferes with or disrupts the teaching and learning process.
- Refusing to follow the rules of the specific online classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Conduct or behaviour which embarrasses a person or group of people.
- Inappropriate use of discussion forums or chat rooms.
- Posting or discussing any criminal or other illegal activity.

- Sharing a link to a class without the teacher's permission.
- This list is not exhaustive.

***How is inappropriate behaviour dealt with when remotely teaching?**

As per our school's Code of Behaviour, there is a progression of actions, and eventually sanctions, which a teacher and Year Head can follow when a student's behaviour falls below acceptable. This will range from the teacher contacting the parents/guardians, submitting a Discipline Report, referral to the Year Head, suspension from online classes (either from one teacher's classes or up to a 3-day suspension from all online classes) referral to the Board of Management and other sanctions, dependent on the severity and impact on others' learning which the student's actions cause. As students are under the supervision of their parents/guardians while learning from home, parents will always be contacted and informed. In such situations, the support of parents is appreciated.

Data Privacy Statement

Our Distance Learning Policy operates in addition to the ICT Acceptable Usage Policy 2019 and Privacy Policy which are available from our website. For clarity, we will outline aspects specific to Distance 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 recorded live classes using Teams, all audio, video, whiteboard, annotations and screen share activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

Why do we retain it?

- To assist us in making sure students are engaging in learning sufficiently and on time.
- To assist us in generating appropriate and relevant feedback for parents on progress.
- To provide revision material to back up topics covered in a live class.
- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where do we retain it?

- All recordings are kept within the CBS's own systems which requires a valid @portlaoiseCBS.com login to access.
- Our system is configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long do we retain it for?

- Ordinarily this is cleared at the end of each exam session, i.e., at the end of 3rd Year and at the end of 6th Year. In any case, activity and content will not be retained beyond the student's exit from our school, either through early exit or through graduation.

This policy was approved by the Board of Management on March 9th 2021

Signed:  Chairperson