St. Louise de Marillac Remote Learning Policy

This policy is drawn up in accordance with the Guidance on Remote Learning in a Covid-19 Context issued during 2020 and 2021. It is complemented by the DES circular letter 0074/20.

March – June 2020

Our remote learning and contingency plans have changed since the first lockdown in March 2020. At that time, we used a padlet to post work for the pupils and teachers provided email addresses where parents could seek support, have queries answered etc. Devices were loaned to pupils, who teachers felt might not have access to one. Special education teachers differentiated the work for the pupils they supported and prepared physical work plans as well as posting material on the padlet.

September / October 2020

The school's ICT infrastructure is being upgraded on a phased basis since 2019. The finances allocated to the school by Department of Education for IT have been used to improve the school's capacity to accommodate remote teaching & learning. The school server has been replaced by icloud storage and the associated technical work and upgrading of equipment and software has taken place.

The school reviewed the use of its use of online subscription-based programmes (AR Library, Nessy Reading and Spelling) and explored the possibility of investing in Reading Eggs online programme for some classes.

All teaching staff were trained by a PDST facilitator on how to use the platform Seesaw. An account was set up for each child in the school. The school purchased an educational licence for Zoom. Classes were asked to engage in activities such as Maths Week, prayer services and online assemblies.

November / December 2020

A set of new tablets were purchased for use in the school. Teachers did some whole class activities on Seesaw to familiarise the children with the platform. Some classes assigned homework on Seesaw on a regular basis. Two-way communication is encouraged between the home and school through the use of emails and Seesaw. Parents have the teachers' email addresses and may contact them with any queries during school hours Monday to Friday.

An appeal was made to the wider school community seeking financial support for the purchase of equipment and support for online programmes. There was a generous response from the Parents' Association and some local businesses. This is ongoing and we will continue our efforts throughout the year to fundraise.

January 2021

All classes engage in distance learning through the use of the platform Seesaw. A daily check in is encouraged in order to share the pupils' work through Seesaw and offer the teacher an opportunity to give feedback to the pupil / parent. Arrangements were made for parents to collect school books to support their children's learning at home.

A letter from Minister Foley, addressed to parents, was shared on the school website. The HSCL teacher liaised with parents and coordinated the lending of devices to pupils who needed one in collaboration with the ICT coordinator, deputy principal and principal.

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Zoom, SeeSaw, and ClassDojo.

Use of Zoom

Zoom provides synchronous video opportunities whereby a staff member directly speaks to the children live e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The delivery of lessons via Zoom will be trialled by some teachers interested in doing so and the parents of these classes will be asked to download Zoom in preparation for online teaching. It will be optional to participate in a zoom meeting. If a lesson is being taught, the content will be made available to access on Seesaw or via email. The following protocol will be in place:
- All meetings will be password protected.

- The teacher will email the Zoom code/link with the scheduled time for the Zoom call prior to the event (usually the day before).
- The host (teacher) will control the Zoom call.
- A waiting room will be used and the host will allow entry and everyone will be muted.
- Content cannot be shared by the pupils through the share screen function – only the teacher will share content on the screen.
- The teacher will teach the lesson and ask the children then to go and practise the skill being taught on their own and to take a photo of their work/effort and upload it to Seesaw if they would like to show it to the teacher.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The host has the authority to end a lesson at any point if deemed necessary.
- It would be beneficial if parents/guardians were present but not seen on screen for the duration of the lesson.
- As stated initially this is being run on a trial basis and will be reviewed.
- We would like to remind all parents / guardians that they are responsible for having a secure network available.
- The teacher will remind participants at the start of each lesson that no screenshots or recording takes place as this would be a breach of data protection and privacy laws.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

Guidelines for Using Zoom

1. *Zoom call must be within sight of a parent/guardian.*
2. *Once logged on participants will wait in the virtual waiting room. Teachers will check to ensure you are in the class, so attendees should have their name/parent's name as their title and their cameras turned on.*
3. *Screenshots or recordings of any part of the Zoom call on any device, including a secondary device, are not allowed.*
4. *Inappropriate language will not be tolerated.*

5. *Appropriate clothing must be worn by everyone that can be seen on camera.*
6. *Normal school rules apply. Be kind and respectful to all participants with your words and your actions. This applies both on screen and in the chat facility.*
7. *If any of the above rules are broken, the pupil will be removed from the Zoom call immediately.*

When on a Zoom call:

- *Choose somewhere that is suitable for the meeting. Try and find a quiet spot in your house that is within sight of an adult.*
- *Mute your mic when you are not speaking. This will help keep background noise to a minimum so we can hear each other speak.*
- *Respect what everyone is saying, this is part of school!*
- *Try your best!*

Guide to using Zoom:

Gallery View	*This button is in the top right of your screen. This allows you to switch between viewing the speaker as a larger screen and others as smaller, or seeing everyone as smaller screens together.*
Mute	*This is in the bottom left of your screen. When a red line is going through it, we cannot hear you. To mute/unmute yourself, press this button.*
Stop Video	*This is in the bottom left of your screen. When a red line is going through it, we cannot see you. To turn your camera on/off, press this button.*
Reactions	*This button on in the bottom middle of your screen. When you click this, you can select a thumbs up or clapping symbol. I may say "show me a thumbs up if you can hear me" and this is what you click.*
Chat	*This is on the bottom middle of your screen. It allows you to send messages and see the chat on a side panel. Everyone in the class can see your message. Click this button to use the chat.*
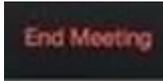
	This button is on the bottom right of your screen. Click this button to end the meeting. When I (The teacher) end the meeting, it will automatically end it for everyone.

How to download Zoom

Installing Zoom (Android)

1. Tap on the Google Play Store icon.
2. In Google Play, tap on Apps.
3. In the Play Store screen, tap on the Search icon (magnifying glass) located at the top right-hand side of the screen.
4. Enter **zoom** in the search text area, and then tap **ZOOM** Cloud Meetings from the search results.
5. In the next screen, tap **Install / Open**.
6. Choose **Join a Meeting**.
7. Enter the **Meeting ID** followed by the **Passcode**.
8. Turn on audio and video.

Installing Zoom (iOS)

1. Tap on the Apple App Store icon on your iOS device to open.
2. Tap on Search at the bottom right of your screen.
3. Enter **Zoom** in the search text box.
4. Select **ZOOM** Cloud Meetings from the available app choices, and then tap on the GET button.
5. The **install** process will start.
6. Tap Open.
7. Choose **Join a Meeting**.
8. Enter the **Meeting ID** followed by the **Passcode**.
9. Turn on audio and video.

How to download Zoom on your PC

1. Open your computer's internet browser and navigate to the **Zoom** website at **Zoom**.us.

2. Scroll down to the bottom of the page and click "**Download**" in the web page's footer.
3. On the **Download** centre page, click "**Download**" under the "**Zoom** Client for Meetings" section.
4. The **Zoom** app will then begin downloading.

Remote Teaching & Learning Protocols for Staff

As a staff we have chosen the platform Seesaw to engage in remote teaching and learning. Staff will engage with teachers at their own class level to prepare and plan work. Communication between staff members may take place via Microsoft Teams.

Work is assigned daily for the pupils. Feedback and correction of the pupils' work will be given throughout the school day. The Special Education Team is working closely with the class teachers at their level to support both to the teachers and the pupils. SNAs will work closely with the class teacher and the students they are supporting and in so far as possible support those pupils and their parents.

The health & wellbeing of all is paramount. Circumstances for parents or staff members may change unexpectedly. We encourage a routine of work each day for the pupils but as a staff we recognise that parents are the primary educators and we ask parents and pupils to do their best.

Teaching & learning best practice will continue to apply with pupils expected to present all assignments to the best of their ability and on time where possible in this evolving and unprecedented situation. In so far as possible, provision for pupils with SEN will be made when using remote learning methodologies. In so far as possible, provision for pupils at very high risk to COVID-19 will be made using remote learning.

- If a pupil is in a high-risk category and medical certification has been provided to the school, the school will engage directly with relevant parents / guardians regarding remote educational provision.
- If a pupil is self-isolating while awaiting test results, the child will be supported to catch up on their learning upon their return to school.
- If a pupil is a close contact and is isolating at home on instruction from their GP due to a confirmed case, the teacher will link in with the pupil via Seesaw.
- If a pod is self-isolating following instruction from the HSE/ GP, work will be assigned via Seesaw.

- If a bubble is self-isolating following instruction from the HSE / GP, the class teacher will engage with the bubble daily on Seesaw and may use zoom as a means of communication.
- If the whole school is closed, remote learning will take place via Seesaw. Zoom meetings may also take place. SCP, PIPs, SLT & the HSCL teacher will continue to support the children most at risk in our school.
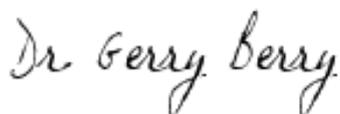
Devices

Pupils, may be asked at the teacher's direction, to bring in their own devices to use in school when engaging in online activities. It is the responsibility of the pupil to look after the device. The Board of Management will not take any responsibility for devices that may be stolen, loss or damaged on the premises. The Code of Behaviour will be used to deal with any misuse of the device.

Legislation

The school, if requested, will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 2018

This plan was ratified by the BoM on 9th February 2021 and is subject to change in the light of any guidance or instruction received from the DES or the HSE public health.

Dr Gerry Berry

Signed: Date: 9th February 2021
Chairperson of the BoM

Appendix 1