Distance Learning Policy

Approved by the Bom 14th May 2020

Introduction

This document sets out the policy of Griffeen CC in respect of use of technology for distance or remote teaching and learning during the current Coronavirus stay at home instruction, hereafter referred to as "Distance eLearning" – it operates in addition to our existing Acceptable Use Policy (AUP).

Relevant Policies

All Griffeen CC policies and procedures remain in place during the Covid-19 pandemic. Examples of policies and documentation that are relevant, but are not limited to, this guide include:

- ICT Acceptable Usage Policy
- General Data Protection Regulations (GDPR)
- Child Safeguarding Statement and Policy
- Code of Behaviour

Child Safeguarding Advisory

Staff should contact the DLP, Principal or the DDLP, Deputy Principal, if the staff member is concerned about any incident or behaviour which they encounter during an on-line class or student gathering via Video Conferencing. The normal and agreed referral procedures should be followed.

Teachers and SNA's should continue to be alert to the possibility that a child protection concern may arise in relation to learners they come in contact with during on-line classes and should follow the normal practice, as though they were in school, as per the Child Protection Procedures for Primary and Post-Primary Schools 2017. In circumstances where it is not possible to jointly report a concern with the school Designated Liaison Person (DLP), the teacher or SNA should make their own report directly to Tusla and provide a copy of that report to the school or centre DLP at the earliest opportunity.

Details are available on the Tusla website or through the Tusla online portal

In cases of emergency, where a child appears to be at immediate and serious risk, and it is not possible to make contact with Tusla, An Garda Síochána should be contacted without delay. This may be done by contacting your local Garda Station.

Scope of this Policy

This policy covers any aspect of student distance learning as used by GCC Staff. This policy should be used in conjunction with the Guidelines on using Teams, appendix 1.

In all cases students must use their @griffeencc.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the College.

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

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

eLearning Approach

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

1. All teachers will ensure that all students work is distributed using Office 365 applications /Edmodo as per the timetable agreed and shared with students/parents.
2. All teachers will interact with students using Office 365 applications/Edmodo to give clarification on questions that arise from the work that is expected from the student.
3. All teachers will interact with students on Office 365 platforms/Edmodo to provide formative feedback on work submitted
4. Some teachers may use regular live classes/tutorials, check-ins, through Teams, while others may not
5. Some teachers may use a blend of live classes/tutorials through Teams and other platforms
6. Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

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

Everyone's Responsibilities while partaking in eLearning

For staff and teachers:

1. Teachers have overall control of the online interaction of their class
2. Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. Students who disrupt teaching and learning may receive a temporary ban from all online access. A Parent/Guardian may be contacted in relation to online behaviour.
3. Teachers will do their utmost to be available at the agreed time on their timetable – this may be through Teams chat or by e-mail.

For students:

1. You are to communicate through your @griffeencc.ie account/ Edmodo account only. The use of any other account or e-mail address is expressly prohibited.
2. Do not engage in communications with any account other than an @griffeencc.ie account. Report any other activity to your teacher/Tutor or Year-Head using their @griffeencc.ie email account
3. Students must always be civil and respectful to your teachers and fellow students.
4. Students are not allowed to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, – to anyone else without the permission of the creator of that content and or the teacher. See College AUP & GDPR policies.
5. All online lessons delivered through Teams may be recorded by the teacher for distribution to students who were absent from the lesson.
6. All other online activity is recorded. This includes anything you send or say via e-mail, Teams Chats, and OneNote, and whether you are checking regularly for assigned work.
7. Students must find a quiet space for the Teams meeting, class or tutorial
8. Students must dress appropriately for the Teams meeting, class or tutorial
9. Students be on time for their tutorial Teams meeting, class or tutorial
10. Students must have their camera turned on at all times.
11. The students' microphone should be muted at the start and only turned on when your teacher asks you to do so
12. If a student needs to speak please type a "S" into the chat and your teacher will ask you to turn on your microphone and you can ask your question
13. Students must use the chat feature to ask questions during the Teams meeting, class or tutorial

For parents:

1. You should ensure that your son/daughter is checking in regularly for assigned work. See appendix 2.
2. Where live classes/tutorials are being run you should ensure your son/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 students should be appropriately dressed.
3. Live online classes should be viewed by your son/daughter only.

Live Online Classes/Tutorials

Teachers may deliver some aspects of the coursework "live" using Teams. This will use varying combinations of audio, video, virtual whiteboards and powerpoints.

In the use of Teams:

1. Students must always follow the direction of their teacher just as in the classroom. See Code of Behaviour.
2. Students are not to record the lessons/meetings at any time. See AUP & GDPR policy for details.
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 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.
5. All Teams sessions may be recorded by the teacher, and these recordings may be made available by the teacher to the class only to watch back again later. This recording includes any comments, video, screenshares, whiteboards and audio from the class.
6. Only the teacher is allowed record a session. No-one else is permitted to record. See AUP policy for details

Data Privacy Statement

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) 2018 and DDLETB Privacy Policy which are available from dddletb.ie . For clarity, we will outline aspects specific to Distance Learning but this should be read alongside our existing policies mentioned above.

What we retain:

1. Login activity, specifically, the last time a student logged in to their Office365/ Edmodo account
2. Within Teams and OneNote, the date and time of if or when a student views any assignments or OneNote notebooks set for them and when they submit any work for same
3. 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:

1. To assist us in making sure students are engaging in learning sufficiently and in good time
2. To assist us in generating appropriate and relevant feedback to parents on progress
3. To provide revision materials by means of replying 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
4. 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 College's own systems which requires a valid @griffeencc.ie login to access

The College's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long 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 Transition Year. In any case, activity and content will not be retained beyond the students exit from the College, either through early exit or through graduation.

Appendix 1

Guidelines on using Teams

These Guidelines are written in conjunction with the Distance Learning Policy, the Code of Behaviour, and the GCC Internet Acceptable Usage Policy.

All students are expected to establish a good school-day routine with sensible health breaks and follow the agreed timetable on a daily basis. Additionally, Griffeen CC has now put in place the ability for our students and teachers to use Teams for real-time engagement with teachers

Please note:

1. The live classes/tutorials are only one element of a balanced approach that we are taking. We expect students to engage in other tasks such as independent work, online classes such as pre-recorded lessons, physical workouts, time away from the screen.
2. It is very important that all students engage fully in the teaching and learning for the remainder of the term. For most year groups this will involve learning new content – failing to engage with this content will disadvantage students in future learning.
3. There may be amendments to planned Teams classes/tutorials from time to time and sometimes at short notice. This can be due to a number of reasons – technical or personal for example.
4. Teachers have been asked to outline the schedule for Teams classes/tutorials on the Monday of each week. This should assist students with their planning.
5. Communication is two-way: There are genuine reasons why a student may not be able to attend a live class or submit an assignment on time. Please inform the teacher and give an expected date for submission of same assignment.

Protocol for Real-time / Check ins/ Classes/Tutorials on Teams

1. Always reply to an invitation sent by your teacher.

2. Each video class Teams will have its own code.

3. Use your Outlook calendar to organise your own timetable.

4. Stick to the timetable and be ready to sign in 5 minutes before the time.

5. Use your email address to log in and have your password ready.

6. Be ready to speak up and take your turn. Your contribution is important. Other students gain confidence when they hear familiar voices.

7. School rules apply. Be courteous, be respectful. Remember, lessons may be recorded by the teacher. Students may not record or share material, see Internet Acceptable Use Policy and Learning Code .

8. Be aware of any class rules specific to each teacher (eg – using "hands up", "group chat"…)

An important note on Teams Assignments- Not currently in use in GCC

Where to find your work. Teams Assignments is a platform for sharing work in all forms. Teachers have the option to use Teams Assignments as a method of communicating and sharing OneNotes, Word documents, PowerPoints etc for all class and home work.

To use teams assignments:

1. Click Teams within the Teams app Find the Team for your class and click "General"
2. Look at the "Posts" tab – you'll see reference to the Assignment assigned to you. You can also navigate to "More" > "Assignments" to see a complete list
3. Click on the Assignment
4. Click "Add Work"
5. Locate the file you wish to turn in.
    a. If it's something on your @griffeencc.ie OneDrive account, click "OneDrive", follow the instructions.
    b. If you want to take a photo of your homework that you've written out by hand, take a photo of it first using your phone camera app, then come back to this step and click "Upload from this device" Follow the instructions.
6. When you are finished make sure you click **"Hand in"** in the top right-hand corner of the screen Your work is not handed in until you do so
7. If you need to edit your work after you have clicked "Hand in", click "Undo hand-in" Make sure you click "Hand in" again afterwards.
8. If you have missed the deadline then you will notice the option changes to "Hand in late"

9. If your teacher has set a closing date and you're too late you will not be able to hand in your work at all. Contact your teacher for next steps.

Appendix 2

How To Support Your Child's Learning From Home.

Dear Parents, this may be a worrying time for you and your family as you try to maintain a sense on normality in the lives of your children over the coming weeks. In order to provide you with some support on how to navigate the difficulties of remote learning with your child we would like to advise you of the following:

The teachers of Griffeen CC are working hard to ensure that your children, our students, can keep up with their studies through our online teaching platforms.

You can play a key role in supporting your child's learning by following a few simple steps.

Set up a learning space in your home where your son/daughter can complete the work that their teachers set every day. This can be a temporary place at the kitchen table.

Know your child's Timetable- this will be shared via email and will be available on the school website. If possible, print it off and stick it to the fridge in the kitchen. Our teachers are following the timetable in that they will have uploaded the work for that day's subjects by 8:30am. This is the work your child will be expected to complete that day.

Check your child's emails. Our teachers are emailing work and sharing links to work and resources by emailing your child on the school's email. Please take the time to check through the emails your child is receiving from teachers so that you are aware of the work that is expected to be completed.

Ask your child to write down the work for that day in their journal. So that you and they can keep track of this each day.

Check that the work is completed. Inspect and check that your child has completed their work by asking them to show it to you in the evening time. This should be done in conjunction your childs timetable.

Check sent emails. Ensure that your child has sent the completed work for correction to their teacher. Teachers are expecting the work they set to be completed and returned for correction. This is a vital part of the learning experience.

Talk to your son/daughter about any questions, worries and concerns they might have around the work they are being set and encourage them to ask questions of their teachers for clarity.

This situation is new to everyone and we are all learning together so be patient and take care of each other.

Appendix 3

Key points of AUP & GCC Schools Strategy

Content And Assessment	✓ Learning material is accessible, inclusive, relevant and current. ✓Learning materials relate to the intended learning outcomes of the course/unit and to the needs of distance learners and this is clearly signposted to students. ✓ Learning materials are of a high standard, presented in a structured and easily navigable manner and encourage student engagement. ✓ Learning materials adhere to copyright restrictions. ✓ Complex ideas are presented in multiple supporting formats and a multi-media approach is adopted which engages students and supports different approaches to learning. ✓ Activities create opportunities for students to link theory and practice ✓ Feedback on assessments are in line with school's assessment policy

Online Platform	✓ Students will use their approved school email accounts for all school communication ✓ Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, hurt or intimidate another person ✓ A student that takes part in such an act will be considered to have committed a serious breach of the Code of Positive Behaviour and will be removed from the class. This behaviour may result in further disciplinary action. ✓ Students will not reveal their own or other people's personal details, such as addresses, phone numbers or pictures ✓ Students will note that sending and receiving email attachments is subject to permission from their teacher

	✓ Chat rooms, discussion forums, and other electronic communication forums will only be used for educational purposes and will always be supervised ✓ When posting content, your tone should be formal and professional when communicating with students, teachers and others via social media and emails. ✓ Teachers will be available to answer your questions and problems during school working hours eg 8.30-3.30. ✓ When participating with a lesson video conference please follow the video conferencing etiquette outlined by DDLETB, discussions, comments, participation and communication must be professional at all times. Inappropriate behaviour will be considered a serious breach of the Code of Behaviour and students will be removed from the virtual learning class for a period of time as seen fit. A text message/call will be made home.

Top tips on use of Ipad	✓ Give your child a specific place at home for keeping the assistive devices. A shelf or drawer in the bedroom or in the kitchen might be specifically for storing the equipment. ✓Always use iPad on clean flat surface. ✓ Keep liquids and food away from the equipment. ✓ Be mindful of power cords and cables. Ensure they are securely plugged in and that no person in the home is at risk of tripping over a cable. Also, if your chair is on wheels, please ensure that the chair does not roll over any cable. ✓ Do not leave the equipment in the car. ✓ Do not place any heavy equipment such as books on top of the iPad. ✓ Make sure the iPad has necessary updates such as software. (Go to settings, general, software update).

Appendix 4

DDLETB

Video Conferencing Etiquette

Camera On

This is video conferencing, so leave camera on.

Selectively Mute

Avoid feedback by muting your mic.

PREPARE

Nominate a facilitator who invites attendees and shares the meeting agenda.

The agenda can be shared in meeting notes in TEAMS.

Speaking

Agree a signal when someone wants to speak e.g. hands up!

Engage in Chat

Ensure all participants feel included by encouraging feedback/questions/ comments to be typed into chat as the event progresses.

Location

Consider using the 'blur my background' feature to hide a messy background.

Lighting & Position

Look straight into camera and eliminate background light. Experiment for best results.

ddletb
Bord Oideachais agus Oiliúna Átha Cliath agus Dhún Laoghaire
Dublin and Dún Laoghaire Education and Training Board

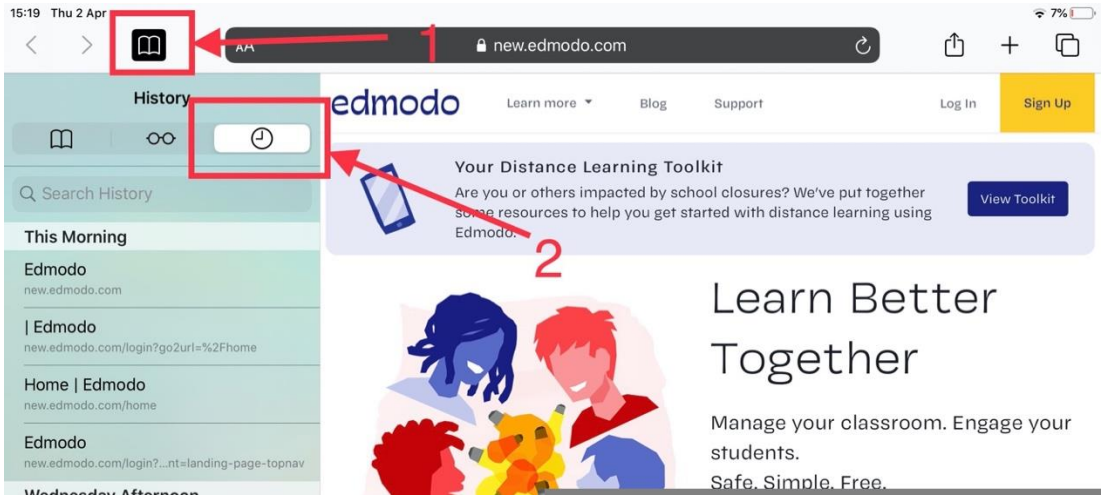
LEARN ACHIEVE SUCCEED

Appendix 5

Distance Learning Trouble Shooting Guide

Can't login to VLE- Edmodo

If a student has no Login information they should contact the ICT co-ordinator or info@griffeencc.ie.

Logging in on Safari

Begin by clearing the browser history on Safari by following the 2 steps on this image: