



Remote/Distance Learning Guidelines

When we as a school are operating our timetable, whether in school or at home, we hold the students to the same standards of behaviour. Our online etiquette must match our classroom etiquette for both staff and students. We accept the level of content covered will change, but the level of engagement and respect should not.

The schools' Code of Behaviour is a universal document. It applies to all students at all times during school activities. It is written to cover many incarnations of school. The traditional classes, extra-curricular activities, trips, sports days etc. Remote school time/distance learning is no exception to this.

WHAT IS DISTANCE LEARNING

Distance learning means everything is central, to hand and online - tutor support, assessments, online library facilities and notes. Blended learning has been described as studying the best of both worlds, involving a classroom and online environment. In GCC we use tradigital methods, a blend of traditional and digital learning. We rely on a Virtual Learning Environment (VLE) to share work and resources e.g Edmodo and use Microsoft Office 365 and its associated apps to support teaching and learning. The TEAMS app in O365 supports online video meetings/ classes and is currently in use in DDLETB schools.

****See guidelines and procedures on the school website.**

DISTANCE LEARNING POLICY

This policy establishes the expectations for Distance Learning at Griffen Community College.

Distance Learning applies to activities and units where:

1. Students are not required to meet teachers or other students;
2. Students are engaged in academic study through structured activities defined by Griffen Community College
3. Students' access to support (academic, administrative and technical) is conducted without attending the school.

The purpose of this policy is:

4. to ensure a high-quality learning experience for Distance Learning students; and
5. to make clear the responsibilities of various parties in the design, development and delivery of teaching via Distance Learning

Ensuring the Quality of Distance Learning

Griffen Community College is committed to providing a high-quality experience to our students in the online/distance learning environment. The approach is to design the Distance Learning provision that focuses on key areas; structure and content; monitoring of progress; monitoring of behaviour and assessment. This policy lists a set of expectations under each key area that needs to be considered to ensure the quality of GCC distance learning provision.

AUP & GCC Schools Strategy

Content And Assessment	<ul style="list-style-type: none"> ✓ 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
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Online Platform	<ul style="list-style-type: none"> ✓ 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 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.
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Top tips on use of Ipad	<ul style="list-style-type: none"> ✓ 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).
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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.

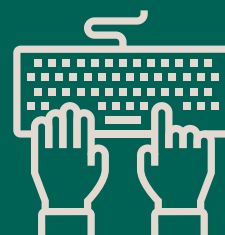
Speaking

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

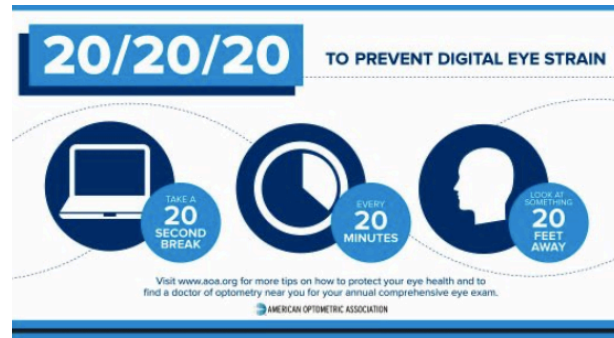
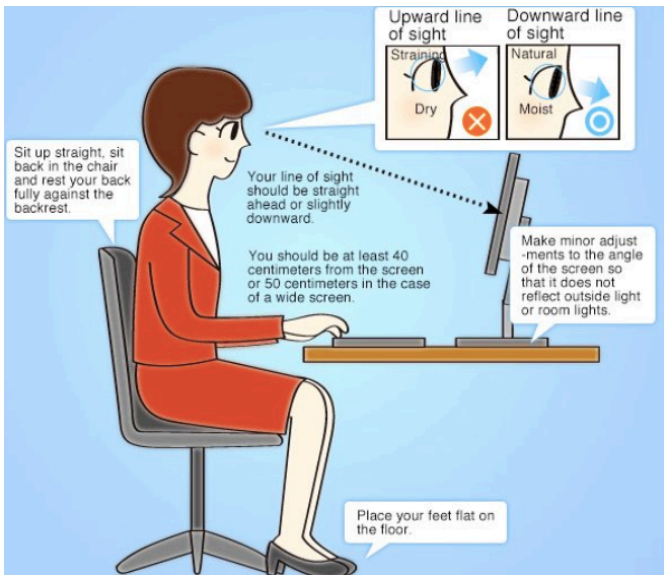
Consider using the 'blur my background' feature to hide a messy background.

Lighting & Position



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





Synchronous vs Asynchronous teaching

A mix of approaches may be used as teaching strategies to help differentiate and guide students as they continue their learning.



Distance Learning Trouble Shooting Guide

Can't login to VLE

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

Logging in on Safari

Begin by clearing the browser history on Safari by following the 3 steps on this image:

15:19 Thu 2 Apr

new.edmodo.com

edmodo Learn more Blog Support Log In Sign Up

History

Your Distance Learning Toolkit

Are you or others impacted by school closures? We've put together some resources to help you get started with distance learning using Edmodo.

View Toolkit

Learn Better Together

Manage your classroom. Engage your students.
Safe. Simple. Free.

The image is a screenshot of a mobile browser displaying the Edmodo website. At the top, the browser's address bar shows the URL 'new.edmodo.com'. Below the address bar, the Edmodo logo and navigation links ('Learn more', 'Blog', 'Support', 'Log In', 'Sign Up') are visible. On the left side, a 'History' sidebar is open, showing a list of recent visits. A red box highlights the refresh button in the history sidebar, and another red box highlights the address bar. A red arrow points from the refresh button to the address bar. A red number '2' is placed above the main content area of the website. The main content area features a 'Your Distance Learning Toolkit' banner with a 'View Toolkit' button, followed by a large heading 'Learn Better Together' and a sub-heading 'Manage your classroom. Engage your students. Safe. Simple. Free.' Below the text is an illustration of three children (two girls and one boy) looking at a tablet together.