



*St. Mary's Secondary School,
Holy Faith, Glasnevin, Dublin 11.
60770P*



**Remote Teaching, Learning and Meeting Protocols for
Teachers, Students and Parents**

Mission Statement:

St. Mary's follows the Holy Faith Philosophy of creating a school community whose central purpose is the religious, moral, intellectual, human, social and physical-recreational education of the student. The education programme of the school is directed to the growth of the whole person. It aims to form integrated and self-reliant Christian people who are eager to build a better world.

Introduction:

Courtesy, manners and mutual respect are central principles for interactions in our school community. This is applicable whether those interactions take place in a physical, or online space. In this period of pandemic, we may need to switch to remote teaching and learning at short notice. The aim of this policy is to provide information and guidelines around appropriate use of technology for the purposes of remote/online/virtual/distance teaching, learning and meetings in that eventuality.

This new policy works alongside, and complements, existing legislation and school policies including our Code of Behaviour, Acceptable Usage Policy, Mobile Phone Policy, GDPR, Digitalised Guidance Document, Anti-Bullying policy and school Wellbeing practices. The expectation is that all members of our community must abide by normal school rules, policies and protocols when interacting online. This policy will be updated and amended as necessary.

List of recommended and school approved online platforms:

Email: All members of the school community should use their @stmaryshfg.ie email for communications. Use of school accounts should only be for school related business.

Class communication and streaming: Office 365 Suite including:

- Outlook (Email)
- OneNote
- Teams
- Forms
- Stream

Teachers may instruct students to operate on apps that are specific to their own subject area.

Guidelines for appropriate use of online platforms:

When remote learning is in operation, students should check their **school email, Teams, OneNote** daily to see any new posts or any new assignments for each subject. Students should follow instructions for completing any work that has been set. This includes uploading of assignments and observing any deadlines advised by their teacher.

- Communications should only take place within school working hours or at agreed times.
- All community members should turn off notifications outside of school working hours.
- Etiquette for formal communication should always be used.
- Class times will be shortened to a maximum of 35 minutes' duration. Classes will begin as per the timetable and will finish at least 5 minutes early. This is to facilitate a break from screens and to enable a punctual return to the next class.
- All community members should make sure that they are in a secure space with a suitable background and dressed appropriately.
- All students should be ready to log on and be in the waiting room early to ensure classes can start on time.
- Links to school classes or streams should never be shared outside the class and our school community.
- Only students have permission to access and use school platforms using allocated, personal student user accounts. No-one else has permission to access school platforms.
- When live online, classes must not be recorded and no pre-recorded classes/class segments should be shared outside the class group. Any student found to be in breach of this will be subject to sanction of the Code of Behaviour as a serious infraction.
- Cameras should be turned on unless an explanation has been given to the school.
- Microphones should be muted and only turned on when requested by the teacher.
- All browser tabs should be closed unless they are required for participating in class.
- Students should re-read instructions and/or query with a classmate before sending clarification emails to teachers.
- Students should contact teachers directly if they feel unable to complete a scheduled task.
- Social media sites should not be used for school communication.
- Child Protection Guidelines remain in place for online interactions.

Expected online teaching/learning approach:

The school adapts a blended learning approach for all classes, including SEN/Learning Support classes. Teacher/student engagement should involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the students.

Teachers should ensure, as far as practicable, that direct instruction is provided for aspects of learning that require it, using a variety of approaches, for example recorded lesson, audio, presentation software and written instructions. Direct instruction can be live or pre-recorded.

As with in-school learning, the following strategies will be employed by teaching staff when engaging with remote learning:

- Scheduled or planned interactions, with due notice given.
- Developing and sharing tasks with clear learning intentions and success criteria, differentiated as necessary for all students and particularly those with additional needs.
- Sharing of scaffolded resources to assist students with increased level of autonomy in the learning process.
- Provision of formative and summative feedback to students.

The role of Parents/Guardians:

In order for remote learning to be successful it is essential that the school community works together to encourage and support each student. The following supports from home are very important:

- Provide a quiet safe space for learning.
- Ensure attendance for scheduled classes and assemblies.
- Ensure that assigned work is being submitted on time. Should there be an issue with timely submission of work, ensure communication is made with the teacher.
- Ensure communication with teachers follows formal etiquette.
- Encourage students to avail of the screen time breaks scheduled by the school.
- Ensure an absent note is submitted on the app where applicable.
- Ensure Safety Controls & Privacy Settings on all devices are adhered to and monitored.
- Remember that the wellbeing and mental health of each student is the school's ultimate priority and ensure to get in touch with any concerns in this area.

Communication between the school and home:

The school will keep in regular contact with students and parents via Teams, live assemblies, notifications on the app and website. Parents can contact teachers or the school on dedicated school email addresses.

This policy will be reviewed on an ongoing basis.