BCS Distance Learning Policy

Introduction

If the school has to undergo enforced temporary closure due to government and/or public health guidelines related to COVID 19 this policy will provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where students are not in a classroom setting.

The aims of this policy:

- To outline procedures and practice for staff, pupils involved in online/distance learning.
- To outline procedures and practice for pupils in self-isolation, and are otherwise fit and healthy, to continue with their academic program.
- To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program.

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
- Zoom – for live online classes.

There may be some additional applications that teachers may use, and the teacher will provide the students with the information required for access. This must, in all cases, use an @ballyhauniscs.ie account as the login.

Student expectations:

Students may submit material online outside of business hours but there is no expectation of interaction between the teacher/student at these times.

- Pupils should retain structure to their working day starting with log-on to MS Teams by 9.00am if appropriate.
- Check Teams to access the posts/resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and <u>turn in</u> to the subject teacher in the agreed manner eg upload, photograph, scan etc
- Please ensure that the material uploaded is legible, infocus and correctly oriented.
- Use designated 'Team Pages' messaging to communicate with teachers and ask questions if they do not understand/require help within normal school time hours (9:00 am - 4:00 pm)
- They may need to email/message the teacher as appropriate if they are having difficulties with the system or need assistance with assigned work.
- Pupils may need to photograph work of a visual nature and use the Teams app to submit this to teachers.
- Deadlines must be met where practically possible; Year heads will be informed if they are not.

- All interactions on Teams to be of classroom level type discussions.
- Students are strictly prohibited from creating Teams that do not have a teacher as a member.
- Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour, will be the same as if the student were in school. This is because they are involved in prescribed school-work, on a school created platform using a school log-in and which has been directed by school personnel.
- Students must keep personal conversations to their own social media streams.
- It is not required to wear the uniform for video learning however, appropriate dress is expected.

Zoom Student Etiquette

The following participant expectations should be the norm. Students that do not follow these guidelines can be removed from the Zoom meeting if necessary.

- A Zoom link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to another person unless authorised to do so by your teacher.
- Mute your microphone if you are not speaking.
- Be on time.
- Use your real name.
- Turn off video unless requested to do otherwise.
- Do not use the Chat feature with your class unless the teacher states to do so. When using chat, write using school appropriate language. Remember that the class meeting is public, and a record of the chat is retained.
- Only post chat messages relevant to the lessons.

If your connection is lagging or slow, do the following:

- Close extra open computer apps.
- Try to limit others on your WiFi while you chat.
- Turn off your camera and listen to the discussion.
- Use headphones or earbuds with a microphone.

Teachers and support teachers are expected to:

Teachers may submit material online outside of business hours but there is no expectation of interaction between the teacher/student at these times.

- Upload teaching materials and lessons to Office 365 / MS Teams.
- Teachers will endeavour to set work equivalent in length to the lessons on their revised timetable and be available if possible, during scheduled lessons to answer any questions pupils may have via 'Teams'/email.
- It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others.
- An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week).
- The total set work should reflect the total length of lesson time that is missed.
- Mark and feedback with the same regularity as would have been done if in school.

- Make sure that all resources are available online including scanned pages of textbooks if appropriate.
- As much as possible, use the usual rewards and sanctions and verbal praise/warnings.
- Email year heads if there are ongoing concerns prior to contacting/emailing parents.
- Staff can answer Team chats during school hours and their working day but not beyond 5pm or at the weekend.
- However, emails can be answered at the weekend if staff deem it essential to reply.
- Staff must ensure a classroom level of interaction is maintained through use of email, Teams. This is a new experience for the students, and we must guide them in how to behave. Just as in their own physical classroom staff must set out their expectations.

Teams Live Video Etiquette

Teachers to:

Staff not to have a one to one video chat with a student, if necessary they should invite another member of staff to be a silent attendee.

- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress appropriately.
- Double check that any other tabs open in their browser would be appropriate for a student to see if they are sharing their screen.
- Use professional language.
- If recording the meeting check with the AUP.

Ask students to:

- Be in a shared space in their house, rather than in their bedroom.
- Dress appropriately no pyjamas for students! Alternatively, you could ask them to turn their cameras off.
- Ask parents who will also be there to be mindful that other students may see or hear them and anything in the background.

Telephoning students

- Do this through parents' phones only (unless this itself poses a safeguarding risk), and in all cases make sure parents are aware and agree.
- Call in school hours as much as possible.
- Make sure someone else at school is aware and keep a record of the date and time of each call.
- Have a parent there at the child's end and have the phone on speaker phone.
- Use an app like 3Connect that will route calls through the school's number rather than your own or block the number.
- If possible, have another member of staff on the call. If this is not possible, record the call, with parents' permission. Explain you are recording for school records only.

The Learning Support Teams are expected to:

Connect with parents and/or students who receive one-to-one SEN support, during their usual allocated time, to check how they are coping with the home learning and keep formal records of all interactions.

The National Council for Special Education (www.ncse.ie) have compiled resources for teachers and parents during these changed times. The resources can be found at the links below.

https://ncse.ie/parent-resources

https://ncse.ie/teacher-resources

Parents are expected to:

- To ensure their child has sufficiently adequate computer equipment and internet access in order to fully participate in home learning.
- Contact school if computer access is problematic.
- Encourage and support their children's work including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible.
- Contact the teacher/year head if there are any concerns.
- Support students in choosing an appropriate location for video calls.

Feedback:

Students should continue to receive the feedback they need through whatever online method possible (annotation of documents, along with audio feedback) whilst teachers can track their progress and see where support is required.

Appendix 1

Netiquette
"the rules of correct or polite behaviour among people using the Internet" (Oxford Learner's Dictionary)

- Treat all participants with respect. If you would not say something to someone's face, do not say it to them when online.
- Respect the privacy of others.
- Be careful when using humour or sarcasm as it can easily give offence, especially when you cannot see facial expressions.
- Use clear and concise language, English may not be the student's first language.
- Keep caps lock use to a minimum as IT CAN MAKE YOU LOOK LIKE YOU ARE SHOUTING.
- Use standard fonts and sizes such as Arial 11-14 font size.
- Avoid text speak and slang (e.g. LOL or besties).
- Only use emoticons when appropriate.
- Think about the use of attachments; are the files really relevant and are they suitable for use on any device? PDF's are device neutral if you really need to share something.
- Have you considered copyright on any images you share? If in doubt share a link to an image as this puts the copyright onus on the website owner, not you.
- Save specialised/private conversations for offline.
- Use your camera unless Wi-Fi is poor – (Stop your camera and use audio only to improve the quality)
- Use the mute button to eliminate distracting background noise. Don't forget to unmute yourself when it's your turn to talk.
- Make use of the chat function to ask and answer questions.
- Vary the activities when you are presenting, giving time to Q&A or to take short breaks for questions/class discussions.

Ref: https://warwick.ac.uk/fac/soc/cte/student-partners/academictechnology/academictechnologies/otherat/blackboardcollaborate/netiquette