

**LORETO SECONDARY SCHOOL,
CLONMEL**

**Policy on the Use of Technology
for Remote Teaching and
Learning**

The purpose of this policy is to provide guidelines and information to students, their parents/guardians, and staff, surrounding the use of technology when teaching and learning happens remotely i.e. when a student is being taught in an environment that is not within the school building and the teacher is working remotely and is not present with the student(s). Following an evaluation with students and staff on our last experience of online teaching, we have put some recommendations in place within this policy for everyone to have more clarity on how we will operate remotely and to give reassurance to our students that their wellbeing and their learning will be to the fore in our approach.

While this policy informs best practice for remote teaching and learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 emergency and is intended to provide guidance for the conduct of remote teaching and learning during this school closure **(and not outside that time)**.

This policy does not set out to replace our Mobile Phone Policy or Acceptable Usage Policy or Digital Technologies Acceptable User Policy, but rather intends to be an important addition to the area of teaching and learning from a digital platform (i.e., remote teaching and learning). Therefore, the policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

Loreto Secondary School Clonmel is a school under the patronage of Loreto Education Trust. As a school we take instruction from the Department of Education and Science and it is of paramount importance that we have policies to ensure that procedures are in place that fulfil our statutory obligations. The primary obligations that all schools have are to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote teaching and learning is safe for all student learners under Child Protection Procedures and that their data is also protected under GDPR legislation.

Schools must ensure that learning may be able to take place in an environment that is respectful and fair and meets its statutory duties. We understand that some flexibility to support teachers and students both practically and for the health and well-being of all is necessary.

This Policy is prepared, therefore, in accordance with the provisions of the Department of Education and Skills and relevant sections of:

- (a) The Education Act (1998)
- (b) Education (Welfare) Act (2000)
- (c) Equal Status Act (2000)
- (d) Education for Persons with Special Educational Needs Act (2004)
- (e) Disability Act (2005)
- (f) Children First 2017
- (g) GDPR
- (h) Department of Education: Child Protection Procedures for Primary and Post Primary schools
- (i) NEWB Guidelines for Developing a Code of Behaviour (2008).

Context

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher.

However, whether a student is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or at school, the same statutory rules apply i.e., the school's Code of Behaviour and all the school's policies.

Loreto Clonmel's Guidelines on the appropriate use of Online Platforms for engaging in Remote Teaching and Learning

Section A – Student Remote Teaching & Learning

Each student will need to find a quiet place with access to a device with Microsoft Office. We would advise that students:

- Ensure there is a blank wall/ space behind them
- **Turn their camera ON** so that the teacher can see their pupils
- **Turn their microphone ON** so that the teacher may ask a student a question or the student can answer when the roll is called by the teacher.
- **Students are asked to wear their Loreto crested PE Hoodie or Loreto crested Tee-shirt during live classes OR a Loreto Secondary School crested top (e.g. football team top, basketball team top, hockey team top)** with any tracksuit end or sport leggings or jeans of their choice.

** The teacher may mute the students once teaching has commenced.

Microsoft 365, including Class Notebook, Teams and @loretoclonmel.ie email addresses, will be the platform used by teachers to upload work and assignments. Students will be informed by the teacher of their subject(s), where to upload assignments and/ or homework for correction.

The school timetable will apply to all students and therefore they should check the above platforms when they have their assigned class. Their teacher will notify them of the days that there will be live classes for their subject (these will occur when that scheduled class subject is due to take place). **The attendance will be taken at each of these live classes and attendance is mandatory** (unless the school has been notified of special circumstances regarding a student). It is the school's expectation that if a student is absent for any reason their parent/guardian will email reception@loretoclonmel.ie with this information as usual.

It is imperative that students are organised and that their day is structured based on the usual school timetable they would usually follow. Students are asked to have their breakfast eaten by 8.30am so that they are ready to begin their work at 08.55am.

It is the **personal responsibility** of every student to attend live classes and complete their assigned work to ensure that they do not fall behind in their education. There will be certain circumstances due to the unknown of the pandemic itself that curtail a students' ability to engage but these should be made known to the school as soon as possible.

Students are NOT PERMITTED to record the live class or to take photos during a class or assembly (unless the teacher specifically asks them to do so). The teacher may decide to record the class so that an absent student may play back the recording to catch up on their work. If a student wishes to obtain a recording of a live class, they must alert their teacher to their absence **PRIOR** to the class commencing.

The normal timetable is as follows (normal break times apply also):

- 8.55am to 3.50pm on Monday and Tuesday and at 8.55am to 3.10pm on Wednesday, Thursday, and Friday.
- Break time for 2nd, 3rd and 5th years is 10.15am to 10.30am
- Break Time for 1st, TY and 6th years is 10.55am to 11.10am
- Lunch Time for 2nd, 3rd and 5th years is 12.30pm to 1.10pm
- Lunch Time 1st, TY and 6th years is 1.10pm to 1.5pm

Loreto Clonmel students from 1st Year to TY inclusive have an individual device. We have surveyed our 5th Year and 6th Year students and anyone who required a device has been loaned a school device for the period of remote teaching and learning. As we cannot be sure how long remote teaching and learning will continue for, **participation and engagement online will be included in end of term and year reporting for ALL year groups.** If a student has broadband issues etc the school should be contacted at reception@loretoclonmel.ie as soon as possible.

Communication may only take place during normal school hours and the normal school calendar will apply.

The school Code of Behaviour is applicable to remote teaching and learning including

- Anti- Bullying Policy
- Digital Technologies Acceptable Use Policy
- Acceptable Usage Policy for Devices

*These **will** apply to all communications including student-to-student communication.

Students with devices are reminded to use their schoolbooks, where possible, to complete assignments (as is the normal expectation).

Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where this evolving and unprecedented situation

allows you to do so. Students should contact their teacher through Microsoft Teams chat (during school hours) if an issue arises where they cannot turn in an assignment at the assigned time.

Section B

Additional information for the Loreto Clonmel community:

- In Loreto all staff and students use Microsoft Office 365. This is a very useful tool for remote teaching and learning and we are satisfied that it will support remote teaching and learning adequately.

All staff and students have been given account details. If problems arise with Microsoft Office 365 accounts the first point of contact is reception@loretoclonmel.ie and the query will be referred to the relevant person.

- Parents/guardians and students should note that teachers may have to send material/ assignments outside of regular school opening hours. **This does not mean there is an expectation on the student to begin work at the time it is received.** Students should complete this work during the class time provided or as a homework exercise.

To support this, we urge all members of the school community to *turn off notifications outside of their learning/working hours.*

- The Inclusion Team will endeavour to support all students with additional needs to access Remote Teaching and Learning. **In so far as possible**, supported by the Inclusion Team, provision for SEN students (i.e. those availing of additional support) will be made **following the usual learning support timetable.**
- **No matter what time a student and/ or teacher is on Office 365 (Teams, OneNote, email) i.e. whether the teacher is online giving a tutorial or not - the moment a student logs onto Office 365 they must abide by the school rules and the rules will be implemented if and when necessary.**
- Students cannot choose to leave a Team once a teacher has created one.
- **The material created by the teacher** and shared on Teams, OneNote, email is the property of the teacher and students do not have permission to share to others outside of the group it was shared with unless given permission to do so.
- Recordings should not be made of any work (e.g. video conference, live class, recorded video, PowerPoint with recorded explanations) unless with explicit permission from the teacher. In this instance, it is of utmost importance that any such recordings are not shared.
- Teachers will use a variety of teaching methods including live classes, in which case Microsoft Teams video conference is used. Teachers will trust students to behave appropriately online, as they would in their real classroom.

- Teachers are the owners/ managers of the Teams they create. Most Teams will be whole class groups, but this may vary. When students are invited onto and put into a Team it is the exact same as being in the classroom and being with a class group. They have a teacher and the school's rules continue to apply.
- A teacher will only correspond and engage with a student who is signed up to the correct Platform, i.e. Microsoft 365.
- Using social media sites (e.g. Facebook, Instagram, Twitter, Snapchat, Hangouts, WhatsApp etc) to communicate with individual students is never permissible and teachers have been advised accordingly. Social media may be used by teachers to demonstrate examples of good work to parents/guardians and the wider school community but will not be used for the conduct of teaching and learning. Any such activity will only be on the official school social media accounts (Instagram, Facebook and Twitter). All student names on student work should be redacted.
- Other Teams created by students themselves within a Team created by the teacher is not permitted.
- As per all matters pertaining to our school's Code of Behaviour, if a student acts in a fashion that is contrary to our Code's expectations, they may receive a sanction as outlined in the Code of Behaviour.
- 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 was in school, as they are involved in prescribed schoolwork, on a school created platform using a school log-in and which has been directed by school personnel.