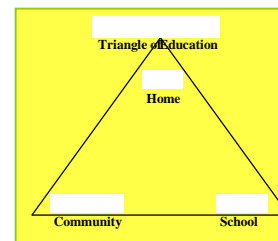


St. Fintan's National School



Principal: Ms Bernadette Leahy
e-mail st.fintans.mayglass@gmail.com

Website: mayglassns.weebly.com

Roll No. 18133S

Mayglass
Bridgetown

Co Wexford

Remote Teaching and Learning Plan

Rationale

Emerging platforms such as Aladdin, Seesaw, Google Classroom and G Suite and where appropriate, Zoom, for online collaboration, communication, teaching and learning due to distance learning demands caused by the Covid pandemic have been introduced into St Fintan's NS Mayglass. This policy has been developed by staff.

In line with guidance documents distributed to schools regarding appropriate digital communication platforms to aid remote teaching and learning, SeeSaw has been chosen as our main online remote teaching and learning tool from Junior Infants to 4th Class and Google Classroom for 5th and 6th Class. Youtube will also be used for video sharing.

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

Aim

The aim of this policy update is to provide guidance on what is best practice when using these online platforms to ensure the online safety of pupils and teachers.

General Information

1. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
2. Under no circumstances should pictures (including screenshots) or recordings be taken of video calls. Any videos or audios that teachers distribute of themselves for the purposes of communication, teaching or learning must be used for that purpose only. They should not be redistributed, dubbed or amended in any way.

*** Any breach of the guidelines with regard to video calls and distance learning may result in a person being immediately removed from a meeting or in a meeting being terminated. In this case, the child's parent will receive a report on the incident. Inappropriate behaviour (e.g cyberbullying, recording) will be dealt with according to our Code of Behaviour and Anti-Bullying Policy.**

3. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
4. Staff members can communicate with pupils and their families via Aladdin, Seesaw, Google Classroom email and by phone.
5. Families can contact the school through email address or by replying to a message from a teacher on Aladdin and Seesaw.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Aladdin, Seesaw, Zoom and Google Classroom at the moment)
7. A variety of approaches and methodologies in terms of online learning may be used online by teachers to motivate students. These approaches and methodologies may vary from class to class.
8. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
9. The normal school calendar will apply
10. The following school policies apply to remote teaching and learning:
 - Code of Behaviour
 - Anti- Bullying Policy
 - Internet Acceptable Use Policy
11. 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 possible in this evolving and unprecedented situation. In so far as possible, provision for SEN students will be made when using Remote Learning methodologies
12. The Board of Management of St Fintan's NS Mayglass cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Communication Platforms

St Fintan's NS will use the above mentioned online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons (Seesaw and Google Classroom) and live sessions/meetings/assemblies (Zoom and Google Classroom), where appropriate.

Methods of Communication

The following is in place as per DES requirement:

Digital Communication between school and parents/guardians:

- Aladdin — Office staff , Teacher and Parent/Guardian communication
- School email : st.fintans.mayglass@gmail.com – Office staff, teachers and parents/guardian communication

- See-Saw and G Suite — Staff and pupil communication as teaching and learning platform and communication between school and parents/guardians. There will be a weekly staff meeting via Google Meet.
- Zoom — All Staff and pupil and parent communication.

(Please note that school staff will also call families by phone. These numbers will be private/withheld numbers. SETs will check in with families regularly by phone)

Returning School Work to Teacher

- Children will complete activities on See-Saw and return them to teacher via See-Saw.
- Children will complete activities set for them on Google Classroom and return them on G Suite
- Children can upload work via See-Saw and Google classroom
- Feedback will be given by teacher no later than 36 hours after submission of work.
- Feedback can be by way of written feedback/voice recorded feedback/video feedback.
- SETs will conduct 1:1 and group Zoom calls several times per week

Distribution of Work

- Contact will be made daily to distribute work, as per DES requirement.
- There will be a blend of both online and textbook work.
- There will be a mix of pre-recorded video and live lessons.
- There will be a timetable organised by the teachers using the mayglass.org domain to organise live lessons ensuring that there is only one live lesson at a time in any household to allow for adequate parental supervision.

***IMPORTANT:** If pupils are not receiving work/communication from the teacher (no device/no Wi-Fi/Aladdin messages parents are expected to contact the school IMMEDIATELY via the school email address st.fintans.mayglass@gmail.com which is checked several times per day during school hours).

Strategies for students to use when using Seesaw Google Classroom and Zoom

1. Never post personal details online- all internet safety protocols/measures included in our Internet Acceptable Use Policy still apply.
2. When on digital platforms, children should be mindful of what is shared. **It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.**
3. Best practice recommends that that devices have recognisable names when joining a Zoom meeting.

4. Generally, mics should be on mute unless called on by the teacher to help the teacher and to reduce background noise.
5. Normal voices to be used, using kind and friendly words – like in the classroom
6. Cameras to be kept on, it helps the teacher supervise the lesson and interact more effectively with the class.
7. Chat functions on Zoom and Google Meet calls to be avoided unless requested to use it by the teacher.
8. Appropriate dress to be worn by anyone on camera during the call
9. Classroom rules still apply — for example: show respect to others; take turns speaking; listen respectfully to others; raise your virtual hand; no eating; dress appropriately;
10. If the teacher's connection drops and he/she must leave the call unexpectedly, pupils should alert a parent to the situation. The parent is expected to supervise their child until such time as the teacher is able to return or the class is abandoned.
- 11. Under no circumstances can pictures or recordings be taken of video calls.**
- 12. As such extensive use of digital technology is new to the whole school community, we must ALL recognise that unexpected situations will arise. If parents are aware of any situation where the school code of conduct is not being respected or if there is any situation where they may be a child safeguarding/bullying issue may be arise, they are requested to alert the principal/class teacher via the school email. A request for a phone call from the principal will suffice from anyone who has a worry about child safety. The principal will phone that parent back without delay.**

Strategies for Teachers to use when using Seesaw and Zoom

1. Staff members will seek to become familiar with apps before using them with pupils.
2. Have a co- teacher assigned when using Seesaw.
3. When arranging a Zoom video call with students or staff, ensure there is a waiting room enabled.
4. Establish a routine of proper online etiquette similar to that of classroom rules for example, dress appropriately, no eating during the class, and listen respectfully to one another, mute unless you are speaking so as to allow the person speaking to be heard.
5. Staff members will set up an appropriate environment from which to host Zoom video call.
6. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
7. Staff members will only admit participants to video conferences if they recognise the email address/username as being connected to a pupil.

8. Staff members will report any concerns regarding online behaviour or interactions to school management.

Guidelines for parents and guardians:

It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.

1. Check over pupils' work that is being sent by parent/guardian via email to their teacher, or check pupils work being sent by pupils to their teachers via Seesaw, ensuring it is appropriate.
2. Continue to revise online safety measures with pupils.
3. Please ensure that your child is on time for a scheduled video
4. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
5. **Please note no 12 in strategies for pupils for using Zoom and live video on G Suite. We are using new technology and we need to be prepared for the unexpected.**

For detailed information on GDPR please visit

<https://zoom.us/privacy>

<https://web.seesaw.me/gdpr>

https://edu.google.com/intl/en_uk/why-google/privacy-security/

Signed _____

Chairperson

Principal

Date _____

Date : _____