

## Distance (Remote) eLearning Policy

This Distance Teaching and Learning Policy has been developed to reflect the changed circumstances in teaching and learning in our school, brought about by Covid-19, and the significant increase in the use of technology to continue the high standard of teaching and learning in Scoil Pól.

### Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning hereafter referred to as “Distance eLearning”

This policy operates alongside all our existing policies which are listed on our website [www.scoilpol.ie](http://www.scoilpol.ie), in particular, Acceptable Use Policy AUP, GDPR Policy, Code of Behaviour and Anti-bullying policy.

### Scope of this Policy

This policy covers any aspect of student distance learning as used by the staff of Scoil Pól. In all cases, staff and students must use their @scoilpol.ie account to log into the recommended digital platforms. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the school.

The list of recommended applications that are used in Scoil Pól for distance learning are primarily:

- Office365, incorporating:
  - Microsoft Outlook (e-mail)
  - Microsoft Teams
  - Microsoft OneNote
  - Microsoft Forms
  - Microsoft Stream
  - Microsoft Sharepoint
- Zoom – for live online classes.

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. Again, students must, in all cases, use their @scoilpol.ie account as the login.

**Comment [BQ1]:** Are there any parameters for the apps etc. teachers may use?

### eLearning Approach

eLearning will take place using what is known as a blended approach. Different teachers will use different methods and tools, for example:

- Some teachers may use regular live classes
- Some teachers may use live classes through Zoom while others may use MS Teams
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should contact their teacher directly (using the @scoilpol.ie account) if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

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### **Responsibilities while partaking in eLearning**

For staff and teachers:

- Staff have overall control of the online interaction of their class
- Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.
- Staff will do their utmost to be available at the identified time on their timetable – this may be via a Zoom live video, through MS Teams chat or by e-mail.

For students:

- You are to communicate through MS Teams only using your @scoilpol.ie account. The use of any other account or e-mail address is expressly prohibited
- Do not engage in communications with any account other than an @scoilpol.ie account and report any such activity to your teacher or other staff member's @scoilpol.ie e-mail account
- You must always be respectful to your teachers and fellow students. Scoil Pól's Code of Behaviour and AUP applies at all times
- You are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes or Zoom links – to anyone else without the permission of the creator of that content
- Be aware that all your online activity is recorded. This includes anything you send or say via e-mail, Teams, Zoom and OneNote, and whether you are checking regularly for assigned work.

For parents/guardians:

- You should ensure that your child is checking in regularly for assigned work
- Where live classes are being run you should ensure your child is in an area of the house that is quiet and free from distractions.
- Please be mindful of Child Protection Guidelines. For live classes:
  - bedrooms should not be used
  - students should be dressed appropriately

- Live online classes should be viewed by your child only.

### **Live Online Classes**

Teachers may deliver some of the course “live” using Zoom or Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Zoom:

- Students must always follow the direction of their teacher just as in the classroom
- Students must always follow the direction of their teacher regarding the use of camera
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A Zoom link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- All Zoom sessions are recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class.
- Only the teacher is allowed record a session. No-one else is permitted to record.

### **Data Privacy Statement**

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) and GDPR Policy which are available from our website. For clarity, we will outline aspects specific to Distance e-Learning but this should be read alongside our existing policies mentioned above.

What we retain:

- Login activity, specifically, each time a student logs into their Office365 account
- Within Teams and OneNote, the date and time when a student views any assignments or OneNote notebooks set for them and when they submit any work for same
- In live classes using Zoom or Teams, all audio, video, whiteboard, annotations and screenshare activity of both teacher and participants.

Why we retain it:

- To assist us in making sure students are engaging in e-learning
- To assist us in generating appropriate and relevant feedback to parents on progress
- To provide revision materials by means of replaying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class

- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where we retain it:

- All recordings are kept within the school's own systems which requires a valid @scoilpol.ie login to access
- The school's own systems are configured so that all data resides within an EU country only.

**Comment [BQ2]:** Are there limits to who can access it

How long we retain it for:

- The data recorded will not be retained beyond the time for which the purpose of recording was intended
- Activity and content will not be retained after students exit from Scoil Pól, either through early exit or through graduation.

GDPR Policy:

<http://scoilpol.ie/Downloads/Policies/GDPR%20policy%20and%20procedures.pdf>

Internet AUP:

<http://scoilpol.ie/Downloads/Policies/2019%20Student%20AUP%20.pdf>

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This policy will be reviewed on a regular basis.

This policy was ratified by the Board of Management (BOM) on 14/12/2020

Signed: \_\_\_\_\_  
Chairperson of BOM

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_