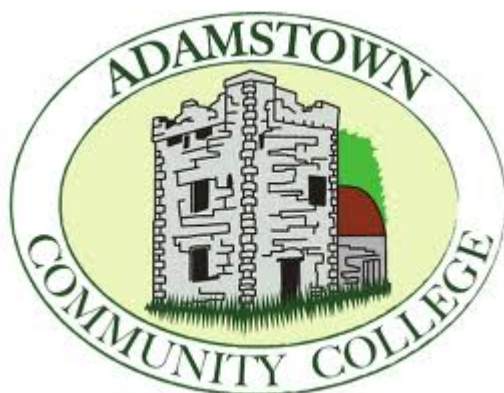


Adamstown Community College



DISTANCE LEARNING POLICY (DLP)

The aim of the Distance Learning Policy (DLP) is to ensure that in the scenario of students learning remotely all stakeholders are clear on how to best support students to maximise student progress whilst ensuring the inclusion of all students and pupil well-being is safeguarded.

Teachers should ensure that they provide a virtual learning environment for all their students using Google Classroom. eLearning will take what is known as a blended approach and some teachers may use different methods more than other teachers. For example:

- Some teachers may use regular live classes while others may not
- Some teachers may use quizzes via Google Forms
- 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 get in touch with their teacher right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Unless specified in this document, all usual School policies, principles and procedures continue to apply. Primarily this policy is guided by the school's Acceptable Usage Policy and Code of Positive Behaviour Policy, this form the basis from which this policy should be interpreted. As a school we aim to effectively integrate distance learning into our practice to develop independent students. The aim is to try and achieve as many of our existing aims and objectives, within and without the classroom.

It is envisaged that student and parent councils will review the policy at regular intervals.

School Strategy:

The school will employ a number of strategies in order to maximise learning opportunities whilst students learn remotely and reduce risks associated with the internet. These strategies are as follows:

General:

- This policy is to be used in conjunction with other school policies; in a time of distance learning specific the Internet Acceptable Use Policy is especially relevant
- Pupil engagement will be recorded by teachers and periodically communicated to parents via VShare.
- For general queries Tutors should be the first point of contact for pupils and their parents.
- For academic queries subject teachers should be contacted by pupils via their school email.
- In line with normal practice positive and negative behavioural points may be issued by teachers based on pupil work, engagement and behaviour
- Teachers should seek to provide a clear boundary for the working day, so that there is no expectation from pupils or parents that staff will be available any more than has previously been expected.
- Teachers and students aren't expected to be contactable outside of normal working hours, we urge all members of the school community to use the scheduling functions within Google classroom if working outside of normal school hours.
- All work should be set on Google Classroom.
- Live lessons should be facilitated through Google Meets; students should log in using their Adamstown email address and only attend their own classes.
- Teachers may record Google Meet sessions, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screen shares, whiteboards and audio from the class.
- Only the teacher is allowed to record a session. No-one else is permitted to record.
- Where possible live lessons should be scheduled for the same time as the normal school timetable.
- Teachers should set a range of work for pupils to ensure that the work is engaging, develops the varied learning styles of pupils and support collaboration
- All staff should be mindful of the difficulties in communication at present, the risk of important messages being missed, and the need to maintain boundaries between work and relaxation time for staff, parents and pupils.

- Where plagiarism, or other forms of assessment offences such as cheating, is suspected, work will not be accepted and no grade will be provided. Student will be given the option to redo the work.

Students:

- Students are expected to work during the hours of the normal school day to ensure they can get support from their teachers and to maintain good sleep patterns.
- Students should ensure that they are members of all of the Google Classrooms for their classes.
- Students should check their email and Google Classrooms at the start of every school day.
- Students will use approved Google Apps email accounts which will be provided by the school.
- In all cases students must use their @adamstowncc.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the College.
- Students must always be civil and respectful to their teachers and fellow students.
- The use of proper online etiquette as stated in the AUP is expected at all times
- Students are not to record or forward any content within a Google Classroom group – such as worksheets, exam papers, answers, solutions, videos, notes or Google Meet links – to anyone else without the permission of the creator of that content.
- Students must understand that all of their online activity is recorded. This includes anything sent or said via e-mail or the Google suite of programmes.

Teachers:

- A school's prior concern is always to safeguard the pupil from harm and this remains so during times of distance learning.
- Teachers should utilise distance learning to support students progress in line with the departmental schemes of work and in line with the progress necessary for external exams.
- It is important that teachers provide a variety of resources in Google Classroom such as videos, links to articles, assignments and online interactive learning resources.
- Teachers should communicate with all students a minimum of once a week, note this does not need to be direct one-to-one communication (although it maybe). Teachers are likely to communicate through the Google Classroom stream and email.
- If a student is not engaging with the work set it is a teacher's responsibility to attempt to contact the student directly via email to ensure the student is supported; this contact should be recorded on VSware as a Note of Information.
- If a student is persistently not engaging, their name will be placed onto a document shared by management. Management will send a text to parents.

- Quantity of work set should be equivalent to the work that would be expected if students were in class
- Work set and submitted online is equivalent to work completed in hard copy, consequently it is subject to the standard reward and sanctions as set out in the Code of Positive Behaviour.
- Teacher's should try and work as close as possible to the normal school timetable (i.e. Set work on the days they would have that class group)
- As with classroom based teaching and learning, teachers should be cognisant of the diverse needs of their pupils and utilise a range of strategies to support those with Special Educational Needs.
- Teachers should be aware that the devices with which students can access elearning greatly differ and take this into account when setting work or uploading resources.
- Staff should ensure that, when live streaming, they and their pupils have a safe and appropriate place with no bedrooms/inappropriate objects/information visible.
- When the Meet finishes make sure that you are the last person to leave. If you don't the students can continue with the Meet.
- To maintain compliance with safeguarding laws teachers are not allowed to do video conferencing with single pupils unless explicit permission is gained from the parents.
- The following is a [link](#) for teacher's supporting students during school closures
- The following [link](#) is to a document on guidelines for managing and responding to students in distress or potentially at risk while working remotely

Parents:

- On accepting a place in the school, the Code of Behaviour and the Acceptable Usage Policy parents are consenting to students using elearning to supplement their traditional classroom based learning.
- As a minimum requirement students should have access to a smart phone which has access to a 4G network or Wi-Fi however where possible it is recommended that the student has access to a computer or tablet which can be connected to a broadband connection.
- Parents should contact the school if they have any concerns regarding the work being set or the workload that their child is being asked to complete.
- It is the parent's responsibility to contact the school in scenarios in which a pupil is unable to engage with distance learning due to a technological reason.
- Given the face-to-face contact between students and teachers is removed during a period of distance learning the role of the parent in supporting their child in engaging and completing the work is vitally important; where possible the school asks parents to check in with their child daily to access how they are managing and coping with their work.
- To maximise the effectiveness of distance learning parents should, where feasible, provide students with a quiet space in which to 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 example, bedrooms should not be used for live classes.

Legislation:

The school will provide information on the following legislation relating to the use of the distance learning with which teachers, students and parents should familiarise themselves:

- Data Protection (Amendment) Act 2003
- Child Trafficking & Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Data Protection Act 1988
- GDPR 2018

Details of these acts can be obtained from:

<http://www.oireachtas.ie/>

<http://www.irishstatutebook.ie>

<http://www.oasis.gov.ie/>

<https://eugdpr.org/>

Sanctions:

Misuse of the internet and/or distance learning programmes may result in disciplinary action, including written warnings, withdrawal of access privileges and, in cases deemed extreme by the College, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy has been adopted by the Board of Management of Adamstown Community College.

Signed: _____

Date: _____