Holy Faith Secondary School
Clontarf

Protocols on the Use of Technology for Remote e-learning

Introduction:

The purpose of theses protocols is to 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 for where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

While these protocols inform best practice for remote 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 an extended unforeseen school closure.

These protocols do not set out to replace our Mobile Phone or Acceptable Usage Policies or Internet User policy but rather intends to be an important addition to the area of learning from a digital platform. The protocols presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy

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 child 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 school, the same statutory rules apply i.e. the school's Code of Positive Behaviour and all of the school's policies.

Guidelines on the appropriate use of Online Platforms for engaging in remote teaching and learning

Holy Faith Clontarf encourages all students to use Microsoft Office 365. All students have been given account details. If problems arise with Microsoft Office 365, they should contact deputy@holyfaithclontarf.com. Microsoft Teams is a very useful and secure tool for remote teaching and learning. In all cases students must use their @holyfaithclontarf.com account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the school.

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

1. Teachers when working remotely will on most occasions try to communicate online during normal working hours. However, everyone's circumstance is different and we have to be as accommodating to all members of our school community as we can, especially in these uncertain times. Parents and students need to be aware 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. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on Teams outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required. We would urge all members of the school community to turn off notifications outside of their learning/working hours.

2. No matter what time a student and/ or teacher is on Teams i.e. whether the teacher is online giving a tutorial or not - the moment a student logs onto Teams they must abide by the school rules and the rules will be implemented if and when necessary.

3. Students cannot choose to leave a Team once a teacher has created one.

4. The material created by the teacher on Teams is the property of the teacher and students do not have permission to share with others outside of the Team unless given permission to do so. Recordings must not be made of any online lesson, this includes video recording, screen recording, voice recording, screenshots, stills etc. Any student who reposts or shares any recordings will be subject to the same penalties as those who are in breach of the guidelines.

5. Teachers may choose to conduct live classes. Microsoft Teams conference might be used. We would like to avoid the scenario of students being compelled to disable their webcams and/or muting their audio. In order to avoid this scenario, we are using a high trust model. Students must always follow the direction of their teacher just as in the classroom. 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.
Teachers will trust students to behave appropriately online, as they would in their real classroom. Students' attire must be suitable. Students will not record the class on any device. Live classes should be viewed by the student from the class only and no other members of the household or other students.

6. Students may not use any apps such as Snapchat, Instagram etc while live-streaming a class. While in school students may only use devices under the instruction of the teacher and should not be accessing any applications other that to which they have been directed.

7. 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.

8. A teacher will only correspond to a student who is signed up to the correct Platform, unless alternatives have been agreed in advance with both parties.

9.Students may not create teams themselves either within a Team created by the teacher or independently

10.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 school work, on a school created platform using a school log-in and which has been directed by school personnel.

11. Any language directed towards a fellow student or teacher that is very aggressive/ threatening or offensive may also be reported to the Gardaí or TUSLA or both.

12.In order assist the school in making sure students are engaging in learning sufficiently and in good time and to provide a record of activity in the event of a disciplinary or other issue arising during a live class, the school will retain the following: .
- Login activity, specifically, the last time a student logged in to their Office365 account
- Within Teams and OneNote, the date and time of if/when a student views any assignments or OneNote notebooks set for them and when they submit any work for same

13. Students must not log in using another student's log in details to access classes or any other material. No student should share their login details with another student.

14. Students should not make any inappropriate references to classes, teachers, or material that references the school on personal social media

15.The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.

16.All provisions relating to the child's data remains the same under GDPR procedures and guidelines.

17.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 and/or Suspension/ recommendation to the Board of Management for Permanent Exclusion. At the very least, misuse of the school's digital platform will result in a suspension of the student's account.

Legislation

These protocols are informed by the following:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

- Children First Act 2015
- Criminal Law (Sexual Offence) Act 2017

<u>For Parents:</u>

- Where live classes are being run you should ensure your daughter is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, if a bedroom is used for live classes, students should put a suitable virtual background on their screen.
- Live online classes should be viewed by your daughter only.
- No recordings of any type are to be made of any classes.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare. Please note that these protocols are subject to change and will be regularly reviewed as we continue with contingency planning.

<u>Undertaking</u>

Student

I have read the above information and guidelines surrounding the use of information technology when learning remotely. I understand that, as per all matters pertaining to the school's Code of Behaviour, if I act in a fashion that is contrary to the Code's expectations, I may receive a sanction and/or Suspension/ recommendation to the Board of Management for Permanent Exclusion. I agree to the conditions of use and understand that any breach of the guidelines would result in the suspension of my account.

Name: _____   Class: _____

Signature:_____   Date: _____

Parent

I have read, and discussed with my daughter, the above information and guidelines surrounding the use of information technology when learning remotely. I understand that, as per all matters pertaining to the school's Code of Behaviour, if my daughter acts in a fashion that is contrary to the Code's expectations, she may receive a sanction and/or Suspension/ recommendation to the Board of Management for Permanent Exclusion. I agree to the conditions of use and understand that any breach of the guidelines would result in the suspension of my daughter's account.

Name: _____

Signature:_____   Date: _____