



## **Remote Teaching and Learning during Covid-19 Emergency**

Holy Faith, Clontarf endeavours to make it very clear to all of our partners that the values that are instilled in all of our interactions remain, no matter how we change our teaching and learning methodologies, or the location of that teaching and learning. This applies in our response to the Covid-19 emergency school closure. Our primary obligation remains the welfare of the learners in our school.

### **Guidelines on the appropriate use of Online Platforms for engaging in Remote Teaching and Learning for students, their parents/guardians, and staff.**

- Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability. Teachers will engage with students regularly and will inform students.
- Microsoft 365, including Class Notebook, Teams and @holyfaithclontarf.com email addresses, will be the main platform used by teachers to upload work and assignments, other platforms are also used.
- All staff and students have been given account details. If problems arise with Microsoft Office 365 accounts the first point of contact is [admin@holyfaithclontarf.com](mailto:admin@holyfaithclontarf.com) and the query will be referred to the relevant person.
- Students should check email, Teams and Class Notebook at least twice a day
- The school Code of Behaviour is applicable to remote teaching and learning
- Communication between teachers and students should be during normal school hours. However, everyone's circumstance is different, and we have to be as accommodating of all members of our school community as we can, especially in these uncertain times.
- 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. Likewise, students may also have to send assignments outside regular school hours.
- There is never an expectation on the teacher to have to correct or comment on work sent on Teams or via email 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.

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

- 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 it with others outside of the group unless given permission to do so.
- Recordings should not be made of any work by the student or anyone other person (e.g. video conference, live class, recorded video, PowerPoint with recorded explanations) unless with explicit permission from the teacher.
- Teachers may choose to conduct live classes, in which case Microsoft Teams video conference or other is used. Teachers will trust students to behave appropriately online, as they would in their real classroom. Students will not record the class unless with the prior permission of the teacher conducting the live online class. If a recording is made with the permission of the teacher, it cannot be shared with anyone outside of the class.
- 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.
- 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.
- The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
- Year Head, Guidance and Learning Support structure remains the same for communication of illness and any other concerns.
- All provisions relating to the student's data remains the same under GDPR procedures and guidelines.
- We recognise that teachers and students have a variety of circumstances that they are managing whilst engaging with remote teaching and learning. Acknowledging this, we understand that all students and teachers engage as best they can with all efforts at remote teaching and learning.
- If you have any queries contact details are as follows;  
Office: [admin@holyfaithclontarf.com](mailto:admin@holyfaithclontarf.com)  
Principal: [principal@holyfaithclontarf.com](mailto:principal@holyfaithclontarf.com)  
DeputyPrincipal: [Siobhan.sheerin@holyfaithclontarf.com](mailto:Siobhan.sheerin@holyfaithclontarf.com)  
Guidance Counsellor: [guidance@holyfaithclontarf.com](mailto:guidance@holyfaithclontarf.com)

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.