



Coláiste Thiarnáin Naofa

St Tiernan's College

Crossmolina

Co. Mayo

Remote Teaching and Learning Policy 2021 (Draft)

Rationale: This policy has been developed to reflect the changes brought about due to COVID 19 and the increased need for the use of ICT as a support to teaching and learning while delivering the curriculum. This policy will come into effect when partial or full closures are deemed necessary by the DES and/or the HSE due to COVID 19. It will also apply where a student(s)/ teacher(s) is required to self-isolate due to COVID 19.

As part of our Digital Learning Plan teachers and students use the platform on an ongoing basis to deliver some aspects of the curriculum during the school year, this policy also applies to work undertaken for that purpose.

The procedures and protocols outlined in this policy are to ensure the continuation of teaching and learning in a remote environment.

This policy should be read in conjunction with our Code of Behaviour including the Addendum to the Code of Behaviour, Acceptable Use of Internet Policy (AUP) , Anti-Bullying Policy and our Digital Learning Plan. It is also supported by our Child Safe Guarding Statement.

Scope of this policy

This policy outlines the procedures and protocols that must be adhered to when in a remote learning environment. It covers all aspects of remote teaching and learning as used by students, teachers and other relevant staff members.

Staff and students of St. Tiernan's College are assigned an msletb.ie e-mail address and all communication between staff and students can only be done using these e-mails. The use of personal e-mail accounts is strictly not allowed.

St. Tiernan's College use the Microsoft Office Platform, within the platform there are a range of apps that it may be necessary to use, although Teams is the main app used as per msletb and school policy. Others commonly used within the platform include Outlook and Forms.

In certain circumstances it may be necessary for teachers to use other educational apps outside of MS Office if needed for a specific aspect of coursework within a subject. The teacher will inform school management and the IT co-ordinator so they can be deemed suitable and safe for use. Students will then be notified by their teacher on how to access them while only using their msletb.ie account.

Remote Teaching and Learning Approach

Teachers will be using a combination of live and recorded classes together with homework assigned through MS Teams.

The primary aim is to cover the required curriculum areas for their specific subjects.

Teachers will consult with students as to the most suitable time within their timetable for a live class, taking into account, shared devices, siblings with a similar timetable etc.

Teachers and students will follow the timetable where possible. Any changes made to the school timetable to facilitate remote learning will be communicated promptly and clearly to all teachers, students, parents/guardians and relevant staff.

When attending a Teams Meeting /Live Class

Students are expected to:

- Ensure that they have an appropriate place in their home where they can work that is quiet with no distractions.
- Ensure that there is nothing inappropriate or personal in the background.
- Only use appropriate icons.
- Dress appropriately.
- Be prepared and on time.
- Behave as they would in a real classroom.
- Mute their mics on entering the virtual classroom and to follow all instructions from their teacher.
- Be aware that the same rules apply as if this were a regularly taught class and that any interaction in lessons is between the teacher and invited members of the class only.
- Be attentive and respectful, give other students and the teacher time to respond to questions.
- Look at the camera when speaking.
- Raise your hand and wait for the teacher to respond to questions. Write questions in the text box.
- Expect that the class may be recorded by the teacher.
- Ensure homework is completed and submitted on time in the format requested by the subject teacher.
- Take breaks and lunchtime as normal.

- Inform your teacher if there is a difficulty with attendance, completion of homework or access to devices.

Students should not expect responses from their teachers during break times , after 5pm or at the weekend.

Under no circumstances may a student record a Teams meeting/live classes.

They may never use inappropriate language, gestures or images while communicating in a live class, chat facility or through e-mail.

They may never create their own private chat groups within Teams.

Any breaches of this policy will be dealt with in line with our AUP and Code of Behaviour.

Parents

When remote teaching and learning occurs, it will be necessary for parents/guardians to monitor correspondence sent from school regarding work and homework to ensure it is being completed. In the absence of the teacher being physically present to motivate the student, parents/guardians need to assume this role.

This would be a supervisory not a teaching role.

Support your son(s) /daughter(s) by ensuring that they have a quiet area without distractions in which to work.

If there are any issues contact the HSCL Officer Ms, Davoren, Mr O' Reilly or Ms. O' Malley.

Wellbeing and Supports

During a period of partial or full closure the same facilities are in place to support you and your son(s)/daughter(s) as when they are in school.

We understand that there are challenges when learning from home for all involved and there may be a period of adjustment.

These supports include tutors, year heads, Special needs Assistants (SNAs), The Wellbeing Team , The Care Team, SEN Co-ordinator & The Learning Support Team, The Guidance Counsellor, Project Worker and the Home School Liaison Officer (HSCLO).

There may be times when the above mentioned staff members will be in contact with your son(s)/daughter(s) to offer support and guidance during these times. All relevant aspects of the Remote Learning Policy applies in these instances.

January 2021

