

Mohill Community College Remote Learning Policy

In light of the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning we have devised a new Remote Learning Policy. This policy is devised specifically to outline the applications we will use for the delivery of online classes remotely, should the need arise again for the whole school community and for the needs of Covid-19 related absences at this time.

This Policy may be read in conjunction with existing policies such as Acceptable Usage Policy and Code of Behaviour.

Introduction

This document sets out the policy of the school in respect of use of technology for remote teaching and learning in the event of a future Coronavirus stay at home instruction and operates in addition to our existing Acceptable Use Policy (AUP).

Scope of this Policy

This policy covers any aspect of student remote learning as used by Mohill Community College Staff.

In all cases students must use their @msleth.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Remote eLearning within the College.

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

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

eLearning Approach

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

- Some teachers may use regular live classes while others may not
- 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.

Everyone's Responsibilities while participating in eLearning

For staff and teachers:

- Teachers may deliver some of the course “live” using Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.
- Teacher class materials will be presented as ‘Read Only’.
- Only the teacher is allowed record a session. No-one else is permitted to record.
- Teachers 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.
- Feedback from our experience March – May has informed the construction of an alternative timetable for each Year group in the event of a future ‘lockdown’.
- Teachers will do their utmost to be available at the identified time on their revised timetable – this may be through Teams chat or by e-mail.
- All Students and Parents will get a copy of this revised timetable via VSware email to Parents/Guardians.
- Teachers will keep a record of classes attended and work submitted.

For students:

- Students are to communicate through your @msletb.ie account only. The use of any other account or e-mail address is expressly prohibited
- Students should not engage in communications with any account other than an @msletb.ie account
- Students must always be civil and respectful to your teachers and fellow students
- Students are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes – to anyone else without the permission of the creator of that content
- Students should understand that all your online activity is recorded. This includes anything you send or say via e-mail, Teams, and OneNote, and whether you are checking regularly for assigned work.
- Students should switch off cameras and microphones throughout a recording. Wait for a teacher to call on you or unmute your mic.
- Remember the raised hand option and use it as needed.

For parents:

- Parents should ensure that your son or daughter is checking in regularly for assigned work
- Where live classes are being run you should ensure your son or daughter is free from distractions.
- Parents should ensure that students blur their background in order to avoid any view of the interior of their home.
- Parents should ensure that live online classes are viewed by your son or daughter only.

Data Privacy Statement

Our Remote Learning Policy operates in addition to our Acceptable Usage Policy (AUP) which is available on our website. For clarity, we will outline aspects specific to Remote Learning.

What we retain:

- 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
- In live classes on Teams, all audio, video, whiteboard, annotations and screenshare activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

Why we retain it:

- To assist us in making sure students are engaging in learning
- To assist us in generating appropriate and relevant progress reports to parents
- 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 College's own systems which requires a valid @msletb.ie login to access
- The College's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long we retain it for:

- Ordinarily this will be cleared at the end of each exam session, i.e. at the end of 3rd Year and at the end of 6th Year. In any case, activity and content will not be retained beyond the Year group leaving the school.

Approved by the Board of Management: 4th October 2021

This Policy will be reviewed regularly.