Coláiste Dún Iascaigh Online School Guidelines:

This document sets out the guidelines of the school should a move to online learning occur and a stay at home instruction is to be facilitated.

The Coláiste online school will run as closely as possible to the normal routines that take place during a regular school day/week and accordingly normal practice regarding behaviour and participation will apply.

We have compiled a list of guidelines and expectations for members of our school community to support us all to engage in high quality, effective and safe distance learning. These guidelines should be read in conjunction with all our school policies, including Code of Behaviour, Anti-Bullying Policy, Acceptable Use Policy etc. We have also referred to the 'Childrens First Guidelines' and 'Guidance on Continuity of Schooling' documents (in relation to teaching and learning online, SEN, Guidance Counselling etc.) issued by the Department of Education and Skills in recent weeks.

Guidelines and Expectations

Platforms:

Students/staff may only use their school Microsoft 365 account to participate in online learning. Students/staff are not to use any other account under any circumstances for the purposes of online schooling and/or communications within the Coláiste.

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 One Drive
    - Microsoft Forms
    - Microsoft Stream

There may be some additional applications that teachers may use; however, the teacher will provide the student with the information required to access them and these will be utilised within the 365-learning platform as outlined. These must, in all cases, use students/staff Microsoft school email account to login.

School Acceptable Use Policy applies to our online school.

Coláiste Online School:

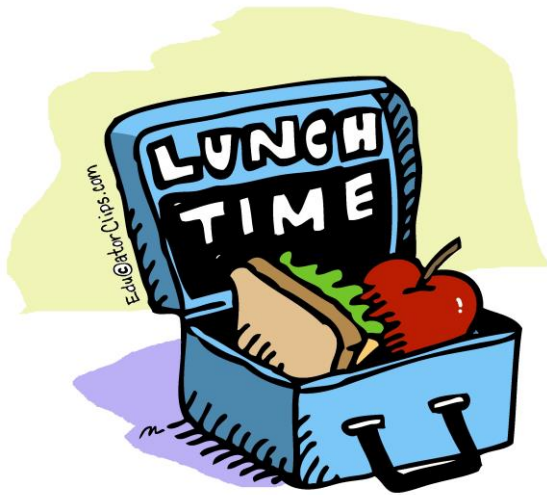All classes will run as per student/teacher timetable.

School starts at 8.50am and finishes at 3.40pm each day except Wednesday. (1.10pm)

All classes are 60 minutes duration and breaks and lunch are at the following times.

- 10.50am to 11.10am
- 1.10pm to 1.40pm

Please note that there will be no requirement for a staggered lunch in the online environment.

Core and option subject classes run as per school timetable following VSware roll call.

PE/SPHE/RE classes will form the central part of the curriculum focus on wellbeing where appropriate activities will be set for students following VSware roll calls.

Special Education Needs classes will run as normal following VSware roll call.

Career Guidance teachers and School Chaplain can be contacted trough agreed protocols.

School management will endeavour to provide substitute teachers for classes where regular subject teacher is unavailable under normal workplace practices.
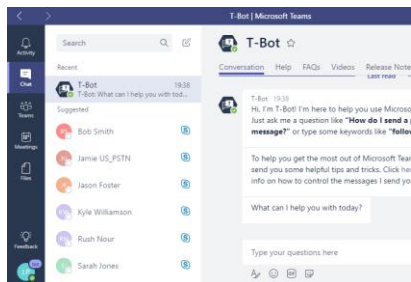
Teachers:

1. All teachers will run online classes,but it may not be necessary to be online for the full duration of a 60 minute period. Independent learning and research will be an essential element of the Coláiste Online School and teachers will be following curriculum as agreed by subject departments.
2. Homework for Junior Classes will be completed within the 60-minute class.
3. All teachers will use the same communication methods to run online classes and to distribute class notes and collect homework/assignments.
4. All teachers must ensure all students are members of their class teams.

5. Teachers will explain class protocols at the start of each class, (e.g. student must mute microphones, turn on cameras, use chat function to ask a relevant question etc.)

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6. All teachers must ensure that SNA's who attend classes with students are also added to teams. In so far as possible, provision for SEN students, will be made when using Remote Learning methodologies.

7. SNA's may link with students to help re-teach topics being taught by class teacher.

8. All teachers will take VSware roll calls for all classes.

9. Teachers cannot provide one to one tuition online under child protection guidelines.

10. Teachers will teach online remotely from the school or other location dependent on Government Covid 19 guidelines at the time.

11. Only teachers may record their classes/presentation. Student recording of a live lesson (audio / video / photographs etc.) is strictly prohibited. The material created by the teacher on Teams is the property of the teacher and students do not have permission to share to others outside of the

Team unless given permission to do so.

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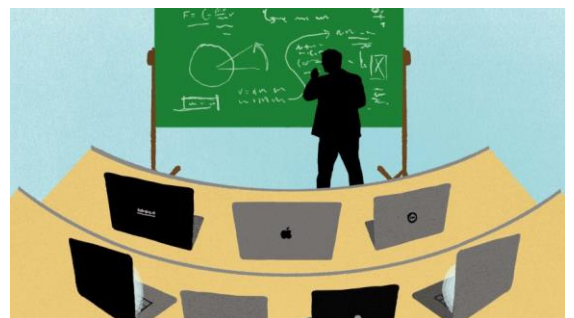

Students:

1. *Students have the option to switch cameras on (no profile pictures please) if home broadband is sufficient to carry live images. This can create a better social atmosphere online but not all students may wish or are able to switch on their camera devices.*

2. Online classes cannot be recorded by students and is considered a serious breach of etiquette and the school Code of Behaviour.


3. Students must ensure that their electronic devices are set up to access the Coláiste online school as instructed by school. (Outlook, Teams, One Note etc)

4. Students must follow teacher instructions during online classes as in regular classes. Please adhere to guidelines around muting microphones and protocols for asking and answering questions. (online hands)

5. Student's must submit assignments through the correct

medium to be corrected by teachers. (summative and formative).
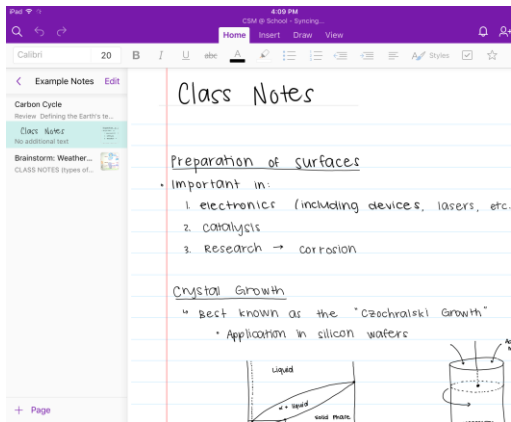
6. Students should complete and upload work/assignments by the deadline set by the teacher. It is the student's responsibility to complete the work or communicate to the teacher why it is not completed.

7. If you have any questions / difficulties in relation to work / need additional time for assignments, please contact your Teacher / Year head to seek help, as you would do in a normal classroom-based lesson.

8. Inappropriate behaviour during the Coláiste online school day will result in student being blocked from school eLearning platforms. This will be recorded as a suspension. Minimum suspension is 3 days.

9. Students should not expect teachers to respond to communications outside of school hours.

10. Students must have access to all textbooks and other

materials which may be required by your class teacher.

11. Students are not to record or forward any content within a Teams group (including passwords) – such as worksheets, exam papers, answers, solutions, videos, notes– to anyone else without the permission of the creator of that content.

Parents:

1. Please try ensuring that for online classes your son/daughter is in an area of the house that is quiet and free from distractions.

2. Discuss the option of your son/daughter wearing school uniform for the online school day. It may help with setting a routine.

3. Live online classes should be viewed by your son/daughter only as required under GDPR guidelines.

4. Ideally, your son/daughter should have access to a tablet or laptop to support online learning while mobile phones can be used to submit school assignments through OneNote.

5. The Coláiste has a limited number of laptops that it may be able to provide to families.

Please contact Darius Delahunty @ ddelahunty@tipperaryetb.ie

6. Please contact your son/daughters Year Head if you have broadband issues and your son/daughter is unable to attend the Coláiste Online school.

7. Check VSware Parent App regularly for communication messages from the school, and to monitor your son/daughter attendance and behaviour. Please complete absence form on the VSware parent App if your son/daughter has missed online school time as rolls will be taken and normal school practice regarding attendance will apply in the online environment.

8. Please do not expect all teachers to provide 60-minute full contact online classes as screen breaks and time for independent learning and research will be an essential element of our online school. All homework for Junior Cycle classes should be completed within the 1-hour class.

9. Assemblies will be held Online with each year group.

10. Under Child Protection Guidelines school staff can not provide one to one tuition or support online without agreed protocols.

11. Please understand that school staff must adhere to all child protection guidelines while teaching online.

12. The Microsoft Platform and associated apps is a method of communication and learning and as such is restricted solely for the use of staff and students. In the event of Open Evening or Information Evenings parents/guardians may be asked to utilise their child's account to participate.

13. There will be times when teachers will be unavailable to provide online lessons during this Covid 19 pandemic.

14. Please do not communicate with teachers outside of school hours and issues relating to teaching and learning concerns online should be referred to school Principal. pcreedon@tipperaryetb.ie

Coláiste Dún Iascaigh endeavours to make it very clear to all of our partners that the values that are instilled in all of our policies remain, no matter how we change our teaching and learning methodologies or the location of that teaching and learning. This includes remote learning or when a child is being taught in an environment that is not within the school building and the teacher is working remotely and is not present with the student(s).

Our aim is always to provide the best education for our students with the resources at our disposal in a caring/safe environment.