

Remote Learning Policy & Plan

Appendix 1

Student & Parent Protocols

- All remote learning and live lessons will be via the school's TEAMS platform or our registered school Zoom account.
- The Pres Milltown Office 365/TEAMS platform is for **communication between students & teachers** regarding their **work, corrections, lessons and feedback only**. Communication with teachers via the 365/TEAMS platform should be confined to school days from 9am – 5pm.
- Parents who wish to communicate with a teacher or the school office should do so by emailing office@presmilltown.ie. (*Or for remote learning technical support - office365support@presmilltown.ie*)
- All remote learning and live lessons must be conducted within the school's Remote Learning Policy & Plan as well as the Code of Behaviour, Policy to Counter Bullying Behaviour, Acceptable Internet Usage Policy and all other school policies and practices.
- Students are advised that best practice when participating in remote learning requires the following;
 - a quiet location,
 - proper attire/dress,
 - no personal information visible in background (*eg. bedrooms or rooms with lots of photos should be avoided*)
 - respectful interactions and behaviour towards all present at the virtual session.
- As far as is possible lessons will be live in line with the regular timetable. Teachers who are in a position to facilitate live lessons will communicate details to their students through their specific class team. Parents can view their son/daughter's timetable via VSware.

Please note that for a variety of reasons it is not possible to facilitate live lessons for each timetabled period. Where live lessons are not possible remote learning will take the form of activities, notes and/or recorded lessons.

- Attendance is recorded for each live lesson and can be viewed by parents via VSware in the normal. Parents are advised that VSware attendance rolls are based on those students who log-in to the lesson. In a small number of cases teachers have identified that students have logged-in and have then been away from their computer for a substantial part of the lesson. This is one of the reasons that students should have their cameras on for each lesson. VSware attendance rolls may indicate that students have logged-in to the lesson. However, if the student's camera is not switched on the teacher cannot verify with certainty that the student was actually present at the computer/device for the entire lesson. Parents of students whose cameras are not working can email office@presmilltown.ie for support and the relevant teachers will be notified.

Please note that due to the nature of remote learning attendance rolls will be updated on VSware by the end of each school day.

- Students' **device cameras** and **microphones** are **off by default on entering live lesson**. These settings are controlled by the teacher and can be turned on and off as the teacher requires to ensure orderly proceedings.
- Students will be asked to switch their **cameras on** at the start of each live lesson.
An important part of the virtual live lesson experience relies on the teacher & students being able to see each other. This provides for better engagement and creates opportunities for participation.
Student cameras being switched on also allows for more accurate recording of attendance and engagement.
- Students' **microphones should remain muted**, other than when a teacher requests for students to unmute to allow for discussion/questions etc.
- **Audio or visual recording** of a live lesson is **NOT permitted** by either the teacher or the students.
- **Recording (or screen photography)** of any part of the live lesson is **not permitted**. This is to respect the privacy and personal data of all who participate in live lessons. **The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.**
- **Technology** – Our school and staff will do their very best to ensure remote lessons and learning proceed each day as planned. However, technology can be unpredictable at times. We ask for your patience & understanding in relation to technical difficulties that may occur during remote learning.
In the same way, we understand that students may experience technical difficulties at different times. We ask that parents email office@presmilltown.ie if students are experiencing technical difficulties or are facing difficulties accessing remote learning in any way.
- **Break & Lunchtimes** – In order to assist with routine, energy, and wellbeing eat a healthy snack and try to get outside if possible, during the regular break and lunch times. When in school, many of our students walk or play basketball at lunchtime. We encourage them to get outside and get some exercise during lunch break at home during remote learning.
- **Distractions** – We advise students to leave their phones in another room during 'school-time'. If students are using their phone to access remote learning, then all **social media notifications must be switched off** while they are studying/completing work or in a remote lesson.
- **Illness** - Your teachers fully appreciate that many homes may experience **illness** during a public health closure so please just do as much work as you can given your individual situation at home.
Please let the school office know in the usual ways (school app or email) if a student cannot engage in remote learning due to illness.
Please bear in mind that teachers may also be dealing with illness within their families during public health closures so we ask for your **patience & understanding**.

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting privacy and confidentiality.

Access to Remote Learning/Technical Support

If students are having difficulties in accessing remote learning in any way, please email office365support@presmilltown.ie as soon as possible.