

/St. Kevin's G.N.S.

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**Distance Learning Guidelines
From the Acceptable Use Policy
(January 2021)**

Guidelines for positive online communication in St. Kevin's G.N.S.

Classes in St. Kevin's G.N.S. will be using Microsoft Teams for class conferences for the duration of school closures in the school year 2020/21. In order for our pupils to gain the most from these conferences and to ensure their safety and the safety of school staff, we ask that our students and families adhere to the following rules of conduct.

General Guidelines for Distance Learning

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via Aladdin or through an established app (e.g. Microsoft Teams, Seesaw, Class Dojo).
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Microsoft Teams, Aladdin Connect, Seesaw)
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For video calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. St. Kevin's G.N.S. cannot accept responsibility for the security of online platforms, in the event that they are hacked.

10. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Code of Conduct for Pupils for Video Conferences

1. **The video call room is a classroom.** The Code of Behaviour, Acceptable Use Policy and Classroom Rules apply to this virtual classroom.
2. **A parent/guardian should be in the vicinity during class conferences.** Where possible, an adult should be in the room for students in Junior Infants to 2nd Class, to assist them technically with the class conference.
3. **Meeting Link:** The link for entry to the video conference should never be shared with anyone.
4. **Be yourself:** Enter your name (Or a parent/guardian's name) to enter the class conference. Unknown names or nicknames will not be admitted to meetings.
5. **Mute your microphone:** Please ensure your microphone is muted unless you wish to/are asked to speak. You can use the 'Raise Hand' feature if you would like to speak.
6. **Be prepared:** Have all the materials and work you need for your conference ready before the call begins.
7. **Be respectful:** Show respect to your classmates and school staff at all times, in your words, and in your behaviour. Remember you are on camera.
8. **Dress appropriately:** Regular clothes (No pyjamas/dressing gowns). Think of it as school, on a non-uniform day.
9. **No phones:** As per the Code of Behaviour, the use of mobile phones is not permitted during school hours and should not be used or visible in class conferences (Unless used as the video conference device). *Please see point 12.*
10. **Remove distractions:** The class conference should have your full attention for the duration of the call. If possible, find a quiet place in your home, away from noise and movement. Remove any distractions from your workspace.
11. **Chat box:** The chat box in Microsoft Teams is for school-related topics, to ask questions or to comment positively on your classmates' work. Your teacher will tell you when you can and cannot use this feature. Each comment is seen by teachers and principal.
12. **For reasons of child protection, under no circumstances are students permitted to take a photo, or video any part of the class conference. This will be seen as a serious breach of our school's Code of Behaviour and Acceptable Use Policy.**

Failure to follow any of these rules may result in you being dismissed from the class conference **and a parent/guardian may be contacted.**

Guidelines for Parents/Guardians

1. A parent/guardian should be in the vicinity during class conferences. Where possible, an adult should be in the room for students in Junior Infants to 2nd Class, to assist them technically with the class conference.
- 2. Under no circumstance can pictures or recordings be taken of video calls.**
3. Please ensure the school has the correct contact information for you on Aladdin Connect.
4. The main purpose of the video conferences is to maintain a social connection among the school staff and pupil, while also providing teaching and learning opportunities for pupils in the core subject areas. Please Encourage pupils to listen and enjoy the experience.
5. You will automatically enter 'the lobby' when the link for Microsoft Teams is clicked. Please note that school staff will only accept users into video call if you can be identified by the display name.
6. Please ensure that your child is on time for a video conference.
7. Make sure to familiarise your child with the software in advance (Microsoft Teams, Seesaw etc.). For video in particular, show them how to mute/unmute and turn the camera on/off.

Guidelines for Staff Members

1. Staff are not permitted to take a photo, or video any part of a class video conference where pupils' names and images are visible.
2. Staff members will communicate with pupils and families during the hours of 8:50am – 3:00pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that parent/guardian consent has been given, before setting up a pupil profile for an online app (i.e. Seesaw, Microsoft Teams etc.)
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff members will notify parents/guardians of the date, time and a link for a video call via email or Aladdin Connect.
8. Staff members will only admit participants to video conferences, if they recognise the name or email address/username as being connected to a pupil.

Guidelines for submitting learning online:

- The homework feature on Aladdin Connect will be used for submitting pupil work.
- We ask that a selection of classwork is uploaded regularly to the platform for each child, where possible.
- Pupils should have an adult look over their work before sending it on Aladdin.
- Ensure your photos are clear if possible.