

## Distance Learning Guidelines Our Lady's College

**Guidelines and Expectations.** These have been developed due to the current situation as our AUP does not cover all online teaching scenarios. We have a responsibility to ensure security and responsibility hence we recommend our Microsoft Office suite including teams to protect online rights.

**Students (Student Digital Protocols /Promise/Use of Teams and the online Microsoft suite.)**

### Student Protocols Summary

1. Students should follow the school timetable daily (a mixed schedule of live classes and assignments will be put up on the Teams calendar).
2. Students should attend the live classes. If a teacher is not conducting a live class an assignment will be given for the class period to be completed at home. Students must work on every subject as per the timetable with the work assigned by the teacher or attend the live class.
3. The school's code of behaviour AUP and anti bullying policy applies to a lockdown situation.
4. Students should not expect replies to queries from teachers after 4pm.
5. Students should follow the extended protocols listed below and complete work and submit homework as directed by their teachers.
6. Students should have their books copies and materials ready for a class or an assignment.
7. Students should seek IT support from the school if they need it.
8. A roll call will be taken by teachers.
9. Teachers will use the behaviour section of vs-ware to communicate to parents positive work.
10. Students should attend live classes in appropriate dress and in a suitable place in their house.
11. All communication on Chat should be for school purposes only.(Teachers are not expected to reply to chat requests after 4pm.)

### Student Protocols Detail

- Students should develop a routine that allows them to engage with school work in a way that suits them and your family when at home for teaching. Students should follow the timetable if a lockdown occurs. This will be communicated via the app and Teams.
- Students must engage with the work assigned and with teachers online, during the school day. Students must attend online classes when directed.
- 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. Repeated failure to complete work will be reported to the form teacher and year head. Teachers will use the positive and negative behaviour section in behaviour on vsware to record work/
- progress. Parents will be directed to view this on a weekly basis.
- If you are unable to complete work / if you are unwell / any other reason, please contact your form teacher to inform them, on a normal school day. This can be done via email or the chat/messaging service in Teams.
- A roll call will be taken by all teachers.

- If you have any questions / difficulties in relation to work / need additional time for assignments, please contact your teacher daily to seek help.
- If you have any ICT issues e.g. with your iPad, Microsoft account or email account, please email [admin@ourladys.ie](mailto:admin@ourladys.ie) .
- Students may request additional support/ guidance from their teachers, Form teacher, SEN team, Guidance Counselling team if required. Students should contact the relevant staff member through a formal e-mail.
- All 'live' online classes will take place during school time and students will be notified in advance by the teacher.
- If a student is invited to attend a 'live' class online the student must join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, other resources). Teachers will have overall control over who is permitted to join or be removed from the class.
- If a student is invited to attend a 'live' class online, the student must be appropriately dressed for class with no interruptions where possible, even if the online class includes screen sharing and/or audio only.
- In 'live' online classes, students must follow agreed protocols. Questions should be sent to the teacher via the messaging/chat/ **raise hand** function on the platform.
- Students must adhere to the settings that the teacher has in place and must keep their microphone muted throughout the lesson unless otherwise directed by the teacher, they should minimise any movement/ distraction during the lesson unless otherwise directed by the school/teacher.
- Students may use the messaging/chat functions for questions / discussions about the work and not for any other purpose. Only the teacher may turn on a student's microphone when they are invited to contribute and the student's microphone will be turned off again, once the student's contribution to the discussion is finished. Teachers may request microphones to be on in certain discussion lessons.
- Please note, the messaging/chat function should only be used for questions/discussion about the work and not for other unnecessary communication.
- Students should not initiate any online live classes with their teacher. Students should communicate with their teacher via email/Teams.
- Recording of a live lesson (audio / video / photographs etc.) by students is strictly prohibited.
- The recording and posting of any video/live lessons on any social media platform is strictly prohibited.
- Students should keep themselves safe, healthy, and well by following all the guidelines to help contain the spread of Covid-19.

### **Teachers Protocols Summary**

- **Teachers should follow the school timetable daily (a mixed schedule of live classes and assignments will be put up on the Teams calendar).**
- **Teachers may hold live classes or assign work through Teams (assignments).**
- **All school rules apply to students in the online virtual learning world.**
- **Teachers agree with departments the number of live classes in a week per subject and level. Teachers will assign a schedule of live classes and/or work as per the timetable (on the teams calendar).**
- **Students will be supported by the Pastoral Care System during a lockdown scenario.**
- **A record of attendance should be kept for all live classes. This should be inserted into vs-ware.**
- **Teachers take charge** of the online class as per the protocols outlined below.
- Teachers should expect work to be returned on Onenote or Assignments.(Some subjects may use subject specific platforms)

## Teachers Protocols Detail

- Teachers are providing meaningful and appropriate work for their specific subject and class groups.
- This work can be a live class or work assigned through assignments in Teams or in a manner agreed with the class.
- This material for a non live class will be posted by the teacher in advance of the timetabled class and any task/activities assigned can be completed according to the teacher's guidelines/deadlines.
- Teachers will assign work for the entire class and will assign tasks/activities for a variety of abilities, differentiating as appropriate for students with additional educational needs.
- Subject teachers, SEN team, Guidance Counselling team and school management are available to support student engagement and wellbeing throughout the school closure.
- Teachers may use a variety of online applications to share work and will follow correct policies and procedures for all online activity including GDPR.
- The online platform Teams and Office 365 are to be used to facilitate engagement between students and teachers during a school closure or during a lockdown of the academic year 2020 2021.
- Teachers/Departments will agree the number of 'live' classes in advance and will also inform students of the materials required by student (e.g. pens, copybook, other resources) and how long the online class will take. These may not be the full hour.
- **Should teachers choose to utilise 'live' classes / video conferencing, these will be scheduled for specific class groups in line with the normal school timetable so as to avoid clashes.**
- Teachers should be appropriately dressed for class and in a public room, with no interruptions, even if the online class includes screen sharing and/or audio only.
- Teachers should ensure that all other windows are closed on their desktop and that they are logged out of their personal/school accounts.( E Mail notification can be turned off in case something unusual pops up!!!)
- Teachers must adhere to the settings agreed at whole school level for conducting 'live' classes online through Teams/Zoom (e.g. waiting room, video, audio, chat controls, break out rooms etc).
- Teachers will explain class protocols of live classes, e.g. student must mute microphones, turn off cameras, use chat function to ask a relevant question etc. These must be enabled only when instructed by the teacher.
- Only the teacher may turn on a student's microphone when they are invited to contribute and the student's microphone will be turned off again, once the student's contribution to the discussion is finished.
- Please note, the messaging/chat function should only be used for questions/discussion about the work and not for other unnecessary communication.
- Students should not initiate any online live classes with their teacher. Students should communicate with their teacher via Teams message or email.
- Only teachers may record their classes/presentation. Student recording of a live lesson (audio / video / photographs etc.) is strictly prohibited.
- The minimum numbers for any 'live' online classes is two students. One-to-one video lessons are not permitted. A single individual at a class must be agreed with the principal /parent?
- The recording and posting of any video lessons on to any social media platform is not permitted. Teachers will provide whole class or individual feedback as appropriate on Teams.
- Teachers will provide updates on engagement to parents on VSWare.
- Teachers will endeavour to respond to Teams messages from students in a timely manner, and during normal school time.

- All teachers will follow normal referral and communication systems if they are concerned about a student's engagement, wellbeing, welfare etc.
- Teachers should try to manage their day so that school work and school communication does not disrupt afternoons/evenings.