

Cross & Passion College, Kilcullen, Co. Kildare

Telephone: (045) 481524

Email: admin@cpckilcullen.com



Principal: Joe Leonard

Deputy Principals: Katriona Harney, Fiona Lennon



Remote Teaching and Learning Policy

We have devised a Remote Teaching and Learning Policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely.

This new policy operates alongside all of our existing policies which can be viewed on cpckilcullen.com, such as our Acceptable Use Policy and Code of Behaviour as detailed in the student journal.

Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning during the current Coronavirus stay at home instruction, hereafter referred to as "Remote Teaching and Learning" – it operates in addition to our existing Acceptable Use Policy (AUP).

Scope of this Policy

This policy covers any aspect of student distance learning as used by College Staff.

In all cases students must use their name@yearofentry.cpckilcullen.com account to log in. Students are not to use any other account under any circumstances for the purposes of Remote Teaching and Learning.

The list of applications that will be used for distance learning will primarily be:

- G-Suite for Education, incorporating:
 - Gmail (e-mail)
 - Drive
 - Classroom
 - Forms
 - Docs
 - Sheets
 - Slides
 - Sites
 - Slides
 - Meet
- Zoom – for live online classes.

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 should, in all cases, use a name@yearofentry.cpckilcullen.com account as the login.

Remote Teaching and Learning Approach

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

- Teachers will use some live classes and some pre-recorded teaching
- Some teachers may use live classes through Zoom while others may use Meet
- Some teachers may distribute work as larger assignments while others may do so as daily 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 partaking in Remote Teaching and Learning

For staff and teachers:

- 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.
- Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Zoom live video, through Google Classroom or by e-mail.
- Teachers will monitor student engagement and will alert parents and/or the relevant Year Head or Deputy Principal where they have concerns about non-engagement.

For students:

- You are to communicate through your name@yearofentry.cpckilcullen.com account only. The use of any other account or e-mail address is expressly prohibited. Contact with teachers should be limited to school hours only.
- Do not engage in communications with any account other than an @cpckilcullen.com account and report any such activity to your teacher or year-head's @cpckilcullen.com e-mail account
- You must always be civil and respectful to your teachers and fellow students
- You are not to record or forward any content – such as worksheets, exam papers, answers, solutions, videos, notes or Zoom links – to anyone else without the permission of the creator of that content
- You understand that all your online activity is recorded. This includes anything you send or say via e-mail, Meet, Zoom and Classroom, and whether you are checking regularly for assigned work.

- Teachers will, broadly speaking, follow the school timetable and students are expected to work on their subjects in line with this, in so far as possible. Where 'live' lessons occur the length of the lesson will be shorter in the interest of wellbeing and to allow a break between lessons.

For parents:

- You should ensure that your son/daughter is checking in regularly for assigned work
- Where live classes are being run you should ensure your son/daughter is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes, students should be appropriately dressed etc.
- Live online classes should be viewed by your son/daughter only.

Live Online Classes

Teachers may deliver some of the course "live" using Zoom or Meet. This will use varying combinations of audio, video and screencasts.

In the use of Zoom/Meet:

- Students must always follow the direction of their teacher just as in the classroom
- If instructed, students are not to turn on their video at any time. In most instances, there is no need for any cameras (teacher or student) to be switched on. Most teachers will share a PowerPoint style presentation or other visual on screen, talk about and explain this content and respond verbally to questions raised by students in chat/messaging function or verbally when invited to do so by the teacher.
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone. Questions can be asked through the chat function.
- A Zoom link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- A 'live' session may be recorded by the teacher, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screen shares and audio from the class.
- Only the teacher is allowed record a session. No-one else is permitted to record.

Data Privacy Statement

Our Remote Teaching and Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) 2018 which is available from our website. For clarity, we will outline aspects specific to Remote Teaching and Learning but this should be read alongside our existing policies mentioned above.

What we retain:

- Login activity, specifically, the last time a student logged in to their G-Suite for Education account

- Within Classroom, the date and time of if/when a student views any assignments or and when they submit any work for same
- In live classes using Zoom or Meet, all audio, video and screen share 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 sufficiently and in good time
- To assist us in generating appropriate and relevant feedback to parents on progress
- 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 and G-Suite for Education which requires a valid @cpckilcullen.com login to access

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 student's exit from the College, either through early exit or through graduation.