



PRESENTATION SECONDARY SCHOOL, BALLYPHEHANE

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Principal: Mr. Barry O'Shea

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Distance Learning Policy

We have devised a new Distance 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.

Introduction

This document sets out the policy of the school in respect of use of technology by teachers, SNAs and students for distance or remote teaching and learning hereafter referred to as "Distance Learning Policy" – it operates in addition to our existing Acceptable Use Policy (AUP), Data Protection Policy and our Code of Behaviour Policy.

Scope of this Policy

This policy covers any aspect of student distance learning as used by students, teachers and SNAs.

In the event distance learning must take place, teachers, SNAs and students will follow a distance learning timetable. This will be generated at the start of every academic year. All students, teachers and SNAs will follow this Distance Learning timetable. In all cases, the primary aim is to cover the required curriculum areas for each specific subject area.

In all cases, students, teachers and SNAs must use their @presballyphehane.com account to log in to their online classes. Students, teachers and SNAs are not to use any other account under any circumstances for the purposes of Distance Learning. They will not be allowed entry into the online class if they use another email account.

Software applications that will be used for distance learning will be approved by school authorities.

Everyone's Responsibilities while participating in Distance Learning

Classes that are conducted through approved software applications, are official school activities to which the Code of Behaviour applies, including and not limited to the following;

For SNAs and teachers:

- Teachers have overall control of the online interaction of their class.
- Teachers and SNAs will follow the Distance Learning timetable. If for any reason, a teacher or an SNA is unable to go online for their class, they must inform the Principal or Deputy Principal immediately.
- In the interest of fairness to the majority of students who wish to do so without let or hindrance, students whom the teacher deems disruptive in any given lesson will be removed. The teacher will remove them by using the remove function on approved software applications. Teachers and SNAs should ensure they are in an appropriate space, without anyone else visible.
- Teachers or SNAs are not to record or take photographs of any online classes.
- Teacher/SNA cameras must remain turned on for the duration of their online class.

For students:

- Students are to communicate through their @presballyphehane.com account only. The use of any other account or e-mail address is expressly prohibited and may result in disciplinary sanction under and in accordance with the Code of Behaviour.
- Students should not engage in communications with any account other than an @presballyphehane.com account. In the event a student is contacted by an email address, other than a @presballyphehane.com email address, the student must report any such activity to their Year head by email.
- Student cameras must remain turned on for the duration of their online class.
- Students are not to record or take any photographs of their online classes or forward any content within approved software applications – such as worksheets, exam papers, answers, solutions, videos or notes – to anyone else without the permission of the creator of that content.
- Students understand that all online messages and comments are recorded. This includes anything you send via email or through approved software applications.
- Students should contact their teacher by email if they are having difficulty accessing Approved software applications, if they have difficulties with any aspect of their subject or if they are finding the workload unmanageable.
- The student should be the only person visible when online.
- Students are not to share the link to their online class with any person that is not a member of their class.
- Student microphones must be on mute unless and until the teacher invites the students to unmute them.

For parents:

- As parents/guardians are the school's first partners, their help and cooperation is an integral part of their daughters' distance learning experience.
- Parents/guardians should be mindful of Child Protection Guidelines for example students should be appropriately dressed for their online classes.
- Students should be in a quiet area of the home, away from as many distractions as possible.
- Parents/guardians should ensure that their daughter follows their distance learning timetable.
- Parents/Guardians are required to inform school management if their daughter does not have access to a computer/smartphone or wifi that would facilitate online learning.

Ratification

This policy was ratified by the Board of Management on 7/4/2022

Chairperson J. Steele Date 13-06-2022

Principal Barry O'Shea Date 12/6/2022