

# Heywood Community School

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## Guidelines for Remote Learning.

*Amended to Heywood Community School Internet Acceptable User Policy.*

Please be reminded that the Heywood Community School **Internet Acceptable User Policy** remains in place for this **period of remote learning** and that students must engage in a **responsible and appropriate manner** at all times. It is essential that students and parents **review this policy**– and how it relates specifically to online behaviour when using technology for education (*see under policies section of school website*)

- During the current school closure **school approved educational platforms -GOOGLE G-SUITE (GMAIL, Google Classroom)** - are in use to support and facilitate teaching and learning. All of the Heywood Community School protocols contained in the aforementioned policy are relevant to the use of these platforms for online learning and must be observed in all communications between students and teachers.
- **Heywood Community School GMAIL** accounts are set up for all student-teacher-class contact. Queries/ requests for learning support may be submitted to subject teachers via Gmail or through school approved applications (e.g. Google Classroom). **Personal email addresses are not permitted and should not be used.**
- Please note that individual emails from students to teachers should be sent **during normal school working hours (9.00am-3.50pm Monday to Thursday and 9.00am to 1.20pm on Friday)** with queries/submissions that **relate to online teaching and learning**. Students should also connect with their class tutor on a regular basis to inform them of their progress. We ask students to be mindful of **email etiquette** as distinct from online communication with peers. *For example, address the relevant teacher appropriately at the beginning of email, maintain a polite tone throughout, and sign off as appropriate.*
- Students are required to **log into their GMAIL ACCOUNT** each day **following their school timetable at the assigned time for each class to collect assigned work and instructions from their subject teachers**. It is important that students respond to their teachers regularly that they have received their work, or if they have issues completing the same. It is important for continuity of learning that students engage with the set tasks

and activities to the best of their ability in current circumstances; and that they **submit work on completion** as advised by their subject teachers. Teachers will take an attendance roll call for each class each day. Parents can monitor their son's/daughter's engagement online by checking their attendance on Vsware regularly. Parents of students not engaging with remote teaching and learning will be contacted by school Management. Please inform the school/Principal/Deputy Principal(s) if you are experiencing any difficulties.

- The use of **social media applications** or **setting up of private groups** (*e.g. WhatsApp; Facebook, Snapchat, Instagram*) for class or student-teacher communication is **strictly prohibited**.
- The use of **subject content-based videos and images including voiceovers (Vidyard)** may be used by teachers and students to share and submit class work. Google Meet and Zoom may also be used for classes as part of the Google G-Suite for education applications.
- Students are advised to keep a **record of all completed work in their school journal**. **All students should follow their daily timetable, log work in their homework diary and maintain a structured approach to their learning in order to facilitate live engagement with teachers** via Google Meet, Zoom and other approved applications.

#### **Guidelines – Live engagement with teacher**

- **When it is possible for the delivery of a 'Live' lesson via Google Meet, students will be informed by their teacher and full student participation is expected where possible.**
- **A 'Live' lesson is a formal online classroom focused on learning and teaching. The Code of behaviour as with all remote learning, is applicable at all times.**
- Make sure your device is fully charged.
- Set up your device and materials in an appropriate location - noise free, etc.
- Dress appropriately.
- Log onto the correct link/app. at the time requested by your teacher/timetable.
- Be aware of what others may be able to view or hear around you/in the background.
- Be 'class ready' - have the materials you will need in advance of going online.

#### **While online:**

- Clarify with your teacher the work you have been assigned.
- Clarify the due date for work assignments.
- Write all assigned work into your Student Journal - this will help Parents/Guardians to support you and keep you on track.
- Take notes, as you go, on the important points of the lesson. Writing will help you to understand the material and to stay more engaged in the learning.
- Stay organised.
- Ask your teacher (or SNA) for guidance and suggestions, if you have questions or difficulties.

- If you are still unclear about how to get around an app., let your teacher (or SNA) and your parent/guardian know. Email your teacher during school hours for assistance.

#### **Attendance and General Behaviour.**

- Teachers will record attendance for each class daily.
  - If a teacher has a concern about a student's repeated lack of attendance or lack of participation, a Deputy Principal will be informed and will contact home.
  - All students participating in online courses are expected to conduct their communications in a respectful manner.
  - The use of proper Internet etiquette is expected at all times.
  - Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline.
  - Inappropriate language or behaviour will result in disciplinary action.
  - Remember that Remote Learning is not private. Think about the consequences of anything you might write or post online.
  - Students should not record any aspect of any live lesson.
- As student internet access cannot be supervised by teachers during this period of school closure, **student personal responsibility** is essential **and/or parental/guardian monitoring** where possible.
- If students have any queries regarding remote learning or require assistance with accessing Gmail or other approved educational apps- please email **donalocallaghan@heywood.ie**
- *Please contact a member of your relevant care team (Guidance Counsellor, Chaplain, Year Head or tutor), if there are any other issues affecting your ability to engage with remote learning.*

**Ratified by the Chairperson of the Board of Management: Fr. Dan Carroll.**

**Date: 28/4/2020.**

**Updated: January 2021.**