

Reopening of Coláiste Muire January 2021

Dear Parents and Guardians of Colaiste Muire,

Please take note of the following information regarding Remote Teaching and Learning for the January 2021 lockdown. We are following Department of Education guidelines particular to this stage of the pandemic. All remote learning will be conducted on the MSOffice 365 feature called Teams.

All students have been sent assignments on Teams as of Monday 11th January.

Overall Approach

For this lockdown, a blended approach by all teachers will be followed.

This means that assignments will set on Teams and will be returned with feedback, as before. However there will also **be regular live or interactive sessions in each subject**, between students and their subject teachers during timetabled periods. This will happen for all year groups.

A timetable of such classes is being filled in by teachers and will be published tomorrow evening (12th).

These live interactive classes will be conducted only on Office 365, using the Teams video call feature. It operates exactly like Zoom.

Some teachers will pre-record content for sharing with their students, but will upload it at the timetabled time and then enable live voice or 'chat' function. This will allow them to interact with pupils, give feedback, share student work, answer questions etc.

Online live contact with learners will not take place outside of the operating times of the school timetable. **All remote live/interactive lessons will follow the normal timetable.**

Expected standards during Live/Interactive Remote Learning

As there will be much more live interaction with teachers, I refer you to a guide to online etiquette attached to the end of this document. I also remind you that each student has an Acceptable Use Policy in their journal regarding the use of ICT, which includes Teams.

Remote learning will only take place using the Office 365 platform. Use of any personal accounts to communicate with learners and/or parents/guardians is not permitted.

Data Protection and Security

Coláiste Muire will continue to follow the guidance outlined in our Data Protection policy. All participants must note that Teams records activity. Staff or students will not record lessons or meetings using personal equipment unless agreed and risk assessed by the principal.

Session Management

Staff will record the attendance at live/interactive sessions using VSWare. Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

- Students will only be permitted to share screens with explicit permission of teachers and teachers will turn off the Google meet for the classroom when not in use.

When live streaming with learners:

- Staff will mute/disable learners' videos and microphones.
- If only 1 student turns up and there is only 1 staff member the staff member will terminate the lesson and inform the DLP.

Live 1 to 1 sessions will can take place with approval from the principal or the SEN Coordinator, or where scheduled in the usual SEN school timetable.

Unscheduled Live 1:1 sessions with learners are not recommended unless they are approved by the principal or the SEN Coordinator and a parent/carer is present in the room if possible. Where possible an SNA will be scheduled to “sit in” in a remote 1:1 lesson.

Access links to live sessions should not be made public or shared by participants.

Learners and/or parents/guardians should not forward or share access links.

If learners/parents/guardians believe a link should be shared with others, they will discuss this with the member of staff running the session first.

Behavioural Expectations

Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom. Students should note that the full code of behaviour continues to apply in a remote learning environment.

All participants are expected to behave in line with existing school policies and expectations. This includes:

- Appropriate language will be used by all attendees.
- Students will not take or record images for their own personal use.

- Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- Students must wear appropriate dress.
- Students must ensure backgrounds of videos are neutral.
- Students must ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds. Use of headphones is encouraged, especially in busy households, as well as for privacy.

Policy Breaches and Reporting Concerns

Participants are encouraged to report concerns during remote and/or live streamed sessions:

- If students have any concerns they should report them to the member of staff running the session or tell their parent/guardian.

If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the year head.

Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

- Deliberate misuse of online platforms will be treated as a major or extreme breach of the code of behaviour.

Any safeguarding concerns will be reported to the DLP in line with the safeguarding statement.

Difficulty logging on?

Please email resetpassword@colaistemuire.com or call the office. The details will be texted home. Use the same email for issues with Teams.

Pre Leaving Pre Junior Certificate Examinations

These have been postponed until after the February Mid Term Break. Ability to conduct such examinations depends on the level of infection in the community and the decision of the Minister. If there is any change, 3rd and 6th year students and their parents will be notified.

Access Problems?

Please note that Teams can be accessed via @Xbox and @PlayStation consoles.

Students would require a keyboard to get the full interactivity.

If your son/daughter has not got access to a smartphone or tablet or laptop, we have a number of school tablets available for loan.

Your son/daughter can report this by clicking on the link below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qTmMzN6UI0OIyywtIC4OBIY4HaPeZdJqF4Ax5SxvqdUMVICSEgzWFhZUzRTMVVPUDY0MUhHUIVCTC4u>

Please note that the school remains open to pupils, if they wish to collect work from a teacher or collect a personal item.

Transition Year

Work will be assigned for examination subject classes, including the Sciences – not for modules.

Tracking

We will be tracking attendance and engagement with online classes and will report back to you.

And Finally

Thank You for your patience over the past few days. I thank the staff who met on line and in school last week at such short notice.

We will be reviewing progress and may alter some aspects of this guide to remote learning.

Fergus O'Brien

Principal

A Student's Guide to Online Classroom Etiquette

Work Space

Choose a workspace that is suitable for the online classroom.

Be aware of what others will see in the background.



Shhh...



Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



Be on time

Turn up – the class is to help you and your learning. Be on time for your online classes

No Photos

Do not take screenshots or photos of others online



School Rules

School rules apply in the online classroom. Think before you type. Keep focused on the task assigned.



Speak up & ask for help

Contact teachers during school hours or make an agreement about contact times



Respect

Respect everyone's views online

Presentation



Dress Appropriately

Enjoy it!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt.



Stay safe, Stay healthy