



St. Mary's Secondary School

Distance Learning Policy

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 "Distance Learning" – it operates in addition to our existing Acceptable Use Policy (AUP).

This new policy operates alongside all of our existing policies which can be viewed on our school website.

Scope of this Policy

This policy covers any aspect of student distance learning as used by St. Mary's School Staff.

In all cases students must use their @stmarysballina.ie account to log in. Students are not to use any other account under any circumstances for the purposes of distance eLearning.

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

- Office365, incorporating:
 - Microsoft Outlook (e-mail)
 - Microsoft Teams
 - Microsoft OneNote
 - Microsoft Forms
 - Microsoft Stream

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 must, in all cases, use an @stmarysballina.ie account as the login.

eLearning Approach

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

- Some teachers may use regular live classes while others may not
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style 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 eLearning

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.
- Teachers will do their utmost to be available at designated days/times – this may be via a Teams live video, through Teams chat or by e-mail.

For students:

- You are to communicate through your @stmarysballina.ie account only. The use of any other account or e-mail address is prohibited
- Do not engage in communications with any account other than a @stmarysballina.ie account and report any such activity to your teacher, year-head or school management
- You must always be civil and respectful to your teachers and fellow students
- You are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes etc – 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, Teams and OneNote, and whether you are checking regularly for assigned work.

For parents:

- You should ensure that your daughter is checking in regularly for assigned work
- Where live classes are being run you should ensure your daughter is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines
- Live online classes should be viewed by your daughter only.

Live Online Classes

Teachers may deliver some of the course “live” using Microsoft Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of a live Teams class:

- Students must always follow the direction of their teacher
- Students are not to turn on their video at any time
- 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.
- A Teams meeting link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.



- Teams meeting sessions may be recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class.
- Only the teacher is allowed record a session. No-one else is permitted to record.

Communication

Students should only message/email a teacher within normal school hours. This does not apply to uploading assignments. Assignments can be submitted at any time. It may be inevitable that a teacher will send students feedback after school hours. Students and teachers should consider the use of the “Quiet Hours” function on Teams to avoid receiving notifications after school hours.

Data Privacy Statement

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) and Schools Data Protection Policy, which are available from our website.