



Coláiste Iognáid S.J.

Bóthar na Mara, Gaillimh

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Online Teaching and Learning Policy for Teachers, Students and Parents/Guardians

LINK TO MISSION STATEMENT

Coláiste Iognáid aspires to be a community wherein mutual respect, cooperation and justice are integral features. The school's ethos seeks to develop each student's religious, moral, social, intellectual and cultural sensibilities. Our Ignatian Vision guides procedures and processes within the school. Cura personalis is one of the defining features of the ethos of the college where each student will be cared for. The unique character of each person is acknowledged and valued. One of the central aspirations of the college is that we should be "people for others". All our policies are informed and guided by these principles.

INTRODUCTION BY THE BOARD OF MANAGEMENT

The Board of Management recognises the importance of online / remote learning, when necessary, and is fully committed to following the key principles of best practice in implementing this policy.

In developing this policy, we have given serious consideration to the democratic and child-centred principles of the school. The establishment of a sound learning environment at school and classroom level is critical to effective teaching and learning.

This policy document sets out procedures to be applied to support online / remote learning in the school.

RATIONALE

Interactions between students and teachers in a live-streamed class will reflect that which takes place in a physical classroom.

When Students are in School

- Teachers will use MS Teams to upload notes and homework. It is the responsibility of the student to access these materials and to ensure he/she is keeping up with the class work.
- Students should only communicate with teachers via MS Teams or MS Outlook during school hours.

Teaching and Learning: online classes (in the event of School Closure)

Respectful online communication, wellbeing and the use of digital technologies to support teaching are key to managing teaching and learning outside of the physical school structure.

To support the online engagement of students and to optimise student learning, teachers may need to vary and appropriately scaffold subject content. This will help ensure that students are not overwhelmed by a multitude of online content.

In general students will be expected to be online between 9.00am and 1.30pm each day.

The applications that will be used will be: Microsoft Outlook and Microsoft Teams.

In all cases students and teachers must only use their @colaisteiognaid.ie account as the login.

E-learning Approach

E-Learning will take what is known as a 'blended' approach. As with traditional classes, different teachers may use different methods or approaches, often dependent on the subject. 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.

Advice for Teachers

Teachers should:

- Ask students to turn their microphones off unless asked to contribute.
- Communicate with students during normal school hours.
- Request students to communicate with them only during school hours.
- Use Microsoft platforms and school accounts as the only methods of communication.
- Use a combination of synchronous (real time) classes and asynchronous classes.
- Asynchronous communication, via Microsoft Teams, will involve sending work to students during the school day. Students are expected to adhere to the school's Code of Behaviour, including our Anti- Bullying Policy and Acceptable Use Policy.

Advice for Students

In addition, students should:

- Work in a suitable learning environment - a quiet space, at a desk/table, with no distractions.
- Log on to classes on time.
- Follow the direction of their teacher just as in the classroom.

- Turn camera on only if directed to do so by the teacher. Turn microphone off unless called on by the teacher.
- Not take screenshots or photos of others.
- Respect the views of everyone online.
- Use appropriate 'classroom' language when speaking online.
- Be adequately prepared for each class - this includes having the correct textbooks, completed homework assignments, and any relevant materials.
- Communicate with teachers using the given platform and **during school hours only**.
- Log in to Microsoft Outlook and Teams every day to check for updates from teachers.
- Not use their mobile phone other than to join online classes
- Not record classes at any time.
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Non-compliance with these procedures will result in a warning to students. Further non-compliance will result in parents being contacted and students may be removed from the online class.

Procedure if student is persistently not engaging with online learning

1. Class teacher emails student.
2. Class teacher contacts Year Head who will email student.
3. Year ahead emails parent of student.

Advice for Parents & Guardians

Parents/Guardians should:

- Ensure that their son/daughter is checking in regularly for assigned work.
- Ensure that, when real time classes are taking place, their son/daughter is on time, working in a suitable learning environment – where possible in a quiet space, at a desk/table and with no distractions.
- Ensure that real time online classes are **viewed by the student only**.
- Communicate any concerns regarding online learning with the year head

Additional Online/Virtual/Remote Teaching and Learning Protocols and Procedures for Teachers

Teachers should:

- Set up classes (synchronous and asynchronous) on Microsoft Teams at the start of the week.
- Open the "classroom" 5 minutes in advance (where possible).
- Finish classes on time and be the last person to leave the "classroom".
- Assign classes when they appear on the timetable, communicate any alterations to the timetable at least 1 day in advance to the students
- Give clear instructions and realistic timeframes to students for assignments, and clearly set out a date and time for completion of work.
- Give online assessments which are simple to access and deliver.

Subject departments should try to share any new online resources to aid consistency for students and to reduce the workload for teachers.

POLICY PUBLICATION

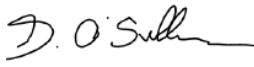
This policy was adopted by the Board of Management on 24/01/2022.

REVIEW

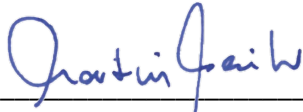
This policy has been made available to school personnel. The policy is published on the school website and is available to parents and pupils on hardcopy upon request. A copy of this policy will be made available to the Department and the patron if requested.

RATIFICATION

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and will otherwise be readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: 

Principal

Signed: 

Chairperson of Board of Management

Date: 24 January 2022