



St. Mary's Secondary School Macroom

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Remote Learning Policy

Introduction

The purpose of this policy is to provide guidelines and information to students, their parents and staff, surrounding the use of technology when learning remotely i.e. from a place other than the traditional base classroom. This includes situations where all students cannot fit into the one classroom due to social distancing constraints, where some students are working from home due to government guidance to self isolate and where all students are working from home in the event of a school closure.

While this policy informs best practice for remote learning and the use of online technologies during the normal school term, it is devised in response to the Covid-19 emergency. This policy does not set out to replace our Mobile Phone Policy or IT Acceptable Usage Policy but rather intends to be an important addition to the area of learning from a digital platform. This policy should also be read concurrently with our school's Code of Behaviour Policy.

The primary online platform in our school is currently G-Suite (Google). All students have been given a @stmarysmacroom.ie Google account which incorporates a Gmail and access to Google Classroom. All teachers have set up Google Classroom Pages for every class they teach. Students are not to use any other account under any circumstances for the purpose of remote learning within the school.

Guidance for students studying in the Satellite Room:

The Satellite Room is an overflow room which has been set up to facilitate social distancing within the traditional classroom. The room has been equipped with tablets for the students to communicate with their teacher and access class work from.

Students are to go to the Satellite Room when the capacity of their base classroom is full. Students are to go to the Satellite Room on a rotatory basis as decided by their Year head. A schedule of which students will be in the Satellite Room on which date will be placed in base classrooms on a monthly basis by the Year Head.

In the event of an additional space becoming available in the base room due to another student's absence, a student may be called back to the classroom by their teacher. However, this does not affect the schedule for the Satellite Room in the preceding days.

Students should only swap with another student to go to the satellite room if they do not study the subject at that time (e.g. if they have an Irish exemption). This is an exceptional circumstance and would need to be confirmed by the teacher. Other than in a situation such as this, there can be no swapping during the day between students in the Satellite Room and students in the base classroom.

When in the Satellite Room the student must take a tablet as provided by the supervising teacher and log onto their Google Classroom. Work for the student to carry out during the class will be placed on Google Classroom by their teacher. If the teacher is intending to Zoom the class to the student, they will post on Google Classroom to tell the student to join their Zoom. If the student needs a handout it will be brought down to the Satellite Room by a student in the base room. The students in the Satellite Room should not leave to go to the



base classroom. Homework will be written on Google Classroom by the end of the day by the teacher.

The Satellite Room is a silent room and no group work should be taking place in this room as students from multiple different classes are studying in the one space. If students are working on a shared project in the Satellite Room they should only communicate on shared Google Documents by typing to each other. This is to minimise disruption to other students using the space. The supervising teacher will intermittently check that the students are following their timetable and the instruction of their class teacher.

Guidance for students who are unable to attend school but are well enough to continue working from home:

A description of work carried out in each class will be posted on Google Classroom by the teacher every day. This will allow the student to follow what is happening in school while they cannot attend. However, they may be working one day behind their class to give the teacher time to update Google Classroom. Information on homework for that night will also be placed on Google Classroom. Any electronic resources will be attached to the post by the teacher.

Guidance for school closure:

- Students will be expected to follow their usual school timetable.
- Work during the class time will vary from subject to subject, depending on what the teacher deems most suitable for the topic being covered. This may include live Zoom classes, pre-recorded Loom classes, assignments on google classroom etc. Not every class will be carried out on Zoom every day in order to give students a break from looking at the screen for extended periods of time.
- However, each subject teacher for each exam subject will do at least one zoom class per week to check in with students.
- During live classes it is expected that students behave appropriately online, as they would in a classroom setting. Microphones should be switched off when the teacher is speaking and turned on to ask/answer questions or engage in the class when invited to do so. Cameras should also be switched on by all students.
- Teachers will schedule online live classes at least 24hours in advance of the class and will always follow the established school timetable.
- Posts on google classroom for each class period will be scheduled to appear for the students at the time they are due to start class. This will help them to schedule their day and follow their ordinary routine as much as possible.
- Students should be mindful of email etiquette & communication tone when communicating with teachers as distinct from online communication with peers. For example, address the relevant party at the beginning of email, maintain a polite tone throughout, and sign off as appropriate.
- Students should be familiar with the “three before me” concept and apply this when engaging in online learning. If a query arises; “Three before me” consists of:



- a) Re-read all instructions previously given by the class teacher.
- b) Ask another individual in the class.
- c) Post the question onto the class 'Team' page to allow other members of the class to respond.

If these steps do not provide adequate clarification, the student should then reach out to the teacher.

- Non academic classes can be used to give students time to take a break. Teachers may post suggestions of activities for students to carry out to get away from screens. E.g. meditation clip, go for a walk, get fresh air.
- Teachers, when working remotely, will on most occasions, try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours. If teachers are working outside of normal school hours, they will schedule posts / emails to be sent within school hours wherever possible. However, teachers may have to send material/ assignments outside of regular school opening hours. In this instance there is no expectation on the student to respond or begin work at the time it is received. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required.
- All members of the school community should turn off notifications outside of their learning/working hours.
- In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.
- Any behaviour or language deemed inappropriate during school applies at all times during online learning. The consequences for such behaviour will be the same as if the student was in school.
- The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
- All provisions relating to the child's data remain the same under GDPR procedures and guidelines.
- As per all matters pertaining to our school's Code of Behaviour, if a student acts in a fashion that is contrary to our code's expectations, they will receive sanctions in line with the code.
- It is expected that all students and teachers will engage as best they can with all efforts at online teaching and learning so as not to be behind when normal school resumes.

Ratified by the Board of Management of St. Mary's Secondary School:

Signed:

Chairperson

Date:



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Signed:

Principal

Date: