Remote Teaching and Learning - Acceptable Use Guidelines

Dear parents and guardians,

When the schools were first closed on March 13th last year, we worked together to develop a system of distance teaching and remote learning that would ensure that our pupils were getting the best possible learning opportunities. We also endeavoured to ensure that we maintained an open two-way communication link between school and home. Once again the school building has been closed to pupils, and all teaching and learning will take place remotely from January 11th, 2021 until at least February 1st.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. It is important for both our pupils and our staff that meaningful learning and communication takes place and we hope to continue to communicate with you and our pupils through various means.

During the last period of remote teaching and learning, the development of our dedicated website https://sites.google.com/view/junior-infants-leixlipetns/home helped ensure that parents and pupils had access to all learning materials in one convenient online location. We kept in contact with parents and pupils through scheduled phone-calls, email, and shared documents via Google Drive. In response to parental requests we hosted, first weekly and then bi-weekly video conferencing sessions via Zoom. The feedback we received was extremely positive and it was wonderful to see the pupils engage with us and each other on Zoom.

Zoom Lessons
We will continue to use the website as a convenient online location for accessing materials, however we plan to use daily live online lessons, for both Junior and Senior Infant classes, as well for support classes for individual pupils where needed. This will help ensure a more active teacher presence in the learning process, thus offering improved continuity of learning opportunities for all pupils.

Parents / guardians must give explicit consent to their children participating in Zoom sessions. A new Zoom meeting with a new password will be generated for each session and invites will be sent approximately one hour prior to the session. A waiting room will be put in place so that the hosting teacher can endeavour to authenticate the participants.

SeeSaw
Senior Infants will also continue to use the SeeSaw learning platform with their teacher.

We recognise that online safety is of huge importance and we hope that this document helps to protect both school staff and pupils, while online. We have developed the following guidelines for using online communications and video-conferencing platforms, where the school cannot guarantee total data protection.

Guidelines for good online communication in Leixlip ETNS:

1. Under no circumstances can pictures or recordings be taken of video calls or video conferencing sessions.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are engaging online and to ensure any content which they are submitting to their teacher is appropriate.
4. Staff members may communicate with pupils and their families via Aladdin, email or phone-call and SeeSaw
5. Communication using a mobile phone, other than the office mobile, will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.
6. Where phone calls to parents/guardians take place, staff may engage with pupils one-to-one on the phone in the presence of their parent/guardian, these communications will be brief and generally social in nature (greeting, sharing of some news etc.). However, in most cases voice recordings or audio clips are preferable to one-to-one conversation.
7. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
8. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified i.e. Zoom, phone calls, email and seesaw.
9. For video-conferencing/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the parent logging their child into the session, permission is assumed.
10. Leixlip ETNS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. One-to-one (staff-to-pupil) video conferencing should not take place, in the context of SET the ANA (Additional Needs Assistant) will be present with the teacher.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of video calls or video conferencing sessions.
2. Staff members will only use Aladdin and/or their approved staff email account to email or to share documents with parents/guardians.
3. Staff will not engage with parents over social media messaging apps (including WhatsApp and Facebook messenger).
4. Staff members will communicate with pupils and families during the hours of 8.40am - 2:20 pm, where possible, unless otherwise agreed in advance.
5. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
6. Staff members will become familiar with apps before using them with pupils.
7. Staff members will report any concerns regarding online behaviour or interactions to school management.
8. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
9. Staff members will notify parents/guardians of the date, time and password for a video call via email.
10. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil. Invitations for Zoom sessions will be sent to one email address per child. If the child will need to access from a different email address than that normally used, parents should notify their child's teacher at least 24 hours in advance of session.

Rules for pupils using online communication methods:

For submitting learning:

1. Junior Infants and SET pupils' parents should submit their children's work using email with photo, video or audio attachments.

Senior infants pupils should respond to assignments set on seesaw as outlined in the assignment brief.

2. Only work and pictures that are appropriate and relevant should be submitted.

General Guidelines for Zoom Calls:

1. Pictures or recordings of the video calls or video conferencing sessions are not allowed.
2. Remember our Golden Rules - they are still in place, even online.

   We are Gentle • We are kind and helpful • We listen • We are honest • We work hard • We look after property

3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. Be patient, sometimes it can be hard waiting your turn to speak.
7. When you have the chance to talk, don't be shy - we love to hear everyone.
8. Listen to others while they are speaking.
9. Be on time, or you may miss the start of the lesson, or you may be left in the waiting-room by mistake.
10. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians:
For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher.
3. Senior Infants should use Seesaw to submit work to their teacher.

   Junior Infants' and SET pupils' work should be submitted using short clips and audio recordings which can be attached to email and saved directly to Google Drive rather than downloaded. Larger clips cannot be accessed within the email and staff are not permitted to download or save pupils' files to their computers. If you have multiple attachments it is preferable to send them in a few emails rather than as a zip file).

4. Continue to revise online safety measures with pupils. See https://www.webwise.ie/category/parents/advice/ for tips and advice.
5. Please indicate if you would like us to feature a photo of your child's work in our 'Learning at Home Gallery' section of the website - pupils' faces should be obscure and names will not be attached to photos.

For video calls/Zoom

1. Ensure that the school has the correct email address for inviting you to join apps and meetings (invitation will only be sent to one email address per pupil).
2. Video sessions will be used for both live academic lessons and, to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
3. Under no circumstances should pictures or recordings be taken of video calls or video conferencing sessions.
4. To ensure compliance with child protection and GDPR protocols, only pupils of Leixlip ETNS should participate in our video sessions.
5. Be aware that when participating in group video calls or video conferencing sessions, you can be seen and heard unless you are muted or have disabled your camera.
6. Before admission to Zoom sessions, after you have entered the code/clicked on the link in the email invitation, you will enter a waiting room. Please note that school staff will only accept users into video sessions if they can be identified by the display name on your zoom account.
7. Please try to ensure that your child is on time for a scheduled video call, if the session has already started and the host teacher is busy engaging with the session, latecomers may inadvertently be left in the waiting room.
8. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.

9. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
10. Participants in the call should be dressed appropriately.
11. An appropriate background/room should be chosen for the video call. Authentic backgrounds are preferable to virtual backgrounds which often result in distorted imaging and can be a distraction.
12. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

It is important to note that any breach of the above guidelines may result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated. In this case, the child's parent and school management will receive a report on the incident.
Normal classroom and school rules also apply to the virtual classroom setting. Breaches of the above guidelines will be considered in accordance with our Code of Positive Behaviour.

Please also see https://www.webwise.ie/parents/ for further guidelines and advice on internet safety.

This is a working document. As we try out new ways of supporting distance learning, the document will be updated. Thank you all for supporting your child's learning at home. We fully appreciate the time and effort required to ensure that your child's learning continues to progress in a remote learning environment. Whilst we acknowledge that these are difficult and stressful times, it is hoped that the present safety measures, will allow a return to normality as soon as possible.

Kindest regards

Mary