



ROSEMONT
SCHOOL

Rosemont School - Distance Learning Policy

This Distance Learning Policy has been developed to reflect the changed circumstances in learning in our school brought about by Covid-19 and the significant increase in the use of technology to continue the high standard of teaching & learning in Rosemont School. The aim of this policy is to provide guidelines and information to students, parents, and staff, surrounding the use of technology when learning remotely (i.e. from a place other than school where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.)

This new policy operates alongside all our existing policies. This policy does not set out to replace our Mobile Phone or Acceptable Usage Policies but rather intends to be an important addition for the area of learning from a digital platform. The policy should also be read concurrently with our school's Code of Behaviour and Anti-Bullying Policy.

Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning & it operates in addition to our existing IT Acceptable Use Policy (AUP).

Scope of this Policy

In all cases students must use their @rosemont.ie account to log in to the recommended digital platforms. Students are not to use any other account under any circumstances for the purposes of distance learning within the school.

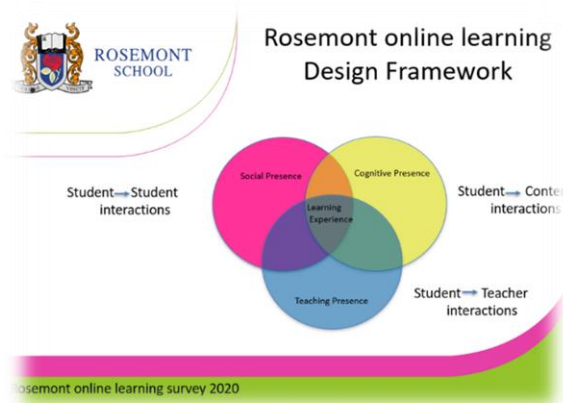
The list of recommended applications that are used in Rosemont School for distance learning are:

- Office365, incorporating:
 - Microsoft Outlook (e-mail)
 - Microsoft Teams
 - Microsoft OneNote
 - Microsoft Forms
 - Microsoft Stream
- Zoom – for live online classes.

There may be some additional applications that teachers use, and the teacher will provide the student with the information required to access them. Again, students must, in all cases, use their @rosemont.ie account as the login.

Distance Learning Approach

Distance Learning will take using what is known as a blended approach. Teachers will use a mix of regular live classes as well as tasks/assignments with a



individual and group stronger emphasis on live classes.

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 contact their teacher directly if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

The following will apply in the instance of a school closure.

Guidelines on the appropriate use of Online Platforms for engaging in distance teaching and learning:

1. Students are required to check their Rosemont email & Teams account each day to collect assigned work and instructions from various subject teachers.
2. It is important for learning that students attend all online classes & engage with the set tasks and activities to the best of their ability during times of distance learning and that they submit work on completion as advised by their subject teachers.
3. Students & teachers will endeavour to have cameras working & switched on at all times during an online lesson/instruction, as students find it easier to engage with learning when this practice is followed.
4. Teachers will schedule online live classes at least 24 hours in advance of the class and will always follow the established school timetable.
5. A minimum of two-thirds of classes weekly will be conducted live & include online teacher presence.
6. 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. 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.*

7. All members of the school community should turn off notifications outside of their learning/working hours.
8. 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.
9. In so far as possible, provision for SEN students, will be made when using Remote Learning methodologies.
10. All members of the Rosemont School Community must abide by the normal school rules and policies when logged onto Teams or any digital learning platform or while learning remotely.
11. The material created by the teacher on Teams is the property of the School and students do not have permission to share to others outside of the Team unless given permission to do so. Recordings must not be made of any online tutorial unless the teacher has given permission to do so. In this instance, it is of utmost importance that any such recordings are not shared.
12. It is expected that students behave appropriately online, as they would in a classroom setting. During live classes 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.
13. The school is the owner and teachers are the managers of the Teams they create and will only correspond to a student who is signed up to the correct platform using their @rosemont.ie login, unless alternatives have been agreed in advance with both parties.
14. 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.
15. As student internet access cannot be supervised by teachers during periods of distance learning, student personal responsibility is essential and/or parental/guardian monitoring where possible.

16. Social media sites e.g. Facebook, Snapchat, Hangouts, WhatsApp etc, to communicate with students is never permissible and teachers have been advised accordingly. Social media may be used by teachers to demonstrate examples of good work to parents and the wider school community but will not be used for the conduct of teaching and learning. Any such activity will only be on the official school social media account (Facebook and Instagram). All names on student work should be redacted unless express permission to do otherwise has been obtained.
17. 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.
18. The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
19. All provisions relating to the child's data remains the same under GDPR procedures and guidelines.
20. 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.
21. 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.