**Distance Learning Policy**

This Distance Learning Policy is to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely.

This new policy operates alongside all of our existing policies.

**Introduction**

This document sets out the policy of the school in respect of the use of technology for distance or remote teaching and learning during the current pandemic, hereafter referred to as “Distance eLearning” – it operates in addition to our existing Acceptable Use Policy (AUP).

**Scope of this Policy**

This policy covers any aspect of student distance learning as used by Staff.

In all cases students must use their @stnicholasprimaryschool.com account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the school.

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

* + Seesaw Junior Infants – 2nd classes
	+ Google Classroom- 3rd – 6th classes
	+ Google Meet – for live online meetings.

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. In all cases an @stnicholasprimaryschool.com account will be used 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:

* Teachers may use regular live classes while others may not
* Teachers may use live classes through Google Meet while others may not
* 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. The teacher will decide the most effective method to use to achieve this aim. Parents should get in touch with their child’s 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. Repeatedly disruptive students may receive a temporary ban from all online access.
* Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Google Meet live video or by e-mail.

**For students:**

* Do not engage in communications with any account other than an @stnicholasprimaryschool.com account and report any such activity to your teacher.
* You must always be civil and respectful to your teachers and fellow students
* You are not to record or forward any content 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, Google Meet, and whether you are checking regularly for assigned work.

**For parents:**

* You should ensure that your child is checking in regularly for assigned work
* Where live classes are being run you should ensure your child is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes

**Data Privacy Statement**

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) which is available from our website.

**Reviewed and ratified by B.O.M. on 7th October 2020**

Fr. Michael Kilmartin Siobhán Henry

**Chairperson Principal**

**Date: 07/10/2020**