



Clooney National School Distance Learning Plan

Introductory Statement

Clooney National School is a community where pupils, teachers and parents / guardians work together to ensure that all pupils feel happy and are afforded every opportunity to flourish as learners and individuals. This policy has been drawn up by the school staff, considering feedback from a cohort of pupils and parents. The policy has been devised during a time of uncertainty regarding school closures, with a view to maintaining the link between school and home.

Rationale

The core of the policy is that in the event of school closure, we aim to continue to communicate with parents, guardians and pupils through a variety of different media and provide for teaching and learning through a variety of platforms. We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online. The plan presented here should be read in tandem with our school's Acceptable Usage, Code of Behaviour, Anti-Bullying and GDPR Policies.

Relationship to Characteristic Spirit of the School

Clooney National School aspires to achieve the full potential of each child. It is our intention that the procedures identified in this plan will contribute to best practice in distance learning. An effective distance learning plan identifies the methods of communication to be used through which teaching will be delivered.

Aims

The primary aims of the policy are:

- to protect both school staff and pupils, while teaching and learning online
- to provide guidelines for safe and effective online communication, teaching and learning
- to facilitate improved pupil learning

Methods of Communication

At Clooney National School we use the following methods of communication:

Email: Staff can use email to communicate with parents/guardians. Teachers may be contacted during school hours via email.

Text: Parents can be contacted through the textaparent platform.

Seesaw: Seesaw is our main online learning platform. Seesaw is a digital portfolio tool that allows pupils to upload and store their work in an online space and gain feedback from their teacher. Teachers use a variety of teaching methods and content in connecting with pupils through

Seesaw. Each pupil, through their parents, is provided with a unique secure login code that grants access to an account for parents and pupils.

Zoom: Zoom is a video-conferencing platform that enables teachers, staff and pupils to connect via a live link. Teachers can connect with pupils via pre-arranged Zoom meetings by sending a link to parents' email or Seesaw account in advance of the meetings. Please see Zoom guidelines / rules below.

Facebook / Website / Twitter: School news and updates on online resources are also communicated through these platforms.

Guidelines for good online communication in Clooney National School

- Under no circumstance can pictures or recordings be taken of video calls.
- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents/guardians to ensure any content which they are submitting to the teacher is appropriate.
- Staff members can communicate with pupils and their families through email or through an established app (e.g. Seesaw).
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (eg Seesaw, Zoom, School Facebook, School email, School website)
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email or Seesaw account. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- Two adults will be present during Zoom Calls.
- For security reasons, passwords will be provided to families, where applicable.
- Clooney National School cannot accept responsibility for the security of online platforms.

Success Criteria

This policy is considered successful if:

- Clarity is achieved regarding guidelines to be followed during online communication, teaching and learning.
- Pupils gain positive distance learning experiences.
- The link between school and home is maintained through effective communication during periods of distance learning.

Roles and Responsibilities

- Staff have responsibility for following guidelines for safe online communication and teaching.
- Parents/guardians have responsibility for ensuring guidelines for safe online communication and learning are followed at home.
- Pupils are responsible for following the rules set out in this plan for safe online communication and learning.

Timeframe for Implementation

School year 2020/2021

Timeframe for Review

This is a working document and will be reviewed and revised as the need arises.

Responsibility for Review

The review will be conducted by the school staff.

Ratification and Communication

This policy was ratified by the BOM on

This plan is a working document and will be shared with all members of the BOM, staff, parents and pupils through our school website. It will be reviewed regularly as needs arise and any changes will be communicated to the school community.

Signed: _____

Chairperson of the Board of Management