PRESENTATION SECONDARY SCHOOL

Educating the Students of Wexford Since 1818

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Distance Learning Policy

The school has devised a new Distance Learning Policy 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 that can be found at the link below:

https://www.preswex.ie/policies/

Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning during the current Coronavirus stay at home instruction, hereafter referred to as "Distance Learning" – it operates in addition to our existing Acceptable Use Policy (AUP).

As you will appreciate, the CV19 pandemic is affecting the personal lives of our staff in the same way as everybody else, and as such we will do our best to live up to the aspirations set out in the guidelines below.

Our motto for Distance Learning is – ***"SLOW/SIMPLE/STEADY/SUSTAINABLE"***

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Scope of this Policy

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

In all cases, students must use their @preswex.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Distance Learning within the school

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

Office365, incorporating:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

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

Pupil Access and Usage of Teams

- All Pupils are familiar with accessing and using TEAMs.
- All teachers have been using TEAMs since the start of the year and indeed during Distance Learning during last year to share resources / assignments etc. with pupils.
- There should be no reason why a pupil cannot access or use TEAMs.
- All scheduled Live Classes and Assignments will appear in your child's TEAMs page.
- Issues with access to office 365 or email should be directed to Ms O Brien at mobrien@preswex.ie
- Issues to do with iPads should be directed to Ms V Redmond at ipad@preswex.ie

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Online Learning Approach

Online Learning will take the form of what is known as a blended approach and some teachers may use different methods more than another teacher may.

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 get in touch with their teacher right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Live Lessons

- Our goal and preferred approach are to have all mainstream teachers using TEAMs to link in with their classes LIVE (for a short period of time – 20 minutes – **this may not always be possible**) at scheduled times throughout the week, that are in sync with their School Timetable.
- The recommendation is for between 20 mins – 40 mins maximum to allow students a break between lessons
- **This may not always be feasibly possible for all classes due to a multitude of reasons.**

How many Live Lessons

- Ideally, all mainstream teachers will use TEAMs to link in with their classes LIVE (for a short period of time 20 – 40 minutes) for all timetabled classes at scheduled times throughout the week.
- If this is not possible, the following is a guide for the number of LIVE lessons that will take place.

Number of Periods per week with class	Number of LIVE lessons per week with class
4 periods a week	2 LIVE lessons with pupils per week at scheduled times that sync with Timetable – can be as short as 20 mins LIVE
3 periods a week	2 LIVE lessons with pupils per week at scheduled times that sync with Timetable – can be as short as 20 mins LIVE
2 periods a week	1 LIVE lessons with pupils per week at scheduled times that sync with Timetable - – can be as short as 20 mins LIVE
1 period a week	1 LIVE lesson with pupils per week at scheduled times that sync with Timetable – can be as short as 20 mins LIVE

- If the timing of the scheduled lesson does not suit the staff member to do a LIVE lesson, staff may record a lesson or PowerPoint and post it to the TEAM.
- Resources and Assignments will be uploaded for lessons.

Non-Exam classes

- Subject teacher of non-exam subjects should link with pupils as per guidelines, but it may be advisable that assignments that are set are not mandatory, to avoid pupils being overwhelmed with work.
- **Non-Exam teachers such as RSE/Senior RE/PE/SPHE/CSPE/Friends for Youth will link in with their classes for one live lesson of 20 min to 40mins every fortnight.**

When will LIVE Lessons be on

- All staff and pupils are to follow the school timetable to schedule online lessons.
- As such, the approach is to give a 20 – 40 minute slot to each lesson.
- If you have a lesson Period 1 Monday, the online lesson may be from 9.00-9.30am; Lesson 2 is 10.00-10.30am, and so on.
- In a 20 – 40 minute lesson slot, ideally, the lesson would finish after this time and 10 minutes before the next lesson, to give both staff member and pupil time to be prepped for, and to join the next lesson.

Live Online Classes

Teachers will deliver some of the course "live" using Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of TEAMS:

- Students must always follow the direction of their teacher just as in the classroom
- Students are asked to turn on their cameras where possible
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- All students will wait in the lobby prior to being admitted to the online class.
- Some lessons may be recorded and the teacher may make these recordings available to the class to watch back again later. This recording includes any video, screen shares, whiteboards and audio from the class.
- No screen shots may be taken of the live lesson without the express permission of the teacher
- **Only the teacher is allowed record a session. No one else is permitted to record.**
- **The teacher is the only person allowed to share the recording also.**

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Other Relevant areas of Online Learning

Assignments and Homework

- We do not want pupils to be overloaded with Assignments and work.
- Staff will be using this as a rule of thumb,
    - If you have pupils 1 or 2 times a week - give 1 short assignments (15 minutes each) per week
    - If you have pupils 3 times a week - give 2 short assignments (15 minutes each) per week
    - If you have pupils 4 times a week - give 2 short assignments (15 minutes each) per week
- **Homework will only be assigned during class time and not during other lessons or after school hours.**

Support for SEN pupils

- For pupils who are withdrawn from certain classes e.g., Irish, French etc. and receive support from a member of staff at that time.
- The staff member should set up a LIVE class for those pupils at the time of withdrawal and following the approach to scheduling; resources and assignments detailed above.
- Pupils receiving more substantial SEN support will be linked with specific members of staff who will support them.

Tutor time

- Tutor time normally scheduled for 10 minutes Mon, Tues, Thurs & Friday will not be online and will not be live.
- Tutor time on Wednesday of 20 minutes will be live with tutors.
- In addition, we will have the normal tutor theme of the week etc.

Contacting a member of staff

- If you have any questions with a subject or have reason to struggle with online classes, please do not hesitate to contact your subject teacher.
- If a pupil needs to contact a member of staff.
- students may contact the teacher via their @preswex account or through the Teams chat function
- **The pupil should email the member of staff during school working hours only and not after school hours.**
- Contact between teachers and students can take the following forms'
    - School email
    - Teams chat function
    - Teams live call

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Data Privacy Statement

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) and Schools Code of Behaviour, iPad Acceptable Usage Policy, Data Protection Policy, which are available from our website.

At https://www.preswex.ie/policies/

For clarity, we will outline aspects specific to Distance Learning but this should be read alongside our existing policies mentioned above.

What we retain:
- Login activity, specifically, the last time a student logged in to their Office365 account
- Within Teams and OneNote, the date and time of if/when a student views any assignments or OneNote notebooks set for them and when they submit any work for same
- In live classes using Teams, audio, video, whiteboard, annotations and screen share activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

Why we retain it:
- To assist us in making sure students are engaging in learning sufficiently and in good time
- To assist us in generating appropriate and relevant feedback to parents on progress
- To provide revision materials by means of revising topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class
- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where we retain it:
- All recordings are kept within the School's own systems which requires a valid @preswex.ie login to access
- The School's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long we retain it for:
- Ordinarily this is cleared at the end of each exam session, i.e. at the end of 3rd Year and at the end of 6th Year. In any case, activity and content will not be retained beyond the students exit from the School, either through early exit or through graduation.

William Ryan

Principal/Secretary Board of Management

21st January 2021