



# Ballinahinch National School

## Scoil Náisiúnta Baile na hÍnse

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### Teaching and Learning Policy

#### Introduction

The purpose of this policy is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology for remote teaching and learning during the current school closure, and in the event of future whole or partial school closure.

This policy does not set out to replace our Acceptable Usage Policy (AUP). Rather, it is intended as an important addition to the area of teaching and learning from a digital platform. This policy should be read in tandem with our school's Code of Behaviour Policy and Anti - Bullying Policy (which includes Cyber Bullying).

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

#### Important Information

- Ballinahinch N.S will use three online platforms for communicating and connecting with families/pupils during periods of school closure. This will include a combination of assigned work and pre-recorded lesson (**Seesaw and Google Classroom**) and live teaching sessions (**Zoom**). Any other digital platforms must be approved by the Principal prior to their use to support remote teaching and learning.
- The school has signed up to the terms of service on the online platforms in use by the school.
- The school has enabled the most up to date security and privacy features which these platforms provide.

- If teachers or SNAs are using Zoom, parents’/guardians’ email addresses **only** will be used to facilitate the child to access meetings.
- Parents/guardians must agree to monitor their child’s participation in any such lessons conducted on the online platforms. Parents/guardians must agree to be in the room with their child for meetings or classes.
- Parents/guardians must sign a permission form sent via our school’s Data portal, Aladdin, for their child/children to engage with teachers and/or SNAs using digital platforms listed above.
- Children will be expected to follow the school’s Guidelines for Behaviour (*Appendix 1*) and Code of Behaviour (*Appendix 2*) when engaging with digital platforms.
- Staff members will adhere to school’s Guidelines for Staff on the use of digital platforms for pupil engagement (*Appendix 3*).

## Appendix 1

## Guidelines for Pupils using Zoom, Seesaw, Google Classroom or similar digital platforms.

### Code of Behaviour for Engagement on Digital Platforms (online classes and meetings)

The school's Code of Behaviour for online engagement and participation is much like our Code of Behaviour at school, based on respect for oneself and respect for others. We expect the same high standards of behaviour that are expected in school. To help students benefit from remote learning, we ask the following guidelines be followed:

### For submitting learning on Google Classroom or Seesaw :

1. Submit completed work, pictures, voice recordings and comments that are appropriate - have an adult take a look at your work before you submit it on Seesaw and Google Classroom.
2. Use kind and friendly words always.

### For live video calls on Zoom:

1. Dress appropriately for school.
2. Join the Zoom meeting using your first name and surname (e.g John Smith) and with your microphone muted.
3. Set up your device in a quiet space, with no distractions in the background, but with an adult nearby. If you are using your phone/tablet or laptop to attend the online class or meeting, close all other apps and mute notifications.
4. Mute your microphone when you are not talking. Only turn it on if you are invited to speak. Muting your microphone when you are not speaking allows others to share their thoughts without distraction or frustration.
5. Do not use the Chat function unless invited to by your teacher. Be respectful at all times when using Chat.
6. No eating allowed during online classes or meetings
7. Stay seated and stay present during online classes or meetings. Do not leave the room or talk to others not participating in the class or meeting
8. Meetings must not be shared on social media , photographed or recorded in any way by pupils, parents/guardians, or staff.
9. *Be patient!* - Online classes and meetings are new to most of us and *we are all learning.*
10. If commenting or responding to comments be respectful and polite.

## **Appendix 2** **Code of Behaviour for use of Online Platforms**

### **Behaviour Levels 1, 2 and 3**

Any behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.

## **Level One Behaviours:**

**Level 1** - Behaviours are those that interfere with the orderly learning environment.

### **Level 1 : Disciplinary Actions**

- Consequences for Level 1 behaviour are dependent upon the severity and frequency of the specific behaviour.
- Teachers will discipline students at Level 1.
- The child or the child's inappropriate post will be removed from the school's online platforms by the teacher.
- The teacher will notify the child's parents/guardians

### **Level 1 : Supportive Intervention**

- Teacher to phone the parent and speak to the pupil.
- Child to write a letter of apology to the teacher.

## **Level Two : Behaviours**

**Level 2** - Behaviours are those that seriously interfere with the orderly environment and are potentially dangerous to the safety and well-being of the students and staff.

### **Level 2 : Disciplinary Actions**

- Referral to principal
- Communication with parent(s)/guardian(s)
- Exclusion from online platforms used by the school for a certain number of sessions

Report to be submitted to the BOM or Tusla as deemed appropriate

### **Level 2 : Supportive Intervention**

- Option of creating a Behaviour Contract with the child
- Request for assistance from external agencies such as the National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, SESS, Child and Adolescent Mental Health Services, National Council for Special Education.
- Referral of a Child displaying behavioural problems for psychological assessment (with the parent(s)/guardian(s) consent).

## **Level Three Behaviours:**

**Level 3** - Behaviours are considered the most serious violations. These behaviours endanger the immediate health, safety and personal well-being of the pupils and staff of the school. They

represent a direct threat to the orderly operation of the learning environment. Situations, which include illegal activity, may result in contact with an Garda Síochána and parents.

***A very serious/extreme one-off offence:***

- Repeated or serious instances of Level 2 behaviour which have not been modified by intervention.
- Cyberbullying.
- Engaging inappropriately on social media platforms.
- Intentional possession or use of weapons.
- Violent fighting or intentionally causing physical harm to others.
- Discriminatory or prejudicial activities or actions toward another person or group involving race, gender, religion, physical condition, disability, or ethnic origin.

**Level 3: Disciplinary Actions**

- Behaviour at Level 3 may involve exclusion from the school's online platforms. The length of the exclusion will depend upon the severity and frequency of the specific behaviour.
- This will be at the discretion of the BOM and may involve other agencies.
- Parents/Guardians will be asked to confirm that they will supervise their child's behaviour on the school's online platforms.
- A serious breach of the school's code of behaviour may result in expulsion from the school's online platforms.

## **Appendix 3**

### **Guidelines for Staff using Digital Platforms for Remote Teaching and Learning**

**Guidelines for Staff using Zoom:**

Zoom has many controls that meeting hosts can use to maximise the privacy and security of their meetings. The staff at Ballinahinch N.S. will configure Zoom, by default, to ensure meetings are as secure and private as possible. The default settings are:

**Meeting Access:**

1. Unique meeting IDs, which are automatically generated are required for each meeting.
2. Passwords are required for meetings.
3. Participants are not allowed to join before the meeting host.

4. All participants are placed in a “Waiting Room” and are admitted to the Zoom meeting by the host.
5. Participants cannot re-join the session if the host has removed them, except at the host’s discretion.

### **Group Live Classes or Meeting on Zoom**

- At least 1 member of staff must be present at each Zoom meeting.
- Staff should engage with children using the same level of professionalism as in school.

### **Recordings and Transcripts**

- Messages sent via chat are not saved
- Participants cannot save a transcript of the call.
- Meetings are not recorded

### **Additional Security Features**

- Files cannot be transferred via chat
- Only the host can share their screen, unless the host asks a child or other member of staff to do so.

All of the above features will be enabled as default settings by the staff of Ballinahinch N.S.

### **Recommendations for staff**

It recommended to all staff that:

- You use the school Zoom account rather than any personal Zoom account.
- If you have altered any setting on Zoom, reset to default setting by clicking RESET next to the individual setting.

Further information on Zoom security features are available at <https://www.zoom.us/security>