

Christ King Secondary School



2020 E-Learning Policy

Consultation: Teaching Staff: 03.09.2020
Student Focus Group: 04.09.2020
Parent Focus Group: May 2020

1. General

1.1 Scope

This Policy applies to all members of the community of Christ King Secondary School, and was drawn up in consultation with all school partners. It refers to all aspects of learning, but specifically the utilisation of online learning to enhance learning both when students are physically present in school and when learning remotely. This policy document operates in addition to our existing Acceptable Use Policy (AUP). It applies to the students, staff and parents/guardians of Christ King Secondary School.

1.2 Context

This Policy has been developed in line with the ethos and mission of Christ King Secondary School, which has at its core, the care of every student. It has been devised in keeping with the school's characteristic spirit. The Policy serves to support the school's vision for excellence in learning and teaching as part of our CEIST values of "Achieving Quality in Teaching and Learning", the School Self-Evaluation process as set out in Looking at our School: A Quality Framework 2016-2020, and is informed by the Guidelines for Wellbeing in Schools (NCCA, 2016), the National Digital Strategy for Schools 2015-2020, the Guidance on Continuity of Learning (DES, April 2020) and other relevant circulars.

The Policy should be read in conjunction with the school's E-Learning Plan, Acceptable Use Policy, Website Privacy Policy, Code of Behaviour Policy, Safety Statement, Anti-Bullying Policy, Child Safeguarding Statement/Risk Assessment, Special Educational Needs Policy, Attendance Strategy, Data Protection Policy and Dignity in the Workplace Charter. The School's Code of Behaviour extends to all school activities including remote learning.

The school's mission is supported by the creation of both a physical and virtual learning environment conducive to the highest standards of achievement in a community in which mutual respect is shared in a positive environment, with student wellbeing at its core. Whether learning takes place in the physical or virtual environment, the school's focus is on creating a safe learning environment, characterised by positive and caring relationships which enable each student to become empowered independent learners.

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

In all cases students must use their @christkingschool.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:

- Google Classroom or OneNote;
- Gmail (email);
- Google Drive;
- Google Forms;
- Google Docs;
- Google Slides;
- Google Sheets;
- Google Diagrams;
- Google Meets/Hangouts– for live online classes.

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 an @christkingschool.com account as the login. In circumstances where OneNote is the chosen platform teachers and students will operate from an Outlook account.

1.3 e-Learning Approach

E-Learning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

- Some teachers may use regular live classes while others may not
- Some teachers may use live classes through Google Meets while others may use Zoom
- Some 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 for their specific subject and year group. The teacher will decide the most effective method to use to achieve this aim. Students are invited to contact their subject teacher/class teacher should they experience difficulty with any aspect of their subject or workload.

1.4 Aims and Objectives

Christ King Secondary School seeks to provide the best possible learning experience for each student in its care. In creating an optimal virtual as well as physical learning environment, Christ King Secondary School seeks to ensure that learning is not only uninterrupted, but enhanced, through the highest quality blended practices whether learners are

- physically present in school or
- learning remotely.

Christ King Secondary School seeks to ensure that the highest quality learning and teaching continues uninterrupted in the following circumstances:

- When a student is medically unfit to attend school for an extended period of time;
- When medical practitioner or Christ King Secondary School requires a student not to physically attend school;
- When the school is working in a virtual environment.

2. 0 Individual Responsibilities while partaking in eLearning

2.1 For staff and teachers:

- Utilise the school's eLearning platform to support learning when physically present in the school and when working remotely as per the requirements of Guidance on Continuity of Learning (DESk, April 2020) and the DESk Alternative Working Arrangements set out in C0049/2020.
- Teachers will only undertake live classes/interaction at the identified time on their timetable – this may be via a Google Meets live class, through Google Classroom chat or by e-mail.
- Communicate with students during normal school hours of 8:00 - 5:30pm, and in keeping with the arrangements set out in the school's Acceptable Use Policy;

2.2 For students:

- Students are to communicate through your @christkingschool.com account only. The use of any other account or e-mail address is expressly prohibited;
- Students are not to engage in communications with any account other than an @christkingschool.com account and report any such activity to your teacher or Year Tutor's @christkingschool.com e-mail account;

- Recordings or forwarding any content is prohibited – such as worksheets, exam papers, answers, solutions, videos, notes or Google Meets/Zoom links – to anyone else without the permission of the creator of that content;
- Communicate with teachers and staff during normal school hours of 8:00 - 5:30pm, and in keeping with the arrangements set out in the school's Acceptable Use Policy;
- Students are only permitted to join live classes/GoogleMeets/Zoom via their teachers' invitation through the teachers' @christkingschool.com email address. This is child protection matter.
- Be aware that online learning may take place via online or live streamed classes, by means of combinations of audio, video, virtual whiteboards, screencasts, etc.
- When using Google Meets:

0.1 Students must not turn on their video, or record any part of the communication unless the teacher invites them to do so.

02. All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone. Microphones should be switched on on the invitation of the teacher only.

0.3 A Google Meets link is intended for the student only. The teacher will decide who should receive this link. A link must not be forwarded to anyone else.

04. Google Meet sessions may be recorded solely by the teacher/Year Tutor/Deputy Principal/Principal and recordings may be made available by the teacher to the class to watch back again later. Recordings may include video, screen shares, whiteboards and audio from the class.

- Students are responsible to monitor their @christkingschool.com email account on a daily basis. You understand that all your online activity is recorded.
- Students are required to follow the netiquette guidelines as included in the School's Acceptance Use Policy.
- The School's Code of Behaviour extends to all school activities including remote learning. Any breach is considered under Level 3 of the School's published Code of Behaviour.

2.3 For parents and students over 18 years:

- Parents are requested to ensure their daughter engages with her @christkingschool.ie email account on a daily basis;
- Where live classes are being run you should ensure your daughter 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 and students are to properly attired for lessons.
- Communicate with teachers and staff during normal school hours of 8:00 - 5:30pm, and in keeping with the arrangements set out in the school's Acceptable Use Policy;
- Live online classes should be viewed by your daughter only.

4.0 Data Privacy Statement

Our E-Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) 2020 which is available from our website. For clarity, we will outline aspects specific to Blended and Distance Learning but this should be read alongside our existing policy mentioned above.

4.1 The following data is retained:

- Login activity, specifically, the last time a student logged in to their @christkingschool.com account
- Within Google Classroom 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

4.2 Data Retention rationale:

- 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 replying to 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.

4.3 Data Storage:

- All recordings are kept within the School's own systems which requires a valid @christkingschool.com 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 Google Classroom, is Ireland.

4.4 Data Retention Timeframe:

- Activity and content will not be retained beyond the students exit from Christ King School, either through early exit or through graduation. All student data is retained in keeping with the requirements of the school's Data Protection Policy and Data Retention Schedule.

5. Monitoring, Review and Evaluation

On-going review and evaluation of this Policy will take cognisance of changing information, circumstances, guidance, developments in DESk and school-based programmes and feedback from students, teachers and parents/guardians. The Policy will be revised as necessary in the light of such review and evaluation and within the SSE framework set out in Looking at our Schools: A Quality Framework 2016-2020,

The Policy was ratified by the Board of Management Christ King Secondary School:

Signed: Margaret McCormack Date: 8/9/2020

Ms. Margaret McCormack, Chairperson of the Board of Management

Signed: Richel Long Date: 8/9/2020

Ms. Richel Long, Principal.