



Rockbrook School - Remote Learning Policy

The purpose of this Remote Learning Policy is to address the significant increase in the

What is Remote Learning?

Remote learning is where the student and the teacher are not physically present in a traditional classroom environment. Instruction is mostly carried out through technology such as Zoom or Google Classroom but can also involve the student engaging in self-paced learning activities that take place independently of the teacher.

use of technology for the purposes of remote learning.

The aim of this policy is to provide guidelines and information to students, parents, and staff, surrounding the use of technology when learning remotely (i.e. from a place other than school where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.)

This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of classes remotely. This policy operates alongside all of our existing policies.

Introduction

This document sets out the policy of the school in respect of use of technology for remote teaching and learning and it operates in addition to our IT Acceptable Use Policy (AUP).

Scope of this Policy

This policy covers any aspect of student remote learning as used by school staff.

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

The list of applications that are used for digital learning are:

- Google Classroom, incorporating:
 - Google Mail (Gmail)
 - Google Docs
 - Google Sheets
 - Google Slides
 - Google Forms
- Zoom – for live online classes.

Where there are additional applications in use the teacher will provide the student with the information required to access them.

Remote Learning Approach

- Teachers will use Zoom for all their lessons.
- Attendance will be taken for all lessons, just as it is done normally. Poor attendance will be followed up by Year Heads.
- All homework assigned will be posted on Google Classroom.
- Teachers will endeavour to keep students active during a lesson. This means getting the student carry out work quietly by himself.
- Teachers may use different methods in the course of a lesson.
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

Remote Learning (Google Classroom)

Google Classroom has been key tool in the delivery of blended learning (online and face-to-face) for Rockbrook students for nearly a year. However, during periods of remote learning, the teacher will utilise this platform to a greater extent in order to communicate effectively with their students.

Standard Operating Procedures

- Teachers have overall control of the online interaction of their class. Any comments or posts on the 'Stream' or in private comments may be deleted and/or recorded by the teacher.
- Teachers will post any homework assigned in their Google Classroom. This will appear on the 'Stream'.
- Teachers will use the 'Topics' function in 'Classwork' so that students can easily locate work and other material that has been posted.

- If a student is having any difficulty accessing their Google Classroom, they should email their Year Head who will have a list of all the codes for their respective year group.
- Students are not to record or forward any content within a Google Classroom group – such as worksheets, exam papers, answers, solutions, videos, notes or Zoom links – to anyone else without the permission of the creator of that content.
- Students who wish to communicate to their teacher through the Google Classroom can do so by commenting on posts. However, students should understand that it is not always possible for the teacher to respond to this form of communication.
- A teacher may record a comment left by a student if it is disrespectful or breaches code of conduct standards.

Remote Learning (Gmail)

Standard Operating Procedures

- Do not engage in communications with any account other than an @rockbrook.ie account and report any such activity to your Year Head's @rockbrook.ie email account.
- Students may email teachers but only using their @rockbrook.ie account.
- All emails with students will be archived for record.

Remote Learning (Zoom)

Remote teaching lessons are delivered through the Zoom video platform. These lessons incorporate the use of audio, video, virtual whiteboards and screencasts (where a teacher shares their screen with the students).

Standard Operating Procedures:

- When remote teaching, the teacher will post a recurring Zoom link in their Google Classroom which students can use for each of their classes. There is no need for the teacher to create a new Zoom link for every class. The student simply clicks on the link and awaits admission to their timetabled class.
- The teacher will operate a 'Waiting Room' and admit students that way.
- Students **MUST** present for a lesson **with their video ON and their microphone OFF**. Students will not be allowed to attend a lesson if their video is off. This is to create a proper teaching and learning environment for everyone, and is a necessary approach to take in order to look after teacher and student welfare and ensure that education is happening. It is quite disconcerting for a teacher to be teaching blank screens, not knowing if anyone is even behind them, and it is also important for a student's welfare to see his classmates in a lesson, just as he normally would.

- Students should be **seated in an appropriate place** in the home when engaged in remote learning. Finding a quiet corner at home can be a challenge and so if a student has no option but to operate from a bedroom, his digital device should be set up in such a way that the bedroom is not visible on video (i.e. the background behind him should be something neutral: a wall, press, bookcase, window etc.).
- Students **MUST** present for class **wearing the school shirt and tie** (and jumper if they wish). Casual clothes are not permitted. This is to ensure a proper teaching and learning environment.
- Students **MUST** use their **first name and surname for their Zoom username**. Nicknames or other are not permitted.
- Students may use virtual backgrounds so long as they are appropriate. It is up to the teacher to decide if a student's virtual background is appropriate and the student may be asked to change it if it is deemed to be unacceptable.
- If a student needs to leave the virtual classroom (e.g. for a toilet break) he must ask the teacher for permission.
- Students may not turn off their video during the course of a lesson unless they have the teacher's express permission.
- Students are not to turn on their microphone during the course of a lesson 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.
- Students must always follow the direction of their teacher just as in the physical classroom.
- All online classes shall be conducted with the whole class. Teachers may use 'Breakout Rooms' during the course of lesson and work with smaller groups.
- In cases where a student is disrupting the lesson, the teacher will make a note and then may remove the student. The matter will be passed onto the Year Head who will then contact the student's parents. Repeatedly disruptive students may receive a temporary ban from all online access.
- A Zoom link is intended for students in Rockbrook only. Do not forward any link to anyone else.
- Only the teacher is allowed record a session or to take screenshots. No-one else is permitted to record or take screenshots.

Data Privacy Statement

Our Remote Learning Policy operates in line with the to the school Data Protection Policy which is available from our website. For clarity, we will outline aspects specific to remote learning but this should be read alongside our existing policy mentioned above.

What we retain:

- Within Google Classroom, comments made and assignments submitted

How long we retain it for:

- Ordinarily this is cleared at the end of each 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.