Distance Learning

During times of school closure e.g. Covid-19 pandemic, Presentation Primary School recognises that on-line collaboration is essential for distance learning. Presentation Primary School may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families, and pupils.

As new ways of supporting our pupils through online learning are developed, this document will be updated.

Guidelines for good online communication in Presentation Primary School

- Staff, families, and pupils are expected to behave in an appropriate, safe, respectful, and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
- **Under no circumstances should pictures or recordings be taken of video calls by pupils.**
- Staff members will communicate with pupils and their families via parent/guardian email, Aladdin, See Saw or Zoom.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Pupils and staff will communicate using tools which have been approved by the Board of Management and of which parents have been notified e.g. Aladdin, Seesaw, Kids A-Z (RAZ), Zoom and email.
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address or Aladdin. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- For security reasons, passwords will be provided to families, where applicable.
- Presentation Primary School cannot accept responsibility for the security of online platforms, in the event that they are compromised.
- Teachers may communicate by school or mobile phone. In such cases where staff members use mobile phone, it is recommended that their caller ID is private unless otherwise agreed with Principal.

Guidelines for staff members using online platforms for communication

- Staff members will share rules and expectations with pupils and their families prior to engaging with any of the distance learning platforms.
- Under no circumstances can pictures or recordings be taken of video calls.
- Staff members will communicate with pupils and families during the hours of 9am - 3pm, where possible.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff will check that consent has been given, before setting up a pupil profile for an online app.

- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
- Staff members will notify parents/guardians of the date, time and password for a video call via Aladdin or parent/guardian email.
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
- Class Teachers may invite another Teacher or SNA to attend the live Zoom calls.

Rules for pupils using online platforms for communication and remote learning

For submitting learning: **Seesaw, Email**

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For attendance at Zoom calls:

1. Remember our school rules - they are still in place, even online.
2. Pictures or recordings of the video call are not allowed
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!
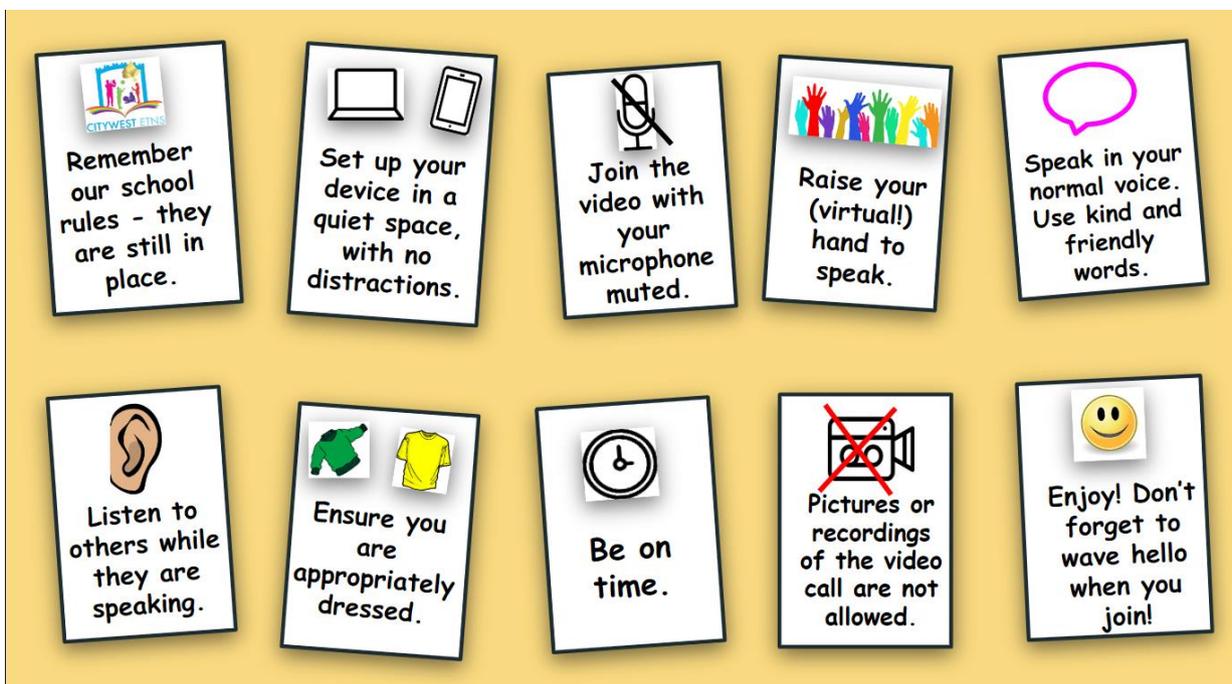
Guidelines for parents and guardians:

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/Zoom

1. The main purpose of a video call is to maintain a social connection between the school staff and pupils at times of school closure. Encourage your child to listen and enjoy the experience.
2. **Under no circumstances can pictures or recordings be taken of video calls.**
3. Ensure that the school has the correct email address for inviting you to join apps and meetings.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately. No pyjamas.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

Acceptable use of school digital devices to support the continuation of learning during school closures.

During school closures due to Covid-19 pandemic, Presentation Primary School will make available a number of digital devices to pupils to support the continuation of their learning from home. The loan of these devices is subject to availability and on a '***first come first served'*** basis.

Before a device can be given, the parent/guardian will be asked to agree to the terms of use and to sign the ***Use of School Digital Devices*** form. (Appendix B)

By accepting the digital device, the parent/guardians agrees to the following terms and conditions.

- The device is for the sole purpose of completing tasks assigned by the child's teacher(s) during school closure e.g. Covid -19 pandemic.
- The device will be handled with care and returned in the same condition as received.
- The child is supervised by a responsible adult while the child is using the device.

- The device will not be used to access sites that are not appropriate for the child's age.
- The device will be replaced by parent/guardian should it be lost, stolen or damaged.
- The device will be returned once the school reopens or when requested by Presentation Primary School.

Data Collection – SEESAW

What we retain:
- Login activity, specifically, the last time a student logged in to their Seesaw account.
- Within Seesaw, the date of when a student submits any work for same.
- A record of students' work submitted on Seesaw in an individual student portfolio. As per Seesaw terms and conditions, the ownership of the work remains with the student.

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 assist us in identifying areas that need to be reviewed/revised based on the work students submit.

How long we retain it for:
- Ordinarily, this data is cleared at the end of each academic year, however in certain situations, some information may need to be kept in a student's file for the duration of their time in the Presentation Primary School.
- In any case, activity and content will not be retained beyond the students exit from the school, either through early exit or through graduation.