Distance Learning
Guidelines and Expectations during the School Closure

Rationale

To support efforts to contain the spread of Covid-19, Celbridge Community School, along with all schools in Ireland, has been directed by the Department of Education and Skills to ensure that the impact of the current school closure on teaching and learning is minimised, by providing subject material and assignments online for all our students.

This has been an unsettling and challenging time for us all and there are new and complex demands on individuals and on families. We are also aware that this may be a confusing and stressful time for students and their families and that engaging in school work online may be proving challenging in terms of online access, organisation, time management and engagement.

We have therefore compiled a list of guidelines and expectations for members of our school community to support us all to engage in high quality, effective and safe distance learning. These guidelines should be read in conjuction with all our school policies, including Code of Behaviour, Anti-Bullying Policy, Acceptable Use Policy, ICT Code of Conduct etc.

We have also referred to the 'Guidance on Continuity of Schooling' documents (in relation to teaching and learning online, SEN, Guidance Counselling etc.) issued by the Department of Education and Skills in recent weeks.

Guidelines and Expectations

Students
- Students should develop a routine that allows them to engage with school work in a way that suits them and your family.
- Students should try to engage with work and with teachers online (if required), during the school day and keep afternoons and evenings free for creative and physical activities.
- Students are not expected to follow the timetable of the school day but can expect work to be shared with them in line with the daily school timetable.
- Students should check their Schoology and email accounts in a timely manner, in order to stay informed of work being assigned and other information that is shared with the students.
- Students should complete and upload work/assignments by the deadline set by the teacher. It is the student's responsibility to complete the work or communicate to the teacher why it is not completed.
- If you are unable to complete work / if you are unwell / any other reason, please contact your Caomhnóir to inform them, as you would do on a normal school day.

- If you have any questions / difficulties in relation to work / need additional time for assignments, please contact your teacher / Caomhnóir to seek help, as you would do in a normal classroom-based lesson.
- If you have any ICT issues e.g. with your iPad, Schoology account or email account, please fill in an iTicket on our school website (https://celbridgecs.ie/index.php/i-t-ticketing).
- Students may request additional support/guidance from their teachers, Caomhnóir, SEN team, Guidance Counselling team if required. Students should contact the relevant staff member through Schoology.
- The online platform "Zoom" which facilitates 'live' online classes or video conferencing style classes may be used as an additional tool to facilitate greater engagement between students and teachers and to enhance the quality of teaching and learning during the school closure.
- Zoom is the only video conferencing platform which will be used by Celbridge Community School at this time.
- Invitations / information about scheduled classes will be shared with students in the normal way on Schoology / by email (e.g. the time of online class, materials required by student etc.).
- All 'live' online classes will take place during school time and students will be notified at least 24 hours in advance by the teacher.
- If a student is invited to attend a 'live' class online the student must join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, other resources). Teachers will have overall control over who is permitted to join or be removed from the class.
- If a student is invited to attend a 'live' class online, the student must be appropriately dressed for class and in a public room, with no interruptions, even if the online class includes screen sharing and/or audio only.
- In 'live' online classes, students must follow agreed protocols, and must not interrupt the teacher during the lesson. Questions should be sent to the teacher via the messaging/chat function on the Zoom platform.
- Students must adhere to the settings that the teacher has in place and must keep their microphone muted throughout the lesson, must ensure their camera function stays off and should minimise any movement/distraction during the lesson.
- Students may use the messaging/chat functions for questions / discussions about the work and not for any other purpose. Only the teacher may turn on a student's microphone when they are invited to contribute and the student's microphone will be turned off again, once the student's contribution to the discussion is finished.
- Please note, the messaging/chat function should only be used for questions/discussion about the work and not for other unnecessary communication.
- Students should not initiate any online live classes with their teacher. Students should communicate with their teacher via Schoology message or email.
- Recording of a live lesson (audio / video / photographs etc.) by students is strictly prohibited.
- The recording and posting of any video/live lessons on any social media platform is strictly prohited.

- Students should keep themselves safe, healthy, and well by following all the guidelines to help contain the spread of Covid-19.

Parents
- Parents/guardians should help their son/daughter to develop a routine that allows them to engage with school work in a way that suits them and your family.
- If possible, parents/guardians should support students to engage with school work and with teachers online (if required), during the school day and keep afternoons and evenings free for creative and physical activities.
- Parents/guardians should encourage students to try and complete any online schoolwork to the best of their abilities, where possible, depending upon any external circumstances.
- Parents/guardians should encourage students to communicate with their subject teacher, Caomhnóir, Ceann Bliana (Year Head), or to fill in an iTicket, if they are having any challenges /have questions during the school closure.
- Parents/guardians may contact the Caomhnóir/Ceann Bliana (Year Head) by email if you would like to bring anything to our attention e.g. student ill and not available to work etc.
- Parents/guardians should contact the school office by email if their child is ill or otherwise unavailable for school / engage in learning, as would normally occur when the school is open.
- By facilitating your child's 'live' online lessons in your home, your child's lessons may feel very different but the same rules of communication apply as if this were a regularly taught lesson in school. This means that the interaction during these lessons is to be between the teacher and students only.
- Parents/guardians may request additional support from their child's Caomhnóir, SEN team, Guidance Counselling team if required. Initial contact will be made with parents by email or by phone and appropriate follow up and supports will be agreed.
- Parents/guardians will be able to keep a track of your child's engagement through checking in with them, supporting them with their work and looking at their Schoology courses and accompanying submissions.
- Parents/guardians will also be able to view how your child is engaging with assigned work through the Pointí Gradam system on VSware.
- Keep your family healthy, stay well and remind students to follow all the guidelines to help contain the spread of Covid-19.

Teachers
- Teachers are providing meaningful and appropriate work for their specific subject and class groups.
- This material will be posted by the teacher in advance of the timetabled class and any task/activities assigned can be completed according to the teacher's guidelines/deadlines.
- Teachers will assign work for the entire class and will assign tasks/activities for a variety of abilities, differentiating as appropriate for students with additional educational needs.

- Subject teachers, SEN team, Guidance Counselling team and school management are available to support student engagement and wellbeing throughout the school closure.
- Teachers may use a variety of online applications to share work and will follow correct policies and procedures for all online activity including GDPR.
- The online platform "Zoom" facilitates 'live' online classes or video conferencing style classes may be used as an additional tool to facilitate greater engagement between students and teachers and to enhance the quality of teaching and learning during the school closure.
- Zoom is the only video conferencing platform which will be used by Celbridge Community School at this time.
- Teachers will notify students of scheduled 'live' classes on Schoology/by email at least 24 hours in advance and will also inform students of the materials required by student (e.g. pens, copybook, other resources) and how long the online class will take.
- Should teachers choose to utilise 'live' classes / video conferencing, these will be scheduled for specific class groups in line with the normal school timetable so as to avoid clashes.
- Teachers should be appropriately dressed for class and in a public room, with no interruptions, even if the online class includes screen sharing and/or audio only.
- Teachers should ensure that all other windows are closed on their desktop and that they are logged out of their personal/school accounts.
- Teachers must adhere to the settings agreed at whole school level for conducting 'live' classes online through Zoom (e.g. waiting room, video, audio, chat controls, break out rooms etc).
- Teachers will explain class protocols at the start of each 'live' class, e.g. student must mute microphones, turn off cameras, use chat function to ask a relevant question etc.)
- Only the teacher may turn on a student's microphone when they are invited to contribute and the student's microphone will be turned off again, once the student's contribution to the discussion is finished.
- Please note, the messaging/chat function should only be used for questions/discussion about the work and not for other unnecessary communication.
- Students should not initiate any online live classes with their teacher. Students should communicate with their teacher via Schoology message or email.
- Only teachers may record their classes/presentation. Student recording of a live lesson (audio / video / photographs etc.) is strictly prohibitted.
- In most instances, there is no need for any cameras (teacher or student) to be switched on. Most teachers will share a powerpoint presentation or other visual on screen, talk about and explain this content and respond verbally to questions raised by students in chat/messaging function or verbally when invited to do so by the teacher.
- The minimum numbers for any 'live' online classes is three students. One-to-one video lessons are not permitted.
- The recording and posting of any video lessons on to any social media platform is not permitted.
- Teachers will provide whole class or individual feedback as appropriate on Schoology.

- Teachers will provide updates on engagement to parents on VSware.
- Teachers will endeavour to respond to Schoology messages from students in a timely manner, and during normal school time.
- Teachers/Caomhnóirí/Ceann Bliana will endeavour to respond to emails in a timely manner, and during normal school time.
- All teachers will follow normal referral and communication systems if they are concerned about a student's engagement, wellbeing, welfare etc.
- Teachers should try to manage their day so that school work and school communication does not disrupt afternoons/evenings.
- Teachers should ensure that they look after themselves, keep themselves healthy, well and follow all the guidelines to help contain the spread of Covid-19.

Support Staff
- Our school office is contactable by email during normal school hours and every effort will be made to respond to emails in a timely manner.
- Support staff will check emails and online platforms daily and will continue to support students as directed by school management.
- Support staff may engage in online CPD and any other reasonable work as requested by school management.
- All staff will follow correct policies and procedures for all online activity including GDPR.
- All staff should ensure that they look after themselves, keep themselves healthy, well and follow all the guidelines to help contain the spread of Covid-19.