



## **Coolmine Community School**

### **Remote/Blended Learning Policy**

This document sets out the policy of the school in respect of use of technology for remote teaching and learning during the current Covid 19 pandemic. This policy operates in addition to our existing Acceptable Use Policy (AUP) and Mobile Phone Policy.

#### **Scope**

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

In all cases students must use their Office365 [@coolminecs.ie](mailto:@coolminecs.ie) account to log in. Students are not to use any other account under any circumstances for the purposes of remote/blended learning

The list of applications in Office 365 that will be used for remote/blended learning will primarily be:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

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 [Office 365](#) account as the login.

#### **Definitions**

Blended learning - the thoughtful integration of classroom face-to-face learning experiences with online learning experiences (Garrison and Kanuka, 2004).

Remote Learning in an emergency - a temporary shift from the normal modes of in-school learning. It happens when teaching and learning becomes remote (or distant) due to emergency circumstances (Hodges et al, 2020).



## **Blended/Remote Learning Approach**

There will be a variety of approaches to blended/remote learning in Coolmine CS, this list is not exhaustive:

- Online Assignments
- Independent learning
- Pre-recorded lessons
- Live streamed lessons
- Online Resources
- Textbooks
- Online Assessments and Worksheets

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher using their school email within school hours if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

## **Everyone's Responsibilities while partaking in Blended Learning**

### For staff and teachers:

Teachers have overall control of the online interaction of their class. Where students disrupt the learning in a virtual environment, they will be removed in order to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.

Teachers will endeavour, where practicable, to be available at the identified time on their timetable, the mechanism will be agreed with the class in advance and work will be posted for each timetabled class in teams.

### For students:

Students should engage in remote learning to the best of their ability. Students can communicate through their [Office 365](#) account. The use of any other account or e-mail address is expressly prohibited.

Students must always be polite and respectful to teachers and fellow students in the online environment, this includes in chats, email and video interactions.

Students must not engage in communications with any account other than an [Office 365](#) account and report any such activity to your teacher's [Office 365](#) account.



Students should not record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes – to anyone else without the permission of the creator of that content.

Students should understand that all online activity in Office 365 can be accessed and monitored. This includes anything you send or say via e-mail, Teams, and OneNote, and whether you are checking regularly for assigned work.

For parents & guardians:

Parents should ensure that your son/daughter can use their log in details at home to access their [Office 365](#) account. They should also ensure that your son/daughter is checking in regularly for assigned work.

Where live classes are being run parents should do your best to ensure your son/daughter is in an area of the house that is quiet and free from distractions.

Live online classes should be viewed by your son/daughter only and where possible earphones should be used.

### **Live Online Classes**

Teachers may deliver some of the course “live” using Microsoft Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

#### **In the use of Live Online Classes:**

- Students must always follow the direction of their teacher just as in the classroom.
- Students are not to turn on their video, unless instructed by their teacher.
- Students are not to turn on their microphone unless the teacher invites them to do so. All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- No recordings of live classes are permitted by students.
- Only the student should attend the live lesson. No other person should be in attendance at the lesson.
- It is not permitted to share class access links or meeting links.
- If any third party is in attendance at the live lesson, the lesson will be terminated immediately and the incident will be reported to the senior management team.



## **Data Privacy Statement**

Our Blended Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) 2017 which is available from our website. For clarity, we will outline aspects specific to Blended/Remote Learning but this should be read alongside our existing policy mentioned above.

### **What we retain:**

Login activity, specifically, the last time a student logged in to their Office365 account.

Within Teams 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.

In live classes using Microsoft Teams, all audio, video, whiteboard, annotations and screenshare activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

### **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 provide revision materials by means of replying 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.

### **Where we retain it:**

All recordings are kept within the school's own systems which requires a valid [administrator Office 365](#) login to access.

***This policy was ratified by the Board of Management on the 10<sup>th</sup> of Feb. 2022***



Coolmine Community School  
Scoil Phobail Chúil Mhín

### **References:**

- Bond, A., Hodges, C, Moore, S, Lockee, B. & Trust, T., (2020), The Difference Between Emergency Remote Teaching and Online Learning, Available online: <https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning#:~:text=In%20contrast%20to%20experiences%20that,mode%20due%20to%20crisis%20circumstances>.
- Garrison, R. & Hanuka, H., (April 2004). Blended Learning: Uncovering Its Transformative Potential in Higher Education, *Internet and Higher Education* 7(2):95-105