



# **CBS Thurles**

## **Remote Teaching and Learning Policy**

## **Introduction**

This policy provides guidelines and information to students, staff and parents/guardians on the use of technology when teaching and learning happens remotely i.e. when a student is being taught in an environment that is not within the school building and/or the teacher is working remotely and is not physically present with the student(s). This policy seeks to ensure that remote teaching and learning is safe for student learners under Child Safeguarding Procedures and for staff and that data is protected under GDPR legislation. This policy also sets down best practice guidelines for all participants.

This policy must be read in conjunction with related school policies, e.g. ICT Acceptable Use Policy, ICT Policy, Code of Behaviour, Anti-Bullying Policy, Child Safeguarding Statement and others, all of which can be accessed on [cbskilkenny.ie](http://cbskilkenny.ie). Once a learning exchange takes place between a student and teacher, whether at home or at school, the same rules apply i.e. CBS Thurles Code of Behaviour, Health and Safety Control of COVID-19 and all CBS Thurles policies.

## **General Notes during Distance Teaching and Learning**

- Office 365 is the main platforms used by teachers to communicate, share resources and upload material and assignments.
- Teams and Zoom are the main video conference software applications in use.
- Where possible, communications with other members of the school community should take place within normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, responses or actions outside of normal working hours are not expected.
- All aspects of CBS Thurles Child Safeguarding Statement apply, and the criteria for mandated Child Safeguarding reporting remain the same as if the student is being taught in school.
- All provisions relating to staff and student data must comply with GDPR.

## **Guidelines for Students engaging in Remote Teaching and Learning**

- A guide for students, "Online Learning Protocols", is available on [cbsthurles.ie](http://cbsthurles.ie)
- All school policies apply to distance learning, particularly the Code of Behaviour and Health and Safety Control of COVID-19
- Students must use their [@cbsthurles.ie](mailto:@cbsthurles.ie) email address
- Where possible, communication with other members of the school community should take place within normal school hours
- The normal school calendar and school day times apply

- Where timetables must be changed from normal onsite timetables, this will be communicated in advance
- Respectful and professional engagement is expected in all staff-student and student/student communications
- Students should present all assignments on time and to the best of their ability
- Online engagement may form part of end of term or end of year assessment reports
- The material created by the teacher and shared online is the property of the teacher. Students do not have permission to share with others outside of the classroom unless given permission to do so.
- Students may not record without the prior permission of the teacher conducting a live online class.

#### **Guidelines for Staff engaging in Remote Teaching and Learning**

- Staff must use @cbsthurles.ie email address
- Respectful and professional engagement is expected in all staff-student communications
- Teachers of mainstream classes must endeavour to meet the particular needs of AEN students in their class group during times of distance learning
- The normal school calendar and school day times apply
- Where timetables must be changed from normal onsite timetables, this will be communicated in advance
- The AEN department, which includes Special Education Teachers (SETs), SNAs and the SENCO will endeavour to support all students with additional needs to access remote teaching and learning. Contact will be routine, regular, supportive, in line with the learning plan that applies onsite and should take in place in the presence of another adult.
- Where possible, communication with other members of the school community should take place within normal school hours
- Assessment, attendance and behaviour records must be retained.

This policy has been approved by CBS Thurles Board of Management.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, Board of Management