



Holy Family Community School
Education is Opportunity
Distance eLearning Policy

Title:	Distance eLearning Policy
Approved by:	The Board of Management
Date:	8 th December 2020
Responsibility for implementation:	The Board of Management and the Principal
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Holy Family Community School

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Draft Distance eLearning Policy - November 2020

Introduction

This document sets out the policy of the school in respect of the use of technology for distance or remote teaching and learning, hereafter referred to as "Distance eLearning". It should be read in conjunction with the school's Acceptable Use Policy (AUP) and Data Protection Policy which can be viewed on our website at www.hfcs.ie.

Scope of this Policy

This policy covers all aspects of Distance eLearning used by the staff and students of Holy Family Community School.

In all cases students must use their @hfcs.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning.

The list of applications that will be used for Distance eLearning will primarily be:

- Office365 (full suite access)
- There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. The student must, in all cases, use their @hfcs.ie account as the login.
- Teachers may also use alternative applications for live online classes.

eLearning Approach

The most effective and relevant teaching methodologies will be used to cover the curriculum/subject specification. A blended approach will be taken to eLearning and teachers may use a variety of methods, applications and digital platforms. For example:

- Some teachers may conduct live online classes while others may not.
- Some teachers may pre-record lessons and content while others may not.
- Some teachers may distribute work as weekly bulk assignments while others may distribute work as daily homework-style tasks.

Students should communicate with their teacher straight away if they are having difficulty with any aspect of Distance eLearning. Students should acknowledge receipt of work from their teacher. Communication between student and teacher is of paramount importance.

Responsibilities while partaking in Distance eLearning

For staff and teachers:

- The Code of Behaviour & Discipline applies to the online classroom in the same way as it does in the physical classroom.

- Disruptive students may be removed from a live online lesson.
- Poor online engagement will be recorded on the Behaviour Management System on ePortal and parents are encouraged to check ePortal regularly.

For students:

- Students must communicate through their @hfcs.ie account for educational purposes only. The use of any other account or e-mail address is expressly prohibited.
- Students must report any non-school related activity on their account to the teacher or Year Head.
- Students must always be civil and respectful to their teachers and fellow students in their online communications and online interactions.
- Students must not record or forward any content (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 should understand that the school has records of their online activity. This includes anything students send or say via e-mail, Teams, Zoom and OneNote, and whether students check regularly for assigned work.

For parents/guardians:

- Parents/Guardians should ensure that their son/daughter is checking their school email account regularly for assigned work.
- Parents/Guardians should check the ePortal Behaviour Management System on a regular basis.
- When live classes are being run, parents/guardians should ensure that their son/daughter is in an area of the house that is quiet and free from distractions. Ideally, bedrooms should not be used for live classes.
- Parents/Guardians should ensure that their son/daughter is dressed appropriately for all live classes.
- Parents/Guardians should ensure that live online classes are viewed by their son/daughter only.
- Parents can request their son/daughter's @hfcs.ie access details by contacting the school.
- Parents must not set up a forwarding/redirect rule to another email from their son/daughter's hfcs.ie email as this poses a serious security risk to the school network.

Live Online Classes

Teachers may deliver some of the course "live" using Zoom or Teams or other VLE software. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

During a live lesson:

- Students must always follow the direction of their teacher just as in the classroom.
- Students are not to turn on their video/camera or microphones unless requested by their teacher.
- A Zoom link or a link to a VLE is intended for the student only. The teacher will decide who should receive the link. Students must not forward any link to anyone else.
- Students should be dressed appropriately for all live lessons.
- All Zoom/VLE sessions are recorded by the teacher and these recordings may be made available by the teacher to the class to watch again later. This recording includes any video, screen shares, whiteboards and audio from the class.
- Only the teacher is allowed record a session. No-one else is permitted to record.

Data Privacy Statement

Our Distance eLearning Policy should be read in conjunction with the school's Internet Acceptable Usage Policy (AUP) and Data Protection Policy.

What data the school retains:

- 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 Zoom/Teams/VLEs, all audio, video, whiteboard, annotations and screen share activity of both teacher and participants (the student's audio/video is not recorded if the student is on mute and the video is not enabled).

Why the data is retained:

- To assist the school in making sure students are engaging in learning sufficiently and in good time.
- To assist the school in generating appropriate and relevant feedback to parents on progress.
- To provide revision materials by means of recording 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 the data is retained:

- All recordings are kept within the school's own systems which require a valid @hfcs.ie login to access.
- The school's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long the data is retained:

- Ordinarily the data is cleared when the student leaves the school.
