**St. Benedict’s National School**

**Distance Learning Policy**



**Aim**

We have devised a new Distance Learning Policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning.

**Introduction**

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning during unforeseen school closures, hereafter referred to as “Distance Learning” – it operates in addition to our existing Acceptable Use Policy (AUP).

**Guidelines for good online communication:**

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via Seesaw.
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
6. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.
7. The school contact number during closures for any queries or difficulties parents/guardians may have is 0952828273

**Guidelines for staff members using online communication methods:**

1. Staff members will communicate with pupils and families during the hours of 9am – 2.40pm, where possible.
2. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
3. Staff members will report any concerns regarding online behaviour or interactions to school management.
4. Staff members will post one video at the start of the week and one video at the end of the week. These videos are just an introductory video and a final video to finish up the week and thank children for their work.
5. Lessons will be posted by 9am each morning.
6. New learning will be taught using pre –recorded videos, screen castify, loom or power point presentations with voiceovers. These will be added each day.
7. Work will be set in English, Irish, Maths, PE and one other subject from SESE or The Arts each day.
8. Teachers from each stream will work collaboratively to plan and prepare lessons
9. Teachers will correct one piece of work per child, per day. Answers for all other work will be sent to the children the day after work has been completed.
10. Learning support teachers will be linked with their class teacher on seesaw.
11. The deputy principal will be linked with Rooms 1-12 and the principal will be linked with rooms 13-24 in the event of a school closure.
12. SNA’s will be linked with their designated child’s class on SeeSaw in the event of a school closure.

**Rules for pupils using online communication methods:**  
For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Children should submit at least one piece of work per day
3. Use kind and friendly words.

**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. Parents will communicate with teachers during the hours of 8am – 4pm, where possible.
3. Check over the work which pupils send to their teacher, ensuring it is appropriate.
4. Continue to revise online safety measures with pupils.

This policy was approved by the Board of management on

Chairperson Signature