



TITLE:

CBS CHARLEVILLE

E - Learning Policy – Addition to Acceptable Usage Policy (AUP)

Rationale:

E learning is an effective means of managing the remote learning of students. It also serves as a forum for teachers to share class notes, explanatory videos and other learning tools that can assist students while revising at home or completing homework tasks.

This e-learning policy connects to our school mission statement and the vision of our school as set out in the three core principles of the Code of Behaviour

- **We Care**
- **We show Respect**
- **We are Responsible**

The purpose of this addition to the AUP is to ensure that students will benefit from learning opportunities offered by the school's distance learning resources in a safe and effective manner. All online teaching and learning will happen through student and teacher school email addresses on the Google G Suite for Education platform.

Mission Statement:

As an all boys secondary school in the Edmund Rice tradition, C.B.S. Charleville aspires to the intellectual, moral, spiritual, physical and social formation of all members of our school community.

We seek to inspire our students to reach their potential, to foster integrity, inclusivity and a spirit of service for the greater glory of God.

ONLINE FACE TO FACE LEARNING CLASSROOMS – e.g. Zoom/Google Meet

Live classes are used to enhance the student distance learning experience. At the start time for each class, the student will receive an email from their subject teacher. In the email will be the link to join the class. Students are expected to join classes punctually. Students are asked to be dressed appropriately, i.e. no pyjamas. Where possible the student should ensure they are in a shared space in the home, or have no personal items visible on camera. Students should attend classes with the equipment required for class as per their usual school routine.

Assignments

Students may be assigned work during class as normal or may have been assigned work to complete in advance of the online class. Some of this work will be done in class and other work will be done outside of the class, similar to how homework is normally assigned and completed. Students will submit their work over the internet and teachers will correct it, give grades and give feedback. Work will be submitted initially using email. Other technologies for submitting work may be rolled out, however, these will be technologies approved for educational use such as Google Classroom, Edmodo, Zoom. Social Media will not be used as a means to communicate with students. As normal, homework not submitted will be recorded on the student administration system.

Students who need to email teachers directly should do so during the normal working day 9.00am to 5pm. Work uploaded by teachers or submitted by students through Google Classroom cannot be scheduled and can occur outside of these times. This may result in notifications to your device of uploaded, submitted or returned work. In this instance students and teachers may have the notifications setting muted outside of working hours.

All work submitted must be the students own work.

For students doing Junior Cycle Classroom Based Assessment tasks and Leaving Certificate practical work, we will inform you of any instructions from State Examinations Commission on how to proceed.

Resources

Students need to be prepared for online classes just as for normal classes. Students should have books, workbooks and copies all ready for any work assigned in class. It is important that the device to be used for class has been fully charged, or is connected to a charger for the duration of “the school day”. Please note, many school book publishers, such as Edco, Gill and Macmillan, Folens and CJ Fallon, are providing free access to their online books and other educational resources. Students should note the various publishers of their school books and check out the relevant websites to ensure that they are availing of these resources. Teachers can also advise in this regard.

Behaviour Code and Online Etiquette

The main principle for online learning is to behave as you would in a classroom.

- The teachers will expect normal good class-room behaviour from students.
- Students when attending classes will be required to have their video on.
- Directions from their teacher will issue in relation to muting microphones on or off or cameras on or off as required
- Students should put up their hand if they want to ask a question (raise hand) and should not interrupt each other or the teacher.
- Students should not engage in conversations which take attention away from the content of the lesson or disrupt the flow of the lesson.
- Teachers may have a check-in at the beginning or end of classes, but outside of this time, the focus will be on learning.

As an online student, communication is a bit different than in a face-to-face setting. In an online environment, it is important to understand some common rules for good online etiquette. This ensures that the message you intend to convey is received correctly. Please find below 7 rules for online etiquette (<https://achievevirtual.org/7-rules-for-online-etiquette/>)

1. **Be respectful.** While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that your classmates and teachers are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. If you wouldn't say it to someone's face, don't say it online either.
2. **Be aware of strong language, all caps, and exclamation points.** It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent but your recipient thought you were being rude? If so, then you've experienced this firsthand. By being cognisant of strong language, you can identify potential confusions before sending messages. Tip: Read everything out loud before you send it.
3. **Be careful with humour and sarcasm.** Certainly you shouldn't avoid being funny. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humor or sarcasm so that it is read correctly.
4. **Yes, grammar and spelling matter.** While texting, textspeak can be great for friends. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect proper writing style.

5. **Cite your sources.** Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first.
6. **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.
7. **Be forgiving.** Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different to simply talking to a person face-to-face. Please be patient and helpful to teachers and fellow students alike who are adjusting to using new technologies.

School Expectations and sanctioning procedures:

Students cannot:

- Speak while other students or the teacher is speaking
- Use virtual backgrounds
- Use pictures of other students
- Screen cast anything to the class
- Capture images or videos during the class unless already given permission by the teacher e.g. given permission to screen shot a solution the teacher has done
- Forward any materials captured during the class where the student has not been given permission to capture the material.
- Undertake any actions or communicate across any medium in a manner which may cause offence or bring the school into disrepute.
- Abuse the privilege of the access to the online class

Like in normal classes, for students not observing classroom rules, sanctions will apply. This will include muting a student so they cannot participate, blocking their video image or asking them to leave the class. All infringements will be followed up as per the school's behaviour code. Incidents will be recorded on the student administration system i.e. VS Ware. Students may be asked to enter into the Student-Teacher agreements, have meetings with their subject teacher, Year Head, the Deputy Principal or Principal and may be suspended from attending classes online.

Legislative context

Students and parents should familiarise themselves with the following:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

The school reserves the right to report any illegal activities to the appropriate authorities.