

## Teaching on Line classes

Respectful online communication, wellbeing and the use of digital technologies to support teaching are key to managing teaching and learning outside of the physical school structure. To support the online engagement of students and to optimise student learning, teachers may need to vary and appropriately scaffold subject content. This will help ensure that students are not overwhelmed by a multitude of online content.

**In all cases must only use the [@cbsroscommon.ie](mailto:@cbsroscommon.ie) account as the login.**

### eLearning Approach

eLearning will take what is known as a 'blended' approach. As with traditional classes, different teachers may use different methods or approaches, often dependent on the subject. 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 Year Head or the Guidance Counsellor if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Teachers should:

- Ask students to turn their microphones off unless asked to contribute;
- No teacher should engage in one to one online. If a teacher has a live class and only one student logs on, the teacher would be best advised to terminate the meeting/class.
- Communicate with students during normal school hours;
- Request students to communicate with them only during school hours;
- Use Office 365 platform and school accounts as the only methods of communication.
- A teacher's school email address is for school purposes only.
- Students are expected to adhere to the school's Code of Behaviour, including our Anti-Bullying Policy, Acceptable Use Policy, Acceptable Usage Policy for Devices.

In addition students should:

- Work in a suitable learning environment - a quiet space, at a desk/table, with no distractions;
- Log on to classes on time;
- Follow the direction of their teacher just as in the classroom;
- Turn camera off for class unless instructed otherwise by the teacher - Head and shoulders should be seen on screen;
- Not record classes at any time;
- Turn microphone off unless called on by the teacher;
- Not take screenshots or photos of others;
- Respect the views of everyone online;
- Use appropriate 'classroom' language when speaking online;
- Be adequately prepared for each class - this includes having the correct textbooks, completed homework assignments, and any relevant materials;
- Communicate with teachers using the given platform and during school hours only;
- Log in to Office 365 and emails every day to check for updates from teachers;
- Not use their mobile phone other than to join online classes.

Non-compliance with these procedures will result in a warning to students. Further non-compliance will result in parents being contacted and students may be removed from the online class.

- Procedure if student is persistently not engaging with online learning

1. Class teacher informs the Year Head.
2. Year Head links in with Care Team and appropriate response is agreed.
3. Year Head or Care Team may make contact with Parent/Guardian.

**Parents/Guardians should:**

- Ensure that their son is checking in regularly for assigned work;
- Ensure that their son is on time, working in a suitable learning environment – where possible in a quiet space, at a desk/table, suitably dressed for class and with no distractions (please be mindful of Child Protection Guidelines);
- Ensure that real time online classes are viewed by their son only;
- Communicate any concerns regarding online learning with the Year Head.

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