

Appendix 2- Protocols for Use of Online Platforms

Protocols for online meeting:

Context:

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century and developments in IT provide us all with great opportunities as learners and teachers.

In St Anne's we welcome these developments. We use a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Central to the use of any online tools is the maintenance of children's safety and staff safety. Whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Positive Behaviour and all of the school's policies apply.

Guidelines for good online communication in St Anne's National School:

1. Staff will communicate using tools which have been approved by the school (mainly through SeeSaw and Aladdin)
2. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
4. For security reasons:
 - a. parents will notified and permissions are sought for use of online tools
 - b. passwords will be provided to families, where applicable.
 - c. Parental permission will be acquired before setting up any new profile for a pupil on a communication forum eg Microsoft TEAMS.

St Anne's NS cannot accept responsibility for the security of online platforms, in the event that they are compromised

Where digital and/or online options are not possible options are not possible other strategies such as using the Postal Service or phone calls will be considered

For any video calls the following will apply

1. The teacher will set up the meeting and invite students to same (an email and password will be sent via ALADDIN)
 - a. Under no circumstances should pictures or recordings be taken of video calls.
 - b. Under no circumstances should passwords or access information be passed to another person
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online
3. Remember our school rules - they are still in place, even online.
4. Set up your device in a quiet space, with no distractions in the background.
5. Join the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. The chat function on Teams should not be used unless the teacher gives permission
10. Ensure that you are dressed appropriately for the video call.
11. Be on time - set a reminder if it helps

Once the meeting is over all participants should leave the meeting straight away.

We request that children do not have a second device eg phone with them at the meeting. We trust that anyone else who is with the child/in the background will behave in an appropriate manner and that staff or children's inputs are not discussed beyond the meeting.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting, a meeting being immediately terminated or a person being excluded from subsequent meetings. As mentioned above the School Code of Behaviour will underpin any sanctions for breaches or poor behaviour when online.

We advise parents, students to report any issues to the school immediately in order to support everyone's safety.

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

