



Belvedere College SJ

PER VIAS RECTAS

Name of Policy/Document	Distance Learning Policy											
Drafted by	Noelle Russell											
Consultation with:	Staff				Parents' Association				Other			
	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Date									PSC June 2020			

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Signed Chair, Board of Management				___/___/___	
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Distance Learning Policy

Belvedere College SJ Distance Learning Policy reflects changing circumstances and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts; rather, it specifically outlines the various applications used for the delivery of online classes, remotely.

This Distance Learning Policy operates alongside all existing College policies.

Introduction

This document sets out the policy of the College in respect of use of technology for distance or remote teaching and learning, hereafter referred to as “Distance eLearning”. It operates, in particular, in conjunction with our existing Acceptable Use Policy (AUP) and College Code of Behaviour.

Scope of this Policy

This policy covers any aspect of student distance learning as used by College Staff.

In all cases, students must use their @belvederecollege.ie account to log in. Under no circumstances are students permitted to use any other account under any circumstances for the purposes of Distance eLearning within the College.

The applications that will be used for distance learning and supported by the Colleges IT team will primarily be:

- Office365, incorporating:
 - Microsoft Outlook (e-mail)
 - Microsoft Teams
 - Microsoft OneNote
 - Microsoft Forms
 - Microsoft Stream
- Edmodo

There may be some additional applications that some teachers may use and each teacher will provide the student with the information required to access them. In all cases, an @belvederecollege.ie account must be used to login.

eLearning Approach

eLearning will take what is known as a ‘blended’ approach and some teachers may use different methods more than others. For example:

- Some teachers may use regular live classes while others may provide pre-recorded materials.
- Some teachers may use live classes through Teams.

- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

In all cases the primary aim is to cover the required curriculum areas for each teachers specific subject. The teacher will decide the most effective method to use in order to achieve this aim. Students should get in touch with their teachers right away if they are having difficulty with any aspect of a subject or if they are finding the workload unmanageable.

Everyone's Responsibilities while partaking in eLearning:

For staff and teachers:

- Teachers have overall control of the online interaction of their class.
- Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access or have their access severely restricted from interaction during live teaching.
- Teachers will do their utmost to be available at the scheduled time on their timetable – through a medium of their choice. All classes shall be held within the times of the normal school day.
- All Teams classrooms are to be created as private and only students using their @belvederecollege.ie addresses should be admitted.
- All lessons should be whole class and not one to one without parental consent.
- All online sessions shall be conducted with whole classes or smaller groups of students.
- One to one sessions with any student is prohibited unless express parental consent has been obtained.
- Staff shall also monitor whether students are checking regularly for assigned work.

For students:

- All communications in respect of e-learning should be through your @belvederecollege.ie account only.
- The use of any other account or e-mail address is expressly prohibited Unless they are contacting the IT helpdesk due to not being able to access their @belvederecollege.ie email account.
- No engagement in communications using any account other than an @belvederecollege.ie account is permitted and students are required to report any such unauthorised activity to your teacher or year-head @belvederecollege.ie e-mail account.
- Students must always be civil and respectful to your teachers and fellow students and dressed appropriately.
- The recording or forwarding of any content within a Teams group is strictly prohibited without the express permission of the creator of the content in question. This prohibition extends to but is not limited to worksheets, exam papers, answers, solutions and videos.
- Online teaching/learning activities may be recorded by staff. This includes anything students may communicate via Office 365 e-mail, Teams, Edmodo and any platform chosen by the teacher.
- Any recorded data is retained for internal College use only and in compliance with the College's privacy guidelines.

For parents/guardians:

- Please must ensure that their sons are checking-in regularly for assigned work.
- Where live classes are in session parents shall ensure, where possible, that a student is in an area of the house that is quiet and free from distractions where possible.
- Parents must ensure that live online classes are attended only by their son(s) and with an appropriate level of parental supervision.
- Parents who do not want their son to attend the online lessons please inform the school by letter or email.
- Where students are receiving guidance, chaplaincy or tutor contact on a one to one basis the express consent of parents shall be required.

Data Privacy Statement

This Distance Learning Policy operates in conjunction with the College's Internet Acceptable Usage Policy (AUP) and the College Code of Behaviour. Whereas matters specific to Distance Learning are set out herein, this Policy must be read in conjunction with all relevant existing College policies.

Data retained by the College:

- Login activity, specifically, the most recent time a student logged in to their Office365 account
- Within Teams, OneNote and other apps in the Office 365 Suite, 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 Teams, all audio, video, whiteboard, annotations and screenshare activity of both teacher and participants are retained. However, audio/video is not recorded if the student is muted and the video is disabled.

Purpose of data retention:

- To assist the College in ensuring students are engaging in learning sufficiently, promptly and appropriately.
- To assist us in generating appropriate and relevant feedback to parents on progress
- To provide revision materials by means of replaying topics covered in a live class, and to ensure those who may have been unable to attend live classes may still have access to the same content as those who attended.
- To provide a record of activity in the event of any disciplinary or other issue arising during a live class.

Location of data retention:

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

Duration of data retention:

- Ordinarily retained data is cleared at the end of 6th Year. No activity or content will be retained beyond the students departure from the College, either through early exit or through graduation.

Webinars

Teams Live Events is the College software for webinars and the only software endorsed by the College for this purpose.

Staff are required to be mindful of the significant safeguarding concerns that may arise when electing to use alternative platforms, such as Zoom or any other medium which is not endorsed by the College when communicating with students.