



## **Guidelines for Online Learning/ Remote Teaching**

### **Guidelines for good online communication in St Vincent's Special School**

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- 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.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Aladdin)
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- Under no circumstances can pictures or recordings be taken of video calls.
- For security reasons, passwords will be provided to families, where applicable.
- St Vincent's Special School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- 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.

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

- Under no circumstances can pictures or recordings be taken of video calls.
- Staff members will communicate with pupils and families during the hours of 9.10am - 3pm, where possible.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff members will report any concerns regarding online behaviour or interactions to the Principal.
- Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held in order to protect meeting privacy.
- Staff members will notify parents/guardians of the date, time and password for a video call via email.
- Staff members will only admit participants to video conferences, if they recognise the email address/username.
- Each class has a dedicated email address which staff can use to make contact with parents.

### **Guidelines for parents and guardians:**

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils



### **Guidelines for Zoom/ video calls:**

- Under no circumstances can pictures or recordings be taken of video calls.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- Be aware that when participating in video calls, you can be seen and heard unless you are muted or have disabled your camera.
- You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
- Please ensure that you are on time.
- Make sure to familiarise yourself with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call.
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

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 or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident. All school policies and procedures will apply during remote/ online learning.

### **Ratification, Communication and Review:**

These guidelines were ratified by the Board of Management 31<sup>st</sup> March 2022 and communicated to the school community thereafter. This policy will be reviewed in 2 years' time and amended as necessary by means of a whole school collaborative process.