FIVEMILETOWN COLLEGE REMOTE LEARNING POLICY

As we begin we need to clarify the terms[1] used in our school context.

> *"The terms online learning, virtual learning, e-learning, distance learning, and blended learning are unique; each refers to the act of using technology in learning, but how students engage in that process is slightly different."*

The most commonly used terms are remote learning, blended learning and hybrid learning.

Remote (or distance) learning is defined as the following:

> *Remote learning is where the student and teacher are not physically present in a traditional classroom environment for a specified period. Educational resources, information and support for pupils is provided through hard copy learning resources and/or online including through e-learning platforms (Virtual learning Environments eg Google Classroom). Remote Learning can occur synchronously with real-time teacher to pupil or peer-to-peer interaction and collaboration, or asynchronously, with self-paced learning activities that take place independently of the teacher.[2]*

Blended learning is defined as:

> *Blended learning is more specifically an approach whereby pupils are provided with in-school learning on a part-time basis and this is combined with remote learning.*

Hybrid Learning is defined as:

> *Hybrid learning implements synchronous lessons taught simultaneously in-person and online. It is a type of blended learning that focuses more on bridging the physical classroom and virtual learning spaces closer together into a more complete education.[3]*

Support in these areas is available from Blended NI[4], EA Supporting Learning[5] and CCEA[6].

Within our school we have so far experienced periods of remote learning, but looking ahead from February 2021, blended learning and hybrid learning may well become more active. Our chosen platform for creating a Virtual Learning Environment (VLE) is Google Classroom and this is used by all staff as a means of communication and delivery of lessons, whether by synchronous or asynchronous means. This is often supplemented with text books, workbooks and resources that the pupils have in physical form. Through our C2K network all pupils have access to Google Apps and Office365. In our school context Office 365 Outlook is the platform used for emails. Both Google and Office365 provide software for school use and can be accessed via My-School at www.c2kschools.net.

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[1] https://www.conexed.com/are-online-learning-virtual-learning-e-learning-distance-learning-and-blended-learning-the-same/

[2] https://drive.google.com/file/d/1ANIco0wUo-pHAS1X5IjacdX7ttfSEn6H/view

[3] https://www.viewsonic.com/library/education/what-is-hybrid-learning/

[4] https://sites.google.com/c2ken.net/blendedni/home?authuser=0

[5] https://sites.google.com/c2ken.net/teacherprofessionallearning-ea/blended-learning?authuser=0

[6] https://ccea.org.uk/learning-resources/supporting-curriculum-and-assessment-202021

What follows is a guide for all stakeholders when using Virtual Learning Environments. The word virtual is used to indicate an online element in the learning process.

Remote Learning Guide and Protocol

The Protocols for remote learning outline the expectations we in Fivemiletown College have for our pupils when they engage in virtual lessons, live streams and activities.

It is essential that all pupils follow these to ensure safe and appropriate working practices.

These protocols focus on:
1. Accessing and using Google Classroom
2. The Use of Google Classroom
3. Pupils participating in live lessons via Google Meet (or any other video conferencing software for external services).

1 Accessing and using Google Classroom
Google Classroom has opened up the possibility to enhance the learning experience beyond the classroom. At Fivemiletown College, we believe it is important for pupils to become resourceful and Google Classroom allows for the development in this area.
Working from home has become an important part of the world of work this year. This requires good organisation, planning and self-discipline. While remote learning is not ideal, it provides pupils with the opportunity to develop important skills for third level education and the world of work.

2. The Use of Google Classroom

The minimum expectation is that a teacher will:
- Prepare work and deliver lessons in line with their department schemes/policies.
- Continue to establish consistently high expectations by using Google Classroom as the repository for material for pupils.
- Set, mark and give feedback to pupils on Google Classroom. Work should be set during normal school hours.
- Reply to private messages sent via Google Classroom by students within one working day of receiving the message.
- Live lessons may be recorded to support pupils who are unable to access lesson.
- Communicate with pupils who did not attend essential live lessons.

The minimum expectation is that the parents / guardians:
● Inform the school of any illness, bereavement or any other reason why work cannot be completed or deadlines met.

● Contact the school[7] if there are issues connecting to My-School or Google Classroom.
● Where necessary, assist with management of time wisely in order that work is completed within time frames.
● Encourage sensible hours when using Google Classroom.

The minimum expectation of pupils:

● Pupils should use their C2K username only, use of alternatives such as nick names are not permitted. Any breach of this guideline will be referred to the Form Teacher/Year Head and sanctions applied, as necessary.
● Pupils should submit work within the time frame of the submission date set by the teacher.
● Pupils should only communicate with teachers during school hours (9 am – 4 pm).
● Pupils should seek advice from a parent, sibling, friend before asking a teacher mundane/simple questions.
● Pupils should use academic English in comments/questions to teachers.
● Do not make comments to other pupils; please only comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like answered.
● Any inappropriate comments by pupils will be recorded in a screenshot and sent to the Form Teacher / Head of Year who will communicate with parents.
● Where there are behaviour concerns these will be recorded in the school's behaviour system and reported to the Form Teacher / Head of Year for that year group. Parents/guardians will also be notified.
● If pupils are not following the school's expectations, they may be 'muted' in the platform by their teacher, so they can no longer make comments.

3 Live Lessons/Streams

When participating in an audio or live-streamed lesson on Google Meet, or any other video conferencing software for external services, pupils are reminded that this is an extension of the classroom and should conduct themselves as they would in school.

Normal school rules apply. Pupils are asked to adhere to the following:

Pupil /Parent/guardian Guidelines/Code of Conduct for Live-Streamed Lessons
● Be prepared and on time for your interactive lesson.
● Be dressed appropriately for learning (e.g. no pyjamas or football shirts that may be construed as divisive by other pupils).
● Pupils should listen carefully to the instructions given by the teacher and use the private message function to ask the teacher any relevant questions. The message function must not be used to communicate with other pupils in the class. (The teacher has access to all messages).
● Ensure that while live-streaming you are in an environment that is quiet, safe, public, and free from distractions. Please avoid using a bedroom for video conferencing.

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[7] Contact should be made through the ICT Support page of our school website
http://www.fivemiletowncollege.org/ictsupport

● Have microphones and cameras on and off as directed by the teacher.
● Remain attentive during sessions and interact patiently and respectfully with your teachers and peers. Pupils must not use any other electronic device during an online lesson.
● Parents/guardians will not communicate/interrupt/participate during a live lesson with your child's teacher.
● Be responsible for your behaviour and actions while participating in video lessons, including the resources you access and language you use. Respect the views of others, even if they are different to yours.
● Pupils MUST NOT record each other's online interactions or take photographs of classmates or teachers. Content from online lessons must never appear on social media platforms. Lessons may be recorded by the teacher for pupils unable to access the online lesson.
● Pupils must not share resources or videos created by teachers with anyone who is not a pupil of Fivemiletown College.
● Pupils must not share the video conferencing meeting ID or link with anyone else.
● Pupils must not record their live lesson. (Teachers may record the lesson only.)

These rules are designed to help keep pupils and staff safe and to ensure that live-streamed lessons enhance the learning of everyone in the class. Any breach of these guidelines will be referred to the Principal and sanctions applied, as necessary.