



Rationale

The purpose of this policy is to respond to the recent school closures announced by the Department. For this reason this document is a live document and alterations and changes may be made following commencement of Remote Learning commencing January 11th 2021.

The purpose of this policy is to ensure that all members of the school community are able to engage with remote learning in a safe manner.

This policy will be shared with BOM/Staff/Parents.

Access to ICT Equipment

1. Priority access to school ICT equipment will be given to pupils who have no access to suitable technology at home. Class Teachers will identify which pupils require a loan of the equipment and will organise for parents to collect items from school.
2. Parents will be required to fill out a permission form giving details of what the equipment may be used for and teachers will confirm that completion of the form with Ms Rice.
3. Teachers all have laptops provided by the BOM for work purposes.
4. SNAs who have no access to suitable technology or who require usage of school equipment during this lockdown may organise the loan of suitable equipment from the school for the duration of the school closure. Equipment must be kept in good order and used for the purpose of remote working only. Laptops and the Desk Top Computers are appropriate for this purpose.

Guidelines for online communication in St Killians Special School:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members can communicate with pupils and their families via email/google classroom.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.



6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Google Classrooms)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video calls (google hangouts/meets), parental permission is implied, as the link to a video call will be communicated via the allocated pupil email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. St Killian's School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a mobile phone may be used where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Please ensure that you know who is present during the call, eg parent/pupil(s) prior to beginning the call.
3. Staff members will communicate with pupils and families during the hours of 9.20 am - 3pm, where possible.
4. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.
6. Staff members will notify parents/guardians of the date, time and password for a video call via email.
7. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/google hangouts/meets:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.



5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Be on time - set a reminder if it helps.
9. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians:

For learning

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

For video calls/google hangouts/meets

1. Under no circumstances can pictures or recordings be taken of video calls.
2. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
3. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
4. Please ensure that your child is on time for a scheduled video, or they may be locked out.
5. For your privacy an appropriate background/room should be chosen for the video call. Please ensure the room is in a public part of the house, and the child is supervised by yourself or a delegated person.
6. All participants/viewers in a video call should make their presence known.

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.