



BREAFFY NATIONAL SCHOOL

Acceptable Communication Platforms and Practices for Distance Teaching and Learning in Breaffy National School.



Ciantheagasc agus Foghlaim- Distance Teaching and Learning.

*‘Respect for the audience, the host and it’s purpose:
Distance Teaching and Learning...Ciantheagasc agus
foghlaim...*

*....Meas ar gach duine ar mhaithe na cumarsáide agus
ar mhaithe na foghlama’.*

Breaffy NS commenced directing and supporting Distance Teaching and Learning on our school platform Aladdin in 2020, prompted by the Covid 19 school closures. This has in turn prompted the necessary development and implementation of this school policy to ensure its safe and proper use by all users along with delivering quality Distance Teaching and Learning opportunities.

This policy includes all other related online tools that are used by the school in this programme. e.g. live and recorded communications for Distance Teaching and Learning. These platforms are used regularly by our teachers for Distance Teaching and Learning.

Our platform incorporates the use of Zoom Live and recorded lessons to support the daily work posted on Aladdin. Loom and Screencast are used for recorded instruction and support. 'Whats app' calls, phone calls (Special Ed), Voice notes (Special Ed) and email are also ways that our staff connect online with parents and pupils.

SEN packs for collection are also prepared for some SEN pupils. This work is also supported by regular SEN teacher/pupil engagement.

Parents and staff communicate mainly through Aladdin when submitting work or responding to notices on Aladdin Noticeboard. This includes homework app messages, texts, noticeboard and email.

Our motto for Distance Teaching and Learning Platform is:

'If it can go out on Aladdin it goes out on Aladdin,

If it can come in on Aladdin it comes in on Aladdin'.

This keeps the bulk of communication on one central platform. 100 % of our families have access to Aladdin Connect.

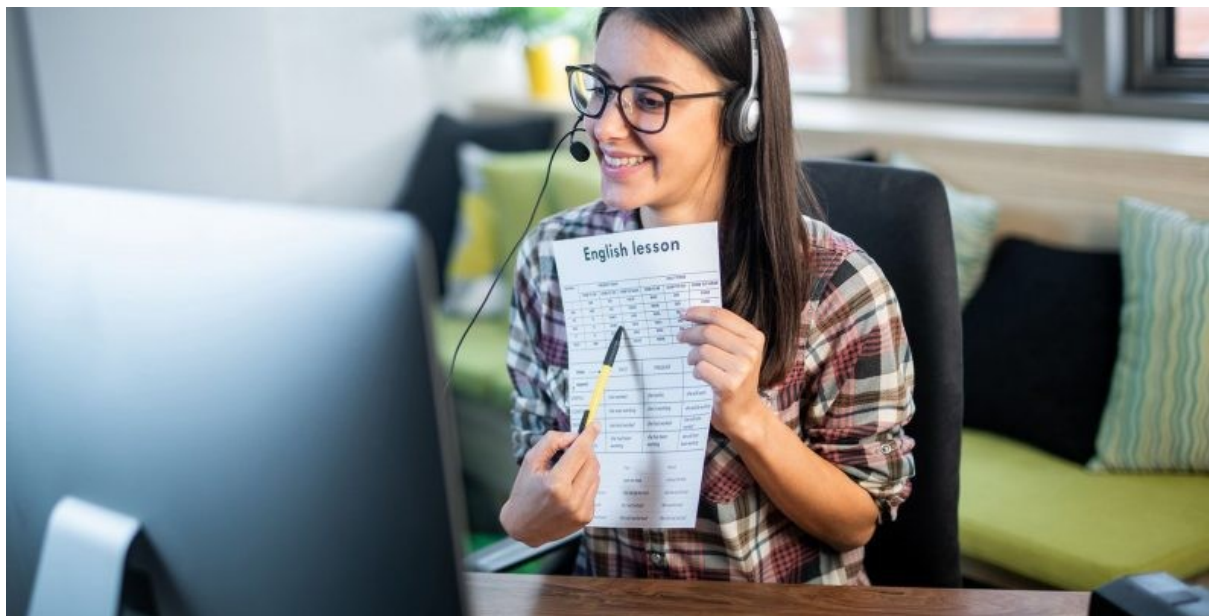
We also have loaned 60 school iPads to families with device pressure to support Distance Teaching and Learning for which we have an Assistive Technology Loan Agreement in place.

Framework for pupils using online communication methods:

For submitting Distance Learning Work:

1. Submit requested work and pictures that are appropriate and respectful- have an adult look at your work before you send it on our Aladdin platform

Framework for Zoom Video Calls/Recordings:



1. Pictures or recordings of the video calls/recordings or sharing in any format with any third party is not allowed.
2. Remember our school rules regarding bullying, behaviour and respect for all in the teaching and learning environment are still in place, even online (Code of Behaviour & Anti-Bullying, Staff Dignity, Data Protection, Child Protection and Acceptable Use.)
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. Show respect by listening to others while they are speaking.
7. Submit requested work and pictures that are appropriate and respectful - get an adult to check your work before it's uploaded to the Aladdin platform.
8. Ensure that you are dressed appropriately for Zoom call.

Framework for parents and guardians for Distance Learning etiquette.

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.

As pupils are at home more we ask parents to be very vigilant with internet access, group chat, social media activity of your child's platforms such as snapchat, class 'whats app' groups Instagram and 'Tik Tok'.

We are advised by parents from 1st class to 6th that 'Tik Tok' and other social media fora contain a lot of high risk age inappropriate material that is being shared by many pupils in our school.

Parental supervision and monitoring is the key. We ask that parents from 1st to 6th Class review, discuss and sign the Breaffy National School Internet Safety Pledge in the Homework Diary.

We will be asking for this to be returned with homework to your child's class teacher.

Framework For Zoom Calls and Recordings etiquette for Pupils and Parents.

1. Under no circumstances can pictures or recordings be taken of any video calls/recordings issued through our Distance learning platform.
2. Ensure that the school has the correct email address and contact details for inviting you to join apps and meetings and recordings. Check your details on Aladdin App.
3. The main purpose of a Zoom call is to maintain a social connection between the school staff and pupils at this difficult time to support Distance Teaching

and Learning. Listen attentively and enjoy the experience. Follow the teacher's instructions.

4. Be aware that when participating in group Zoom calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the link for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be easily identified.
6. Please ensure that your child is on time for a scheduled Zoom, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your connection.
7. Make sure to familiarise your child with the software in advance. For video in particular show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call and no other recording devices are permitted in that room or placed in a way to enable recording.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>. We have a third party privacy agreement with Aladdin.

Framework for staff members expectations, practice and etiquette using online communication methods:

Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online. Expectations of behaviour will be in line with expectations on any school activity.

1. Staff members will report any concerns regarding online behaviour or interactions to school management.
2. Staff are encouraged to generate a new meeting link with integrated password and ID for each Zoom meeting being held.
3. Staff members will notify parents/guardians of the date, time and password for a video call via Aladdin. This will normally be advised in weekly cover note/ and Homework APP. A text reminder may be sent via the Aladdin Connect app.
4. Staff members will only admit invited participants to Zoom Calls. When in doubt, staff will err on the side of caution and reserve the right to admit or to exclude from Zoom call when the staff member is of the opinion that the integrity of the call is in danger of being compromised.

Guidelines for good online communication in Breaffy NS.

Under no circumstances can pictures or recordings be taken of video calls/or recordings.

The privacy of staff and pupils is paramount to the integrity of Distance Teaching and Learning.

1. Staff, families and students are expected to behave in an appropriate, safe, respectful manner online.
2. 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.
3. Staff members can communicate with pupils and their families via Aladdin Connect -Homework/Noticeboard, their work email or their private phone with the discretion of blocking their number.
4. Any electronic forms of communication will be for educational purposes and to allow for communication and connection with pupils and their parents/guardians where relevant.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Aladdin Connect App, mobile phone, Zoom live & Recorded lessons, Voice Note, Screencast, Loom and any other relevant application approved by the Principal.
6. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via Aladdin which is password protected. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
7. For security reasons it is advised that live classes be run through Aladdin platform as that Aladdin password protected and the fresh link incorporates a password and meeting ID and a waiting room facility therefore ensuring extra security and safety for all involved.
8. Breaffy NS while taking precautions cannot accept responsibility for the security of online platforms if they are hacked.
9. Communication using a mobile phone will be necessary for some teachers. Where it is necessary, staff members may choose that their caller ID is private and will text an approximate time in advance through Aladdin so that the call is expected.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication for that pupil. 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 be contacted regarding the incident.

All breaches will be followed up in line with our policies on Code of Behaviour, Anti-Bullying, Child Protection, Dignity in the Workplace/ Ag Obair le Chéile (Staff Policy), Data Protection and Acceptable Use Policy.

Draft Policy shared with all parents and Staff and BOM on school website January 2021.

Ratified by our BOM on 4th Feb 2021.

Signed:	Tom Canavan, Chairperson.	Date: 4th Feb 2021
	Seoirse O Moráin, Principal.	Date: 4th Feb 2021