



Polasaí Cianfhoghlama

Réamhrá

Is é an cuspóir atá leis an doiciméad seo ná polasaí Coláiste de hÍde a leagan amach i dtaobh úsáid na teicneolaíochta do theagaisc agus foghlaim ó chian le linn na treorach Covid-19 le fanacht sa bhaile, dá ngairtear “r-chianfhoghlaim” anseo feasta - feidhmíonn sé le hais ár bPolasaí Úsáidte Teicneolaíochta Inghlactha (AUP).

Polasaithe Ábhartha

Seasann polasaithe agus gnáthnósanna imeachta Coláiste de hÍde le linn na géarchéime Covid-19. Seo samplaí de pholasaithe agus cáipéisíocht ábhartha, ach gan a bheith teoranta chuig:

- Polasaí Úsáidte Teicneolaíochta Inghlactha (AUP)
- An Rialachán Ginearálta maidir le Cosaint Sonraí (GDPR)
- Ráiteas Um Chosaint Leanaí
- Polasaí Teagaisc agus Foghlaim
- Polasaí Príobháideachais

Comhairle maidir le Cosaint Leanaí

Ba cheart don fhoireann teagmháil a dhéanamh leis an DIA, Príomhoide nó an Leas-DIA, Príomhoide Tánaisteach má tá siad imníoch faoi aon eachtra nó iompar a fheiceann siad le linn ranga nó teacht le chéile trí fhíschomhdháil. Ba cheart gnáthnósanna atreoraithe a leanúint.

Ní mór do mhúinteoirí agus CRS na scoile a bheith airdeallach go bhféadfadh cás cúram leanaí teacht chun solais le foghlaimoirí le linn ranga trí fhíschomhdháil. Ba cheart dóibh gnáthnósanna atreoraithe a leanúint, amhail is go raibh siad ar scoil, de réir Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iarbhunscoileanna 2017. I gcásanna nach bhfuil sé de chumas ag ball foirne tuairisc shainordaithe a dhéanamh i gcomhpháirt leis an DIA, ba cheart don mhúinteoir nó CRS a dtuairisc shainordaithe féin a chur faoi bhráid Thusla agus cóip den tuairisc shainordaithe a roinnt le DIA na scoile ab luaithe agus ab fhéidir. Tá sonraí ar fáil ar suíomh Tusla nó ar thairsceach Thusla ar líne.

I gcásanna éigeandála ina bhfuil an chuma ar an scéal go bhfuil riosca láithreach agus tromchúiseach ag leanbh, agus nach féidir teagmháil a dhéanamh le Tusla, déanfar teagmháil láithreach leis an nGarda Síochána. Is féidir é seo a dhéanamh in aon Stáisiún an Gharda.

Scóp an Pholasaí

Clúdaíonn an polasaí aon ghné de chianfhoghlaim an dalta á úsáid ag foireann an choláiste.

Ní mór do dhaltaí úsáid a bhaint as a gcuntas @colaistedehide.ie i gcónaí chun logáil isteach. Níor cheart do na daltaí aon chuntas eile a úsáid ar chor ar bith le haghaidh cianfhoghlama laistigh don scoil.

Liosta na bpríomhfheidhmeanna in úsáid don chianfhoghlaim ná:

G Suite, ina measc;

Gmail

Google Drive

Google Classroom

Google Docs

Google Slides

Google Forms

Google Meet/Hangouts

D'fhéadfadh múinteoirí faoi leith úsáid a bhaint as feidhmeanna sa bhreis, agus cuirfear an t-eolas ar fáil ón múinteoir chun rochtain a dhéanamh orthu. Ní mór cuntas @colaistedehide.ie a úsáid, i ngach cás, mar uirlis logála.

Cur Chuige na Cianfhoghlama

Beidh cur chuige ar an gcianfhoghlaim ar a thugtar ar Foghlaim Chumaisc agus is féidir le múinteoirí áirithe modhanna difriúla a úsáid níos mó ná muinteoirí eile. Mar shampla:

1. Déanfar cinntiú ag na múinteoirí ar fad go mbeidh obair na ndaltaí dailte óna feidhmeanna G Suite gach lá.
2. Beidh idirghníomhú na muinteoirí déanta ar na feidhmeanna G Suite chun soiléireacht a chur ar fáil ar cheisteanna a thagann chun solais ón obair atá le déanamh ag an dalta.
3. Beidh idirghníomhú na múinteoirí déanta ar ardáin G Suite chun aiseolas formáitheach a chur ar fáil ar an obair a cuireadh isteach.

4. Is féidir le múinteoirí áirithe ranganna beo nó ranganna teagaisc rialta a chur ar fáil trí Google Meet/Hangouts agus ardáin eile.

5. Is féidir le múinteoirí meascán de ranganna beo nó ranganna teagaisc a chur ar fáil trí Google Meet/Hangouts agus ardán eile.

6. Is féidir le múinteoirí obair a dháileadh mar thasc seachtainiúil agus is féidir le múinteoirí eile é a dhéanamh mar thasc laethúil obair bhaile.

I ngach cás, is é an phríomhaidhm ná na hábhar curacalam a chlúdach dá n-ábhar féin. Déanfaidh an múinteoir an cinneadh an modh is éifeachtaí chun an aidhm seo a bhaint amach. Ba cheart do dhaltáí dul i dteagmháil lena múinteoirí má tá deacracht acu le haon ghné den ábhar nó muna bhfuil siad in ann an obair a bhainistiú i gceart.

Freagrachtaí a bhaineann leis an r-chianfhoghlaim

Baill foirne agus múinteoirí:

1. Tá smacht foriomlán ag múinteoirí maidir le idirghníomhú a ranganna ar líne.
2. Bainfear daltaí trioblóideacha le deis cothrom a thabhairt dóibh siúd atá ag iarraidh páirt a ghlacadh san fhoghlaim. Cuirfear cosc sealadach ar rochtain dhaltáí a chuireann isteach ar theagaisc agus foghlaim. Déanfar teagmháil le Tuiste/Caomhnóir maidir le hiompar dalta ar líne más gá.
3. Déanfaidh múinteoirí a dícheall a bheith ar fáil le linn na huaireanta aitheanta ar a gclár ama.

Daltaí:

1. Ba cheart do dhaltáí cumarsáid a dhéanamh tríd a gcuntas @colaistedehide.ie amháin. Tá cosc iomlán ar úsáid aon chuntas nó seoladh ríomhphost eile.
2. Níor cheart do dhaltáí cumarsáid a dhéanamh le haon chuntas eile ach amháin cuntas @colaistedehide.ie. Ba cheart do dhaltáí gníomhaíochtaí a thuairisciú dá múinteoir nó ceann bliana ag baint úsáide as a gcuntas @colaistedehide.ie.
3. Ní mór do dhaltáí a bheith béasach agus measúil do mhuinteoirí agus daltaí eile.
4. Níl cead ag daltaí taifeadadh a dhéanamh ar ábhar nó ábhar ó Google Classroom a chur ar aghaidh - ar nós bileoga oibre, páipéir scrúdaithe, freagraí, réitigh, físeáin - chuig aon duine eile gan cead an chruthaitheora agus/nó cead an mhúinteora. Féach ar pholasáí PUTI agus RGCS na scoile.
5. Déanfar taifeadadh ar cheachtanna ar Google Meet/Hangouts más gá le dáileadh ar dhaltáí a bhí as láthair ón gceacht.

6. Déantar taifeadadh ar gníomhaíochtaí eile ar líne. San áireamh; aon rud a sheolann dalta trí ríomhphost, Google Chats agus Google Classroom, agus an bhfuil siad ag seiceáil na hoibre go rialta nó nach bhfuil.
7. Ní mór do dhaltáí áit chiúin a aimsiú do ranganna Google Meets/ Hangouts.
8. Ní mór do dhaltáí gléasadh go cuí do ranganna Google Meets/ Hangouts.
9. Ní mór do dhaltáí a bheith in am do ranganna agus tionól Google Meets/ Hangouts.
10. Moltar do dhaltáí a gceamaraí a bheith ar siúl.
11. Ba cheart go mbeadh micreafón an dalta balbhaithe ó thús an ranga agus curtha ar siúl nuair a iarrann an múinteoir orthu amháin.
12. Ní mór do dhaltáí an ghnéchoimhrá a úsáid chun ceisteanna a chur le linn ranga ar Google Meets/ Hangouts.

Tuistí:

1. Ba cheart cinnte a dhéanamh go bhfuil do mhac/iníon ag seiceáil na hoibre go rialta. Féach Aguisín 1.
2. Nuair atá ranganna beo ar siúl, ba cheart duit cinnte a dhéanamh go bhfuil do mhac/iníon in áit chiúin agus saor ó sheachrán. Bí aireach faoi Threoirlíne maidir le Cosaint Leanaí, mar shampla, níor cheart seomraí codalta a úsáid do ranganna beo agus ba cheart do dhaltáí gléasadh go cuí.
3. Ba cheart nach mbreathnófaí ach do mhac/iníoc ar ranganna beo.

Ranganna Beo ar líne

Is féidir le múinteoirí gnéithe áirithe den obairchúrsa a dhéanamh 'go beo' ag baint úsáide as Google Meet/Hangouts. Beidh meascán éagsúla de físeáin, closán, cláir bháin fíorúla agus físghábháil scáileán.

Ag úsáid Google Meet/ Hangouts:

1. Ba cheart do na daltaí treoir an mhúinteora a leanúint cosúil leis an seomra ranga. (Polasaí Múinteoireacht agus Foghlaim)
2. Níor cheart do na scoláirí an cheacht/cruinniú a thairfead aon uair. Féach ar pholasaí PUTI agus RGCS na scoile.
3. Níl cead ag daltaí a micreafón a chasadh ar siúl ach amháin nuair a chuireann an múinteoir cuireadh dóibh chun é sin a dhéanamh. Ba cheart go mbeadh an micreafón balbhaithe nuair nach bhfuil duine ag caint chun fuaim cúlra a sheachaint á chraoladh do gach duine.

4. Tá an nasc ar fáil do na daltaí amháin. Déanfaidh an múinteoir an cinneadh cé a fhaigheann an nasc. Ná seol an nasc ar aghaidh chuig éinne eile.

5. Is féidir leis na séisiún Google Meets/ Hangouts a bheith taifeadta ag an múinteoir amháin, agus is féidir leis na múinteoirí iad seo a chur ar fáil don rang chun breathnú orthu arís níos déanaí. Is féidir le táchta, físeáin, gábháil scáileáin, cláirbháin, agus clósán a bheith sa thaifead.

6. Tá cead ag an múinteoir na séisiúin a thaifeadadh. Níl cead ag éinne eile iad a thaifeadadh.

Ráiteas Rúndacht Sonraí

Tá an Polasaí Cianfhoghlama i bhfeidhm lena chois Polasaí PUTI agus Polasaí Rúndacht DDLETB atá ar fáil ónár suíomh scoile. Mar soiléireacht, déanfaimid imlíne de na gnéithe áirithe a bhaineann le cianfhoghlaim agus ba cheart go mbeadh sé seo léite le hais na polasaithe thuasluaite.

Céard a choinnímid:

1. Gníomhaíochtaí logála, go sonracha, an uair dheirneach a logáil an dalta ar a gcuntas @colaistedehide.ie.

2. Laistigh de Google Classroom, an dáta agus an t-am nuair nó má fhéachann an dalta ar thascanna socruithe dóibh agus nuair a chuirfear aon rud isteach don rud céanna.

3. Sna ranganna beo ag baint úsáide as Google Meet/Hangouts, na closán, físeáin, cláirbháin, anótáil agus gníomhú ghábháil scáileán an mhúinteora agus na ndaltaí (Níl an fhuaim/físeán taifeadta dá mbeadh sé balbhaithe ag an dalta nó gan an físeán a chur ar fáil).

Cén fáth go gcoinnimid é:

1. Chun cinntiú go bhfuil daltaí ag gníomhú dóthain san fhoghlaim agus sna hamannata cearta.

2. Chun aiseolas soiléir agus oiriúnach a ghineadh do na tuistí ar dul chun cinn an dalta.

3. Chun ábhar athbhreithniú a chur ar fáil ar mhodh fhreagairt do na topaicí clúdaithe sa rang beo, agus chun cinntiú go mbeadh na daltaí nár fhreastail ar na ranganna beo fós in ann an t-ábhar a chlúdach.

4. Chun taifead gníomhaithe a chur ar fáil ar eagla go mbeadh fadhb disciplíne nó fadhb eile ag teacht aníos i rith an ranga beo.

Cén áit go gcoinnimid é:

Beidh na taifid uilig coinnithe i gcóras inmheánach an Choláiste a bhfuil rochtain chuí logála @colaistedehide.ie chun dul isteach.

Cé chomh fada 's a choinnímid é:

Dé ghnáth, glantar seo ag deireadh gach séisiún scrúdaithe i.e ag deireadh an 3bl agus deireadh an 6bl. Ar aon nós, ní choinneófar gníomhú agus ábhar na ndaltaí tar éis a fhágann siad an choláiste, trí bhealach amach luath nó trí bhronnadh na ndaltaí.

Aguisín 1

Conas Tacaíocht a Thabhairt Chuig Foghlaim do Pháiste ón Bhaile

Is féidir leat ról lárnach a bheith agat i dtacaíocht a thabhairt chuig foghlaim do pháiste trí chéimeanna shimplí a leanúint:

- Socraigh spás foghlama i do theach, áit gur féidir le do mhac/iníon a gcuid oibre a chomhlíonadh gach lá. D'fhéadfadh sé a bheith in áit shealadach ar nós ag bord na cistine.
- Bíodh clár ama do pháiste ar eolas agat. Más féidir, priontáil amach é agus greamaigh é leis an gcuisneoir sa chistin. Tá ár múinteoirí ag leanúint a gclár ama agus beidh obair an lae uasloadáilte acu roimh an rang. Bheadh muid ag súil go mbeadh an obair sin déanta an lá sin.
- Caith súil ar ríomhphoist do pháiste. Tá ár múinteoirí ag seoladh oibre agus ag roinnt nasc chuig obair agus acmhainní trí ríomhphost scoile do pháiste. Glac an t-am le dul tríothu go mbeadh tú ar an eolas faoin obair atá le comhlíonadh.
- Iarr ar do pháiste obair an lae a scríobh ina ndialann scoile. Ionas gur féidir libh beirt súil a choinneáil ar an obair gach lá.
- Seiceáil a dhéanamh ar Google Classroom do pháiste. Seo cuid den G Suite a bhaineann na múinteoirí úsáid as chun ábhair a roinnt leis na daltaí. Is é seo an t-ardán chomh maith leis an ríomhphost a roinnfear obair agus acmhainní.
- Seiceáil a dhéanamh go bhfuil an obair críochnaithe. Scrúdaigh agus seiceáil go bhfuil an obair críochnaithe ag cur ceisteanna orthu an obair a thaispeáint duit um tráthnóna. Ba cheart go mbeadh sé seo déanta i bpáirtíocht leis an gclárma.
- Seiceáil a dhéanamh ar na ríomhphoist seolta nó obair leagtha ar Google Classroom. Déan cinnte go bhfuil an obair seolta chuig an múinteoir le haghaidh ceartúcháin. Tá na múinteoirí ag brath ar an obair a sheoladh a bheith críochnaithe agus fillte le haghaidh ceartúcháin agus aiseolais. Is gné fíorthábhachtach é seo den taithí foghlama.
- Labhair le do mhac/iníon faoi aon cheisteanna, buarthaí nó fadhbanna a d'fhéadfadh a bheith acu maidir leis an obair a chuirfear ar fáil agus meall dóibh ceisteanna a chur ar na múinteoirí chun soiléireacht a fháil.

Tá an cás seo nua do gach duine agus táimid ar fad ag foghlaim le chéile agus mar sin bí foighneach agus tugaigí aire ar a chéile.



16/05/2020

Distance Learning Policy

Introduction

This document sets out the policy of Coláiste de hÍde in respect of use of technology for distance or remote teaching and learning during the current Covid-19 stay at home instruction, hereafter referred to as “Distance eLearning” – it operates in addition to our existing Acceptable Use Policy (AUP).

Relevant Policies

All Coláiste de hÍde policies and procedures remain in place during the Covid-19 pandemic. Examples of policies and documentation that are relevant, but are not limited to this guide include:

- ICT Acceptable Usage Policy
- General Data Protection Regulations (GDPR)
- Child Safeguarding Statement and Policy
- Teaching and Learning Policy
- Privacy Policy

Child Safeguarding Advisory

Staff should contact the DLP, Principal or the DDLP, Deputy Principal, if the staff member is concerned about any incident or behaviour which they encounter during an on-line class or student gathering via Video Conferencing. The normal and agreed referral procedures should be followed.

Teachers and SNA's should continue to be alert to the possibility that a child protection concern may arise in relation to learners they come in contact with during on-line classes and should follow the normal practice, as though they were in school, as per the Child Protection Procedures for Primary and Post-Primary Schools 2017. In circumstances where it is not possible to jointly report a concern with the school Designated Liaison Person (DLP), the teacher or SNA should make their own report directly to Tusla and provide a copy of

that report to the school or centre DLP at the earliest opportunity. Details are available on the Tusla website or through the Tusla online portal.

In cases of emergency, where a child appears to be at immediate and serious risk, and it is not possible to make contact with Tusla, An Garda Síochána should be contacted without delay. This may be done by contacting your local Garda Station.

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 @colaistedehide.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the College.

The list of applications that will be used for distance learning will primarily be:

G Suite, incorporating:

Gmail

Google Drive

Google Classroom

Google Docs

Google Slides

Google Forms

Google Meet/Hangouts

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. This must, in all cases, use an @colaistedehide.ie account as the login.

Distance eLearning Approach

Distance eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

1. All teachers will ensure that all students' work is distributed using their G Suite applications each day.
2. All teachers will interact with students using G Suite applications to give clarification on questions that arise from the work that is expected from the student.
3. All teachers will interact with students on G Suite platforms to provide formative feedback on work submitted.

4. Some teachers may use regular live classes or tutorials, through Google Meet/ Hangouts, while others may not.
5. Some teachers may use a blend of live classes or tutorials through Google Meet/ Hangouts, and other platforms.
6. 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 their specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Everyone's Responsibilities while partaking in Distance eLearning

For staff and teachers:

1. Teachers have overall control of the online interaction of their class
2. Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. Students who disrupt teaching and learning may receive a temporary ban from all online access. A Parent/Guardian may be contacted in relation to online behaviour.
3. Teachers will do their utmost to be available at the identified time on their timetable.

For students:

1. Students are to communicate through their @colaistedehide.ie account only. The use of any other account or e-mail address is expressly prohibited.
2. Students must not engage in communications with any account other than an @colaistedehide.ie account. Students should report any other activity to their teacher or year head using their @colaistedehide.ie account.
3. Students must always be civil and respectful to their teachers and fellow students.
4. Students are not allowed to record or forward any content within a Google Classroom group – such as worksheets, exam papers, answers, solutions, videos, – to anyone else without the permission of the creator of that content and/or the teacher. See College AUP & GDPR policies.
5. All online lessons delivered through Google Meet/Hangouts may be recorded by the teacher for distribution to students who were absent from the lesson.
6. All other online activity is recorded. This includes anything students send or say via e-mail, Google Chats and Google Classroom, and whether they are checking regularly for assigned work.

7. Students must find a quiet space for the Google Meets/ Hangouts class or tutorial.
8. Students must dress appropriately for the Google Meets/ Hangouts class or tutorial.
9. Students must be on time for their Google Meets/ Hangouts class, tutorial or assembly.
10. Students are advised to have their camera turned on at all times.
11. The students' microphone should be muted at the start and only turned on when the teacher asks them to do so.
12. Students must use the chat feature to ask questions during the Google Meets/ Hangouts class or tutorial.

For parents:

1. You should ensure that your son/daughter is checking in regularly for assigned work. See Appendix 1.
2. Where live classes or tutorials are being run you should ensure your son/daughter is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes and students should be appropriately dressed.
3. Live online classes should be viewed by your son/daughter only.

Live Online Classes

Teachers may deliver some aspects of the coursework "live" using Google Meets/ Hangouts. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Meets/ Hangouts:

1. Students must always follow the direction of their teacher just as in the classroom. See Teaching and Learning Policy.
2. Students are not to record the lessons/meetings at any time. See AUP & GDPR policy for details.
3. Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
4. A link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
5. All Google Meets/ Hangouts sessions may be recorded by the teacher, and these recordings may be made available by the teacher to the class only to watch back again later.

This recording includes any comments, video, screencasts, whiteboards and audio from the class.

6. Only the teacher is allowed to record a session. No-one else is permitted to record.

Data Privacy Statement

Our Distance Learning Policy operates in addition to the Internet Acceptable Usage Policy (AUP) and DDLETB Privacy Policy which are available from our website. For clarity, we will outline aspects specific to Distance Learning but this should be read alongside our existing policies mentioned above.

What we retain:

1. Login activity, specifically, the last time a student logged in to their @colaistedehide.ie gmail account.
2. Within Google Classroom, the date and time of if or when a student views any assignments set for them and when they submit any work for the same.
3. In live classes using Google Meets/ Hangouts, all audio, video, whiteboard, annotations and screencast activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

Why we retain it:

1. To assist us in making sure students are engaging in learning sufficiently and in good time.
2. To assist us in generating appropriate and relevant feedback to parents on student progress.
3. To provide revision materials by means of replying to topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class .
4. To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where we retain it:

All recordings are kept within the College's own systems which requires a valid @colaistedehide.ie login to access.

How long we retain it for:

Ordinarily this is cleared at the end of each exam session, i.e. at the end of 3rd Year and at the end of 6th Year. In any case, activity and content will not be retained beyond the students exit from the College, either through early exit or through graduation.

Appendix 1

How To Support Your Child's Learning From Home.

You can play a key role in supporting your child's learning by following a few simple steps:

- Set up a learning space in your home where your son/daughter can complete the work that their teachers set every day. This can be a temporary place at the kitchen table.
- Know your child's timetable. If possible, print it off and stick it to the fridge in the kitchen. Our teachers are following the timetable in that they will have uploaded the work for that day's subjects before the class. This is the work your child will be expected to complete that day.
- Check your child's emails. Our teachers are emailing work and sharing links to work and resources by emailing your child on the school's email. Please take the time to check through the emails your child is receiving from teachers so that you are aware of the work that is expected to be completed.
- Ask your child to write down the work for that day in their journal. So that you and they can keep track of this each day.
- Check your child's Google Classroom. This is a part of the G Suite that our teachers use to share content with all students. This is the platform along with email where work and resources are shared.
- Check that the work is completed. Inspect and check that your child has completed their work by asking them to show it to you in the evening time. This should be done in conjunction with your child timetable.
- Check sent emails or assigned work on Google Classroom. Ensure that your child has sent the completed work for correction to their teacher. Teachers are expecting the work they set to be completed and returned for correction and feedback. This is a vital part of the learning experience.
- Talk to your son/daughter about any questions, worries and concerns they might have around the work they are being set and encourage them to ask questions of their teachers for clarity.

This situation is new to everyone and we are all learning together so be patient and take care of each other.