# Distance Learning

1. Scoil Íde recognises that online collaboration is essential to distance learning and may provide access to a variety of online tools that allow communication, sharing, and messaging among staff, students and parents.
2. Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.
3. Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, for example (Google Meet/Hangout, Zoom).
4. These services, although not owned by Scoil Íde, form part of our web services and all content that is placed on these services falls under this policy.
5. Any electronic forms of communication will only be used for educational purposes.
6. When using these communication forums, parental permission for the child is implied, as the links for lessons are being communicated through parents. Essentially, by virtue of the children logging in to the resource, permission is assumed.
7. It is the duty of the Parents to supervise children on their end.
8. Usernames and passwords will be used to avoid disclosure of identity where possible.
9. Scoil Íde cannot accept responsibility for the security of such online platforms in the event they are hacked.
10. Each staff member has been issued with a dedicated email address which they can use to contact parents.
11. All communication with staff members must be from parents, not children. This can be done using email.
12. For face to face communication (video conferencing) the initial contact will be set up using the staff member's email and the parent's email, which can be obtained from Aladdin.
13. Communication using a mobile phone is discouraged, but in the rare exception where it is necessary, staff members should change their settings on their phones so the recipient of the call sees "No caller ID".

If using the video conferencing app, Zoom, please follow these guidelines;

- Use your class email address when setting up the Zoom account for class video conferencing
- Familiarise yourself with the application before use, especially the functions - muting, sharing and 'hands up' options
- Only admit participants from the waiting room whose email address you are familiar with - it may be helpful if you have a list of the email addresses of the parents to hand, as they wait to be admitted
- From the outset be clear with the ground rules regarding the children's participation in the meeting e.g. use of hands up, muting etc.  Below is an example of good practice in this regard.
- Consent for children using Zoom is assumed (see point 6 above)

- If at any point you feel uncomfortable, end the call immediately and report your concerns to management.
- For security reasons generate a new meeting ID and password for each zoom meeting you hold.
- Prior to meeting, mute all participants on entry
- Don't share zoom link publicly
- Set screen sharing to "host only"
- Turn off annotation feature
- Block private chats
- Turn off file transfers
- Restrict custom backgrounds
- Disable "allow participants to rejoin"
- Ensure you are running the latest version of zoom.

Rules for children for using Zoom

1. Set up the device in a quiet space with no distractions in the background
2. Join the class with your microphone muted
3. Raise your hand before speaking, just like you would do in class
4. Kind words to be spoken at all times
5. Speak in your normal speaking voice. No shouting.
6. Listen to and show respect for others when they are speaking.

Sanctions:

1. Non-Verbal & Verbal Reprimands (Zoom)
2. Removal from Zoom call
3. Informing Parents
4. Informing Principal