

COVID 19 -UPDATE TO AUP POLICY

Distance learning applications



Rationale

The Seesaw platform for online collaboration and teaching due to distance learning demands caused by the Covid pandemic has been introduced into Ballymurn National School since April 2020. Teaching of academic lessons is mostly prerecorded, as we found in a survey that this suits families best, as many are sharing devices between children/parents who are working, and need to access school material at a time that suits their family. We now intend to introduce the Zoom platform, to be able to check in with pupils for socialisation purposes or to explain new concepts in Maths etc, and also to provide support for pupils with Special Educational Needs, who find it more difficult to access and learn from Seesaw. This will enable the staff to communicate with their pupils at home.

Aim

The aim of this policy update is to provide guidance on what is best practice when using these online platforms to ensure the online safety of pupils and teachers.

Strategies for students to use when using Zoom and Seesaw

1. Never post personal details online- all internet safety included our AUP still applies. Children should however, be identifiable by either their parents' name

or their own forename and the first letter of their surname, if on a Zoom call, so that the teacher can identify them and admit them to the call.

2. If on Zoom, mute your microphone-muting when you're not speaking gives others the ability to join in and share their thoughts, and also reduces background noises.
3. Do not touch the keyboard unless you are typing something relevant to the discussion or asking a question.
4. Dress appropriately and be aware of your surroundings. No child should be wearing night attire. Be mindful of noise and other people around you. Keep the background as neutral as possible, and personal items out of view.
5. Be respectful of others at all times. Remember you are in a classroom even if you're not in your uniform.
6. When on Seesaw be mindful of what you share. 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.
7. Under no circumstances can pictures or recordings be taken of video calls.
- 8. As parents have signed up to our Acceptable Use of Internet Policy previously, this update to the policy now applies. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.**
9. Should one teacher/adult on the video call lose their connection or access to the call, the other adult will ask all participants to leave the call immediately. Parents/guardians are responsible for ensuring that children follow this instruction.

Strategies for Teachers to use when using Zoom and Seesaw

1. Have a co- teacher (principal/other teacher) assigned when using Seesaw.
2. Have a co- teacher or an SNA/staff member as a participant during Zoom calls with pupils. Should the signal fail and one adult is lost from the call, the other will conclude the call for all participants, instructing children to log off. Parents are responsible for ensuring this instruction is followed.
3. When arranging a zoom meeting with students or staff, the staff member will ensure it is password protected.
4. Establish a routine of proper online etiquette for pupils, similar to that of classroom rules. For example, dress appropriately, no eating during the class, listen respectfully to one another, mute unless you are speaking so as to allow the person speaking to be heard.
5. Staff members will set up an appropriate environment from which to host Zoom calls.
6. Staff members will seek to become familiar with apps before using them with pupils.
7. Staff members will report any concerns regarding online behaviour or interactions to school management.

For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

This Appendix was added to the Acceptable Use of Internet Policy by the Board of Management on 19/02/2021.