

**Remote Learning
Guidance for Parents/Guardians**



January 2021

- Classes will be taught on the day that the student has a particular subject on the timetable.
- Classes may not be taught at the exact same time as that assigned on your timetable.
- Work may be prepared in advance and scheduled for a particular day/time.
- Teachers will assign work for the days/time of classes but in order to facilitate access to devices and broadband issues, work might be assigned in the morning and students can decide when during the day they want to do it.
- Online learning may take place via live streamed classes, by means of combinations of audio, video, virtual whiteboards, screencasts, etc.
- The amount of work assigned may not equate to a 40/80-minute class. Working on a device and relying on sometimes inadequate broadband will affect many students. Work will be assigned accordingly.
- Students must not under any circumstances record live communication on Google Classroom without prior consent.
- Textbooks should be used to support learning.
- Work should be submitted in full and on time.
- Written work should be submitted via Adobe Scan. If students have difficulty using this, they should seek the help of a teacher.
- Work will be monitored by teachers. Just like in class, not all work submitted will necessitate individual feedback. Feedback will be provided in a variety of ways, written or oral, using Talk and Comment app on Google Classroom, whole class feedback, etc.
- It is important that feedback is used to inform learning.
- If problems or questions arise, students should contact their teacher as soon as possible for support.
- Students should communicate with their teachers during normal school hours using the correct means of communication, for example school email or private comment on Google Classroom.
- Support is available to students from SNAs, teachers, Year Heads and the Student Support Team as if attending school physically.
- Students should participate in live classes in as quiet a place as possible, and free from distraction. The use of bedrooms for live classes should be avoided.

- Students should ensure that Google Classroom content such as worksheets, exam papers, answers, solutions, videos, notes or Google Meets links are not recorded or forwarded to any other party without the permission of the creator of that content.
- All school rules, procedures and expectations apply as when students are physically at school.
- Students are expected to participate in all classes and complete all assigned work. The work completed during this time forms a vital foundation for the next step of the educational journey.
- Online communication with teachers and/or fellow students should always be polite, respectful and formal.
- Parents/guardians should read and discuss with their child the importance of full adherence to the expectations set out in the school's Blended Learning Policy and Acceptable Use of Technology Policy (www.coachfordcollege.ie).
- If access to a digital device is not possible, the school should be contacted.
- Student wellbeing is of utmost importance. Physical activity should be built into each school day.

GOOGLE MEETS

When using Google Meets:

01. Students must not turn on their video, or record any part of the communication unless the teacher invites them to do so.
02. All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone. Microphones should be activated on the invitation of the teacher only.
03. Cameras should be switched on.
04. A Google Meet link is intended for the student only. The teacher will decide who should receive this link. A link must not be forwarded to anyone else.
05. Google Meet sessions may be recorded, and recordings may be made available by the teacher to the class to watch back again later. Recordings may include video, screen shares, whiteboards and audio from the class.