



Larkin Community College
Coláiste Pobail Lorcáin

Larkin Community College – Remote Teaching and Learning

Teachers and pupils can attend Larkin Community College online through Microsoft 365, which is The School's Virtual Learning Environment. Microsoft Teams and/or other online platforms (Edmodo etc) may be used to enhance lessons when and where appropriate.

Teachers will continue to assess the students and specify where and when they will be expected to submit work so that progress can be checked and feedback given.

Teachers will plan activities that relate as closely as possible to current class content or skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. The students will be able to carry out the tasks assigned by teachers independently, including accessing the materials. The tasks assigned will be manageable to students in a home environment.

Students should follow their normal timetable, as much as possible, and access all learning set by teachers. Where a task is to be completed, students should submit via the correct learning platform to their teacher. (unless otherwise instructed by their teacher).

If students are unclear on the task requirements, they should contact their teacher via email or at larkinupdates@lcc.cdetb.ie

Students should use their school email addresses when contacting the school or their teachers.

We understand that there may be issues with home connectivity and will be mindful of this and support the students as best we can. There will also be differences between content in different subjects; we envisage that we will learn from all that we do. It is likely that we will need your input to help us establish what works best for you, as students, under these circumstances.

RULES FOR PUPILS:

- Normal school rules – Code of Behaviour applies to all school activities, even online.
- Students must only use Larkin Community College registered technology for school purposes, as directed by teachers - this includes email, Edmodo, MicroSoft Teams etc
- Students should only use technology at home with the permission of their parent / guardian.
- Students must not reveal their password to anyone.
- Students must be responsible for their behaviour and actions when using technology, including resources accessed and the language used.
- Students must ensure that all communication with other classmates and teachers using technology is respectful and appropriate.
- Students must complete and upload all work or class learning by the deadlines given by the teacher. If a student is unable to do this they should email and explain why.
- Students must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a pupil accidentally comes across any such material, they should report it immediately to their teacher or parent / guardian.
- Students must not record or take photos of classmates or teachers during video conferencing sessions, nor share lessons publicly (written or video or sound).
- Students should understand that if using Microsoft Teams and other applications provided by the school that the lessons and their content are recorded, and individual use can be monitored and logged.
- Students should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied, and parents / guardians contacted. Please see link below to access the schools Code of Behaviour policy.

<https://www.larkincommunitycollege.ie/about-us/policies>

GUIDANCE FOR STUDENTS ON VIDEO/LIVE CLASSES

While schools are closed your teachers may provide the opportunity for virtual meetings **using Microsoft Teams**.

Remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. **NOTE: only teachers can set up MS TEAMS.**

Participating in video conferences is a great way to stay connected with your teachers and classmates, but it is important for you to **follow these rules and guidelines**.

- Join Teams lessons from an **environment** that is quiet, safe and free from distractions ideally in a common space and within earshot of parents (and not a bedroom). A kitchen table, home office or family space is recommended.
- **Be on time** for your interactive session – aim to be there 5 minutes early.
- **Be dressed appropriately** for learning in home clothes (e.g. no pyjamas, no vest tops, hats or hoods).
- **Remain attentive** during sessions and ensure that you are free from distractions. You should not be using personal social media in lesson time.
- You may wish to use **headphones** to listen to your teacher in online sessions if it helps to avoid distractions.
- Your microphone and camera should be turned off and they should only be turned on if a teacher asked you to do this during the class.
- **You are not anonymous**. Be mindful of your expressions, speaking tones, and what you say. Your voice and video are viewed by everyone participating in the conference. Other people in your house can hear what you and others in the video conference are saying.
- **Follow the same classroom rules** that you would follow in real life. Listen to the teacher. Take turns to speak. Be kind and considerate.
- Students **must not record or take photos** of classmates or teachers during video conferencing sessions, nor share lessons publicly (written or video or sound).
- **Think before you speak**. Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom.
- **Be a good listener**. Take the time to listen to what people are saying. Don't interrupt others.
- **Think before you type**. If your teacher enables the Chat feature you may be able to participate by typing into a chat box. Choose your words carefully. Use appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humour that could be misunderstood. Don't type in all caps.
- **Take it slow**. Remote learning is probably a new experience for you. Resist the impulse to be silly or to say or type the first thing that comes into your mind.
- **Video conferencing is a privilege**. If you cannot use it responsibly your access to school managed video conferencing tools will be removed.

Use of Information Technology Network Policy

Acceptable Use Policy (AUP)

All pupils and staff are encouraged to make appropriate use of computer technology in the course of their work at Larkin Community College and may also make reasonable use of the system for personal and recreational purposes outside School time.

The Purpose of this Policy Statement:

The use of ICT facilities depends on all users behaving in a trustworthy and considerate manner.

All users ought to be able to have confidence that their computer files will not be deleted, modified or accessed by unauthorised people, and that their use of the system will not be hampered by inconsiderate use by others.

The use of the ICT system in and out of school is governed by the School Rules and Policies, and the Staff Handbook and Policies for Staff. All users are allocated a UserID and password when they join the school, and this must be kept secret.

No one may log on to the system using someone else's UserID, nor attempt to find other people's passwords.

Users, particularly Staff, need to be aware of the potential dangers of any lapses of proper security measures. ***(Please refer to CDET B Policy)***

Users must not modify School computers or the network system by tampering with hardware, changing system settings, or introducing undesirable software. In some cases, this may be illegal.

The School filters access to undesirable material through the School network. Users must not attempt to bypass this or other security measures in place. No one may seek out, store on the computer system, nor transmit to other users, material that might be deemed inappropriate or offensive. Viewing, retrieving or downloading of pornographic, terrorist or extremist material, or any other material which the School believes is unsuitable, at any time, is strictly prohibited and constitutes gross misconduct. Internet access may be withdrawn without notice at the discretion of the Principal/Deputy Principal whilst allegations of unsuitable use are investigated by the School.

All users should be aware that use of the system can be monitored by the School should it be suspected that the system is being misused. The School also has the right of access to all files stored on the system including personal emails, and users should be aware that deleting a file or email may not remove it completely from the system. Anyone making wasteful or damaging or inappropriate use of resources may incur a fee may or be restricted from using the facilities.

Computer Use Policy

The School's computers are all connected to the main Larkin Community College network.

On joining the school all pupils are advised of the School's Acceptable Use Policy.

This policy is based upon the following premise:

- All users ought to be able to have confidence that their computer files will not be deleted, modified or accessed by unauthorised people, and that their use of the system will not be hampered by inconsiderate use by others.
- No Illegal activities may be undertaken or stored within the School's system. To fulfil the above aspirations the following points are to be adhered to.
- All users have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, whether by personal or school owned digital equipment, is unacceptable and will be taken very seriously.
- Pupils may not alter any of the settings on School computers
- Pupils may not install any software
- Computers may not be used for sharing of music/videos or playing games during the main school day
- Pupils may not at any time, seek out, store on any digital system, or transmit to other users, material that might be deemed inappropriate or offensive.
- Pupils must keep their password secure
- Pupils must not log on using other people's user IDs
- No digital device, whether school provided or personally owned, may be used for bullying or harassment of others in any form
- No digital device may be used to express negative opinions of the school or its members
- All users should log off the network when leaving devices unattended
- All users should understand that network activity and online communications are monitored
- The computers in the Library may only be used for schoolwork at any time.

The primary purpose of the School's computers is to enhance learning. Pupils may use the computers for doing schoolwork only. Simple browsing of the Internet and playing games, even if they are educational and are on eLearning courses, is NOT doing schoolwork and is not allowed during the school day. (The Computer room will not be used for Deputy Classes unless timetabled. Work should be left for students in their Microsoft 365 accounts/shared folder by the timetabled teachers.)