

E-Learning Roadmap in Stratford College



Rationale

We have devised a new e-Learning Roadmap to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This roadmap does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes and the protocols expected in their use.

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 contact their teacher directly if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Learner Safety, Learner Well Being and Learner Support will continue to be our priority in face to face and/or on-line learning environment and determine our e-learning protocols.

Scope

This roadmap is formulated with reference to Department of Education (DE) Guidelines on [Well Being](#) and [Continuity of Schooling](#) along with [DE Guidelines on Reopening Schools and Stratford College's Response Plan](#).

This roadmap also operates alongside all our existing policies. It does not set out to replace our Acceptable Usage Policy (including rules on use of mobile phones in school) but rather intends to be an important addition for the area of learning from a digital platform. The policy should also be read concurrently with our school's Code of Behaviour and Anti-Bullying Policy.

Stratford College [Acceptable User Policy \(AUP\)](#)

Stratford College [Code of Behaviour and Discipline](#)

Stratford College [General Data Protection Policy](#)

Stratford College Digital Learning Strategy

Stratford College [Child Protection Policy](#)

As advice and circumstances are constantly being updated so too this roadmap will be updated.

Our protocols attempt to comprehend the wide ranging responsibilities of on-line in school and distance learning.

Blended Learning

Blended Learning is a pedagogical approach combining online and face-to-face learning and incorporating a range of learning materials, resources, types of assessments and in-class activities to enhance the learning process. Blended learning is not about replicating face-to-face time online, the aim is to enhance student experience supported by carefully selected online tools.

On-line Learning

Online learning is where more than 80% of content is delivered remotely through a combination of synchronous, structured and/or asynchronous activities.

Hybrid Learning

Hybrid learning is where the traditional form of face-to-face learning converges with newer methods of remote and online instruction. Students and/or teachers may be simultaneously be in the classroom/another classroom and at home.

Stratford College e-learning Platforms

01: STUDENTS TOOLS

LMS: Schoolwise + Office365 + [VSware](#)

02: ONLINE TEACHING

03: Teams meetings, audio [connetion](#) with the class, chat, [Onenote](#) Notebooks (Collaboration, Class Plans and Students folders)

04: [screencasting](#), digital tools, virtual field trips

05: STUDENT EXPERIENCES

[Independent learning](#): flipped classroom, 'cold call' questions

[Group learning](#): break-out rooms, collaborative projects, presentations, debates, quizzes, questions

[Assessment and feedback](#): audio feedback, or online corrections
SEN, inclusion

06: WELLBEING

Student: Junior Cycle & Senior Cycle Key Skills

Teacher: Mix of real time and remote teaching

All: pacing, breaks



STRATFORD COLLEGE

Helen O'Kelly, Siobhan Reynolds. August 2020

[VSware](#) is our Management Information System (MIS). VSware is a design-led, cloud and mobile based school administration platform – which handles all core school data from attendance, assessments, and behaviour to the mandatory September and P-POD returns. VSware provides collaborative data management and innovative reporting

tools giving school management, administration, teachers and parents the ability to monitor and improve the progress of their students and a real-time view of school activity.

[Office 365 Education](#) is a collection of services that allows teachers to collaborate, share resources and schoolwork with students and fellow teachers. It has several built-in features that allow for effective distance learning.

Office365 incorporates:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

There may be some additional applications that teachers use, and the teacher will provide the student with the information required to access them. Again, students must, in all cases, use their *studentnameYYYY@student.stratfordcollege.ie* account as the login.

[SchoolWise](#) is our Learning Management System (LMS). It is accessible via staff or student log-in details and acts as a portal for them to VSWare, Office 365, including Teams, OneNote, Outlook and Sharepoint. SchoolWise also enables teachers to communicate with students online, in order to:

- To set homework/assignments to be submitted online
- To enter grades in the Gradebook
- To send messages

Continous Professional Development (CPD)

VSWare Support is available at [VSWare](#).

Office 365 and SchoolWise is available at <https://www.pdst.ie/DistanceLearning/DigTech>.

Staff CPD is ongoing.

Data Protection

Please click on this link to see our [Data Privacy Statement](#).

In summary regarding e-learning platforms:

What we retain

- Login activity, specifically, the last time a student logged in to their Office365 account
Within Teams and OneNote, the date and time of if/when a student views any assignments or OneNote notebooks set for them and when they submit any work for same
- In live classes using Teams, all audio, video, whiteboard, annotations and screenshare 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

- To assist us in making sure students are engaging in learning sufficiently and in good time
- To assist us in generating appropriate and relevant feedback to parents on progress
- To provide revision materials by means of replying 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
- 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 *@stratfordcollege.ie* or *@student.stratfordcollege.ie* login to access
- The College's own systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long we retain it for

Activity and content will not be retained beyond the students exit from the College, either through early exit or through graduation once all school business has been completed.

Firewall

Our WiFi is connected to the Department of Education (DE) broadband and firewall. Strict levels of access are agreed and rolled across the network in each school.

Student Induction

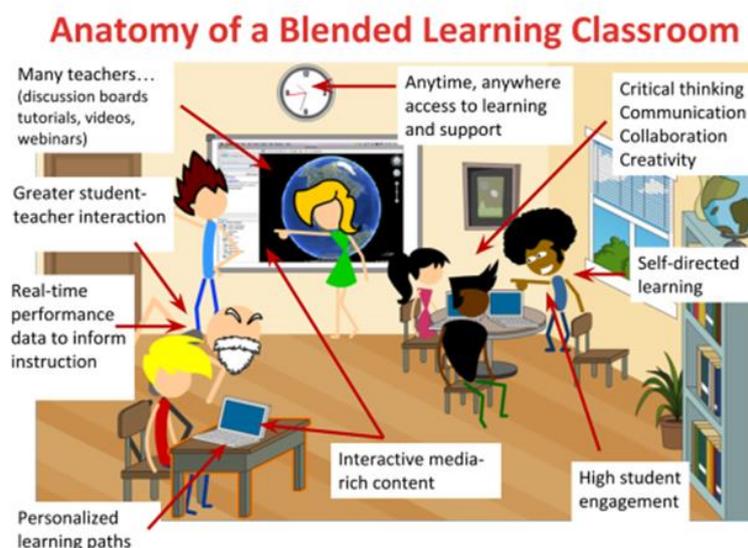
Students attend computer studies classes at least once a week. Their programme includes how to manage information via our on-line platforms. In addition, each teacher will show them best practice in their subjects.

Use of e-learning platforms

1. In-school Blended Learning

While in school and for Health and Safety Reasons students are required to use mobile devices in their classes. Use of textbooks is confined to e-versions and writing material must not be shared. Please see [Stratford College Reopening Handbook](#) for details.

There are strict rules about the type of WiFi connectivity that is allowed in the school and when and where mobile devices, including phones, can be use. Please see our AUP for more details.



2. Distance Learning

Distance Learning will take place if a student or staff member is **self-isolating, required to restrict their movements and is otherwise well or if the school is required to close for Public Health reasons.**

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

In both 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 right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable

e-learning Protocols

The following guidelines on the appropriate use of our online platforms will be regularly reviewed. They apply, variously, to either/both **In-school Blended** or **Distance Learning** as relevant.

In General

1. The school is the owner and teachers are the managers of the Teams they create and will only correspond to a student who is signed up to the correct platform using their @stratfordcollege.ie login, unless alternatives have been agreed in advance with both parties. All members of Stratford College must abide by the normal school rules and policies when logged onto Teams or any digital learning platform or while learning remotely. In particular, all members of the school community should only use the Chat facility in Teams to ask/answer relevant questions related to classwork and/or school activities. Appropriate use of the Teams Chat facility is expected at all times. Students should be mindful of email etiquette and communication tone when communicating with teachers as distinct from online communication with peers. For example, address the relevant party at the beginning of email, maintain a polite tone throughout, and sign off as appropriate.
2. Students are required to check their SchoolWise account each day to collect assigned work and instructions from various subject teachers.

3. The material created by the teacher on Teams is the property of the School and students do not have permission to share to others outside of the Team unless given permission to do so. Recordings must not be made of any online tutorial unless the teacher has given permission to do so. In this instance, it is of utmost importance that any such recordings are not shared.
4. All members of the school community should turn off notifications outside of their learning/working hours.
5. Social media sites e.g. Facebook, Snapchat, Hangouts, WhatsApp etc, to communicate with students is never permissible and teachers have been advised accordingly. Social media may be used by teachers to demonstrate examples of good work to parents and the wider school community but will not be used for the conduct of teaching and learning. Any such activity will only be on the official school social media account (Facebook and Twitter). All names on student work should be redacted unless express permission to do otherwise has been obtained.

Distance Teaching and Learning

1. As student internet access cannot be supervised by teachers during periods distance learning, student personal responsibility is essential and/or parental/guardian monitoring where possible.
2. Teachers, when working remotely, will on most occasions, try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours. However, teachers may have to send material/ assignments outside of regular school opening hours. In this instance there is no expectation on the student to respond or begin work at the time it is received. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, *it is essential that everyone agrees that responses or actions outside of normal working hours are not required.*
3. Class Timetables will be followed closely with the wellbeing of both teachers and students in mind. From previous experience we have learned that having a full day of live classes is not healthy for student or teacher. Therefore, teachers will alternate

regular live classes via MS Teams with recorded classes, classwork, assignments by arrangement with their classes. Teachers will engage live with each of their classes at least once a week.

4. It is important for learning that students attend all online classes and engage with the set tasks and activities to the best of their ability during times of distance learning and that they submit work on completion as advised by their subject teachers.
5. Teachers will schedule online live classes at least 24hours in advance of the class and will always follow the established school timetable.
During live classes microphones should be switched off when the teacher is speaking and turned on to ask/answer questions or engage in the class when invited to do so. Cameras should also be switched on by all students. **Students should also dress appropriately.** Students and teachers will endeavour to have cameras working and switched on at all times during an online lesson/instruction, as students find it easier to engage with learning when this practice is followed.
6. Students should be familiar with the “Four B’s” concept and apply this when engaging in online learning. If a query arises; “Four B’s” consists of

Brain: Re-read all instructions previously given by the class teacher.

Buddy: Ask another individual in the class.

Browser: Post the question onto the class ‘Team’ page to allow other members of the class to respond and/or search on appropriate and trustworthy websites.

Boss: If these steps do not provide adequate clarification, the student should then reach out to the teacher.

7. Any behaviour or language deemed inappropriate during school applies at all times during online learning. The consequences for such behaviour will be the same as if the student was in school.

For parents

We ask parents and guardians to discuss the work being undertaken with your son/daughter. Please ensure that they are leading their learning through availing of all the supports and different methodologies we are offering. We encourage you to check that they are attending scheduled classes (see VSWare) and completing assignments. We suggest you check any communications to their email and encourage them to keep up to date with the work being set and to check on its completion.

Student attendance will be formally noted first class in the morning and first after lunch as normal. Lack of engagement in live classes and/or subject tasks will be noted as absence. Parents may monitor this on VS Ware and notifications will be sent home as usual..

Please see our revised [Student Acceptable User Policy \(AUP\)](#) for your careful attention. Access to our learning platforms is conditional on appropriate behaviour. This policy includes Top Tips for Students and one for Parents, a list of on-line protocols and so called 'netiquette', a reminder of student responsibilities under GDPR and a useful guide for parents to MS Teams. We ask that all students and parents observe this policy in the best interests of your son/daughter's well-being and safety and to ensure the same level of courtesy is extended on-line as in the physical classroom.

Because students are more on-line than ever Stratford College recommends <https://www.webwise.ie/> for advice on parental controls and child internet safety.