**Plean Chian Fhoghlama do Choláiste Naomh Feichín ó Eanáir 2021**

Tá plean chianfhoghlama curtha le chéile againn toisc na cúinsí atá tarlaithe de bharr Covid-19 agus an tábhacht in úsáid na teicneolaíochta chun leanúint leis an teagasc agus an fhoghlaim. Níl aon choincheap nua sa phlean seo, tá breac-chuntas shonrach ar na hábhair a bhéas muid ag baint feidhm astu ar líne chun ranganna chianfhoghlama a chur ar fáil.

Feidhmíonn an phlean seo le taobh polasaithe atá i bhfeidhm againn sa scoil agus atá le fáil ar ár suíomh idirlíne, [www.colaistenaomhfeichin.ie](http://www.colaistenaomhfeichin.ie).

**Réamhrá**

Leagann an cáipéis seo síos plean na scoile maidir le húsáid na teicneolaíochta don chianfhoghlaim agus an fhoghlaim i rith am Coróinvíreas agus teagasc sa mbaile. Tabharfar cianfhoghlaim ar seo agus feidhmíonn sé mar chuid de Polasaí Inghlactha Idirlíne agus an gCód Iompair.

**Scóip den Phlean**

Clúdaíonn an Plean seo gach gné de chianfhoghlaim an scoláire mar atá i n-úsáid ag foireann Choláiste Naomh Feichín.

Caithfidh gach dalta a gcuntas @gretb.ie a úsáid chun logáil isteach. Níl cead ag scoláire aon chuntas eile a úsáid chun cianfhoghlaim a dhéanamh leis an gColáiste.

Is iad na ábhair cianfhoghlama a bhéas in úsáid go príomhúil ná

* Office365, san áireamh:
  + Microsoft Outlook (ríomhphoist)
  + Microsoft Teams
  + Microsoft OneNote
  + Microsoft Forms
  + Microsoft Stream
  + Microsoft Chat

D’fhéadfadh múinteoirí ábhair breise a úsáid, tabharfaidh an mhúinteoir an t-eolas sin don dalta chun teacht ar na hábhair breise. Caithfear, i ngach cás, cuntas @gretb.ie a úsáid chun logáil isteach.

**Cur chuige Chianfhoghlama**

Beidh an chianfhoghlaim dírithe ar fhoghlaim chumaisc agus beidh modhanna éagsúla teagaisc ag múinteoirí óna chéile.

Mar shampla:

* Beidh ranganna beo rialta ag cuid acu agus ní bheidh ag cuid eile
* Beidh na múinteoirí ag úsáid Teams mar ardán don ranganna beo
* Beidh cuid de na múinteoirí ag dáileadh obair sheachtainiúil agus beidh cuid eile ag dáileadh obair laethúil

I ngach cás, is é an príomhfheidhm ná an curaclam a chlúdach do gach ábhair scoile. Is faoin múinteoir an modh is éifeachtúla a roghnú chun an fheidhm seo a chomhlíonadh. Má tá fadhb ag aon dalta le ábhair nó le hualach na hoibre, ba cheart don dalta sin teagmháil a dhéanamh leis an múinteoir gan mórán moille.

**Cúramaí gach duine le linn na Cianfhoghlama**

Don fhoireann agus múinteoirí:

* Tá smacht foriomlán ag na múinteoirí ar a gcuid idirghníomhaíocht idirlíne dá gcuid ranganna.
* Dalta a léiríonn drochiompair, tógfar iad as an rang ionas go mbeidh deis cothrom á thabhairt do dhaltaí a theastaíonn uathu a bheith páirteach san fhoghlaim. Bainfear na deiseanna idirlíne ó dhaltaí a léiríonn drochiompair leanúnach go sealadach.
* Déanfaidh na múinteoirí gach iarracht a bheith ar fáil de réir a chlár ama scoile - bíodh sé ar fhíseáin beo ar Teams, tríd Teams Chat nó ar ríomhphoist.

Do scoláirí:

* Déanfaidh an scoláire cumarsáid ag úsáid cuntas @gretb.ie amháin. Níl cead aon chuntas nó seoladh ríomhphoist eile a úsáid ar chor ar bith.
* Níl cead cumarsáid le haon chuntas seachas @gretb.ie agus seol tuairisc chuig do mhúinteoir nó idir ranga má tá cumarsáid eile ann ó seoladh nach @gretb.ie é.
* Caithfear a bhí sibhialta agus meas a léiriú ar do mhúinteoirí agus ar chomh-dhaltaí i gcónaí.
* Níl cead taifead nó eolas a roinnt ar ábhair ó do ghrúpa Teams – mar shampla bileogaí oibre, páipéar scrúdaithe, freagraí, físeáin, nótaí nó ceangal Teams – go aon duine eile gan cead an mhúinteora/cruthaitheoir an ábhair.
* Tuigeann tú go bhfuil taifead ar do chuid gníomhaíochta idirlíne. Clúdaíonn sé seo gach rud a seolainn tú agus a deirinn tú tríd ríomhphoist, Teams agus OneNote agus cé chomh minic a seiceálann tú ar do chuid oibre.
* Cruinnithe/Ranganna Teams – tá siad á gcur ar fáil do na scoláirí amháin.
* Cuir do micreafón ar chiúnas múna bhfuil tú ag caint.
* Tar isteach ar chruinniú/rang in am.
* Múch an ceamara ach amháin i gcás go n-iarrtar ort
* Bí gléasta go hoiriúnach do na ranganna.
* Críochnaigh an obair atá tugtha duit agus seol chuig do mhúinteoir ranga sa bhealach a iarrtar ort (uaslódáilte go Team, grianghraf nó scan)
* Is féidir le daltaí ábhair a sheoladh ar líne taobh amuigh de huaireanta scoile – 9rn – 3.50in ach níl aon dualgas ar duine ag súil le idirghníomhaíocht idir múinteoir agus dalta i ndiaidh uaireanta scoile.

Do thuismitheoirí

* Ba cheart duit cinntiú go bhfuil do pháiste ag seiceáil go rialta ar obair scoile.
* I gcás ranganna beo, ba cheart duit cinntiú go bhfuil do pháiste in áit ciúin atá saor ó aon cuir isteach. Le bhur dtoil, bí aireach ar Threoirlínte Caomhnú Leanaí mar shampla, ní choir go mbeadh do pháiste sa seomra codlata le linn ranganna beo.
* Tá na ranganna beo ar fáil do do pháiste amháin.
* I gcás droch-ceangal idirlíne nó ceangal mall
  + Is féidir leat ábhair breise ar an ríomhaire a dhúnadh
  + Múch an ceamara ar do ríomhaire agus éist leis an rang.
  + Cur bac ar daoine eile ag úsáid an WiFi le linn ranganna beo.

**Ranganna Idirlíne Beo**

Beidh cuid dár múinteoirí ag cuir cuid de na ranganna ar Teams. Beidh meascán anseo idir obair éisteachta, físeáin, clár bán agus “screencasts”.

Maidir le Teams:

* Caithfidh na daltaí treoir an múinteora a leanúint mar a dhéanfar sa seomra ranga.
* Níl cead an ceamara a chur ar siúl ag aon am.
* Níl cead an micreafón a chur ar siúl ach amháin le cuireadh ón múinteoir. Ar aon chuma, ba cheart go mbeadh na micreafón ar ciúnas fhad agus atá duine éigin ag caint chun cosc a chur ar chur isteach ar an obair.
* Seoltar ceangal do Teams don scoláire amháin. Is faoi an múinteoir an ceangal a sheoladh. Níl cead an ceangal a roinnt le aon duine eile
* Níl cead an seisiúin a taifead ag aon duine ach amháin an múinteoir.

**Ráiteas Eolas Príobháideach**

Feidhmíonn an Plean ChianFhoghlaim leis an Polasaí Inglactha Idirlíne, an gCód Iompair agus an Polasaí Príobháide atá ar fáil ar ár suíomh scoile. Ar son na soiléireachta, ba cheart an plean a léamh ar taobh leis na polasaithe thuasluaite.

**Céard a choinnítear:**

* Gníomhaíochtaí logáilte, go háirithe, am logáladh deireanach an scoláire isteach i gcuntas Office365.
* Laistigh de Teams agus OneNote, an dáta agus an am ina mbreathnaíonn an scoláire ar an obair nó ar an OneNote agus an t-am a chuir siad an obair ar aghaidh.

**Cén fáth**:

* Chun cabhrú linn cinntiú go bhfuil an scoláire ag tabhairt faoi an bhfoghlaim ar bhealach fiúntach agus in am.
* Chun cabhrú linn aiseolas sonrach agus oiriúnach a tabhairt do thuismitheoirí faoi dul chun cinn a bpáistí.
* Chun taifid a choinneáil ar gníomhaíochta i gcás iompar nó aon cheist eile.

**Cén áit:**

* Coinnítear gach taifid ar chóras na scoile agus tá sonraí @gretb.ie ag teastáil chun teacht orthu.
* Tá córas na scoile socraithe suas ionas go mbeidh gach eolas laistigh den Eorap amháin agus i gcás Office 365 is Eire atá i gceist.

**Cén fhad:**

* Go hiondúil, glantar an t-eolas ag deireadh Bliain 3 agus Bliain 6. Glantar gach gníomh le himeacht an dalta ón scoil, bíodh sé luath nó tar éis grádú.

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**Distance Learning Plan for Coláiste Naomh Feichín from January 2021**

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

This plan operates alongside all of our existing policies which can be viewed on our website [www.colaistenaomhfeichin.ie](http://www.colaistenaomhfeichin.ie).

**Introduction**

This document sets out the plan of the school in respect of use of technology for distance or remote teaching and learning during the current Coronavirus stay at home instruction, hereafter referred to as “Distance eLearning” – it operates in addition to our existing Acceptable Use Policy (AUP) and our Code of Behaviour.

**Scope of this Plan**

This plan covers any aspect of student distance learning as used by the Staff of Coláiste Naomh Feichín.

In all cases students must use their gretb.ie account to log in. Students are not to use any other account under any circumstances for the purposes of Distance eLearning within the College.

The list of applications that will be used for distance learning will primarily be:

* Office365, incorporating:
  + Microsoft Outlook (e-mail)
  + Microsoft Teams
  + Microsoft OneNote
  + Microsoft Forms
  + Microsoft Stream
  + Microsoft Chat

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. This must, in all cases, use a @gretb.ie account as the login.

**eLearning Approach**

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

* Some teachers may use regular live classes while others may not
* Some teachers may use live classes through Teams
* Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

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 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.

**Everyone’s Responsibilities while partaking in eLearning**

For staff and teachers:

* Teachers have overall control of the online interaction of their class
* Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.
* Teachers will do their utmost to be available at the identified time on their timetable – this may be via a Team live video, through Teams chat or by e-mail.

For students:

* You are to communicate through your @gretb.ie account only. The use of any other account or e-mail address is expressly prohibited
* Do not engage in communications with any account other than an @gretb.ie account and report any such activity to your teacher or class tutor @gretb.ie e-mail account
* You must always be civil and respectful to your teachers and fellow students
* You are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes or Team links – to anyone else without the permission of the creator of that content
* You understand that all your online activity is recorded. This includes anything you send or say via e-mail, Teams, and OneNote, and whether you are checking regularly for assigned work.
* Teams meetings/class is intended for our own students only.
* Mute your microphone if you are not speaking.
* Join the meeting/class on time.
* Turn off video unless requested to do otherwise.
* Dress appropriately when using cameras.
* Complete all assigned work and submit to the subject teacher in the agreed manner (upload to teams, photograph or scan).
* Students may submit material online outside of school hours, 9am-3.50pm, but there is no expectation of interaction between teacher/student after these hours.

For parents

* You should ensure that your child is checking in regularly for assigned work
* Where live classes are being run you should ensure your child is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes
* Live online classes should be viewed by your child only.
* If your child’s connection is lagging or slow, do the following:
  + Close extra open computer apps.
  + Turn off the camera on the device and listen to the discussion.
  + Limit others on the WiFi while live classes are taking place.

**Live Online Classes**

Teachers may deliver some of the course “live” using Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Teams

* Students must always follow the direction of their teacher just as in the classroom
* Students are not to turn on their video at any time
* Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
* A Team link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
* Only the teacher is allowed record a session. No-one else is permitted to record.

**Data Privacy Statement**

Our Distance Learning Plan operates in addition to the Code of Behaviour 2020, Internet Acceptable Usage Policy (AUP) 2020 and College Privacy Policy which are available from our website. For clarity, we will outline aspects specific to Distance Learning but this should be read alongside our existing policies mentioned above.

**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

**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 a record of activity in the event of a disciplinary or other issue arising.

**Where we retain it:**

* All recordings are kept within the school’s own systems which requires a valid @gretb.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:**

* Ordinarily this is cleared at the end of each exam session, i.e. at the end of 3rd Year and at the end of 6th Year. In any case, activity and content will not be retained beyond the students exit from the College, either through early exit or through graduation.