

# ***COVID 19 – OUR DIGITAL RESPONSE***

*12/11/2020*



Coronavirus  
COVID-19



## Covid 19 - Our Digital Response

**The following document outlines the steps we will take to meet the needs of our students while in school and ahead of possible disruption to normal classes caused by Covid 19.**

### **School continuing in the current context**

- Students need access to a device (preferably a tablet/laptop) capable of supporting a PDF scanner app such as Microsoft Lens or Adobe Scan. This device should also be capable of supporting Google Classroom.
- Teachers list all homework instructions on Google Classroom including any relevant worksheets or images. This post also contains due dates which students must meet.
- Where appropriate teachers upload class notes.
- When required by their teacher, students upload their work as a PDF to the relevant assignment. It is the student's responsibility to ensure that all images are easily read. Teachers may also ask that students rule their page allowing for a feedback column. Please see the attached examples.
- Homework will be corrected either in class or via Google Classroom
- When a student is absent, it is the student's responsibility to maintain engagement with homework through Google Classroom.

#### Assessment

- Teachers are providing written class tests.
- Where appropriate teachers ask students to upload their test to Google Classroom.
- Some subject teachers may generate tests online using apps such as Google Forms.

### **Blended Learning**

Students who are attending school in person will continue to work under the criteria as outlined above.

In the case that a year group are advised to self-isolate by the HSE, all affected students will be required to follow these guidelines from home.

- Students will need access to a device (preferably a tablet/laptop) capable of supporting a PDF scanner app such as Microsoft Lens or Adobe Scan. This device should also be capable of supporting Google Classroom and Google Meet.
- Students at home will follow their current school timetable.
- Attendance will be recorded at all lessons using Vsware with student camera enabled. Students should be prepared to actively take part in class.
- Lessons will consist of teachers listing questions and solutions, publishing pre-recorded videos or live interactive classes using Google Meet.
- Links to Google Meets will be posted on the relevant class page.
- Homework will be uploaded to Google Classroom.

Students should familiarise themselves with the basic settings on Google Meets. The school website contains a step by step video showing how to navigate the app.

### School Closure

In the case of another school closure, teaching and learning will continue under the following guidelines.

- Students will need access to a device (preferably a tablet/laptop) capable of supporting a PDF scanner app such as Microsoft Lens or Adobe Scan. This device should also be capable of supporting Google Classroom and Google Meet.
- Students at home will follow a modified school timetable.
- Attendance will be recorded at all lessons using Vsware with student camera enabled. Students should be prepared to actively take part in class.
- Lessons will consist of teachers listing questions and solutions, publishing pre-recorded videos and live interactive classes using Google Meet.
- Links to Google Meets will be posted on the relevant class page.
- Homework will be uploaded to Google Classroom.
- Parents must contact the school as normal in the event of their son/daughter being unable to attend online lessons.
- Students who fail to complete assignments on time or fail to attend Google Meets will be recorded and this information will be passed onto the relevant year head.

### Homework/ classwork collection guidelines for students in school, during blended learning and in the event of school closure.

#### Current Strategy

Daily provision of homework	Collection of longer pieces (essays, projects)
<ul style="list-style-type: none"><li>• All student work must be received by the teacher prior to a 9.00 am deadline when requested to upload to Google Classroom.</li><li>• Students must have all of their homework in class, ready for visual inspection and oral correction.</li></ul>	<ul style="list-style-type: none"><li>• Extended deadlines may be given where longer pieces of work are required for submission.</li><li>• 9.00 am deadline will remain in place, however students may have more than one night to complete the assignment.</li><li>• Students must have all of their homework in class, ready for visual inspection and oral correction.</li></ul>

Students who fail to meet any of the above criteria will have it noted in their school diary.

## Blended Learning

Students learning remotely from home
<b>Daily provision of homework</b> <ul style="list-style-type: none"><li>All student work must be received by the teacher prior to a 9.00 am deadline when requested to upload to Google Classroom.</li></ul>
<b>Collection of longer pieces</b> <ul style="list-style-type: none"><li>Extended deadlines may be given where longer pieces of work are required for submission.</li><li>9.00 am deadline will remain in place, however students may have more than one night to complete the assignment.</li></ul>

Students learning from home who fail to meet any of the above criteria will have it noted on their Vsware profile, which all parents will have access to.

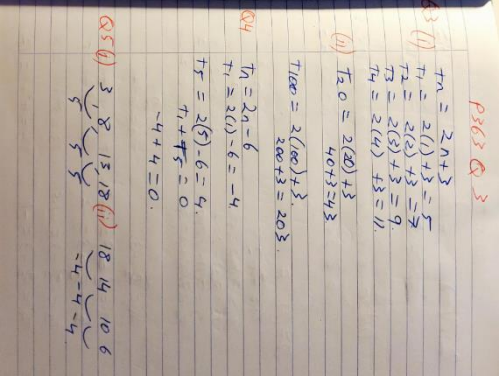
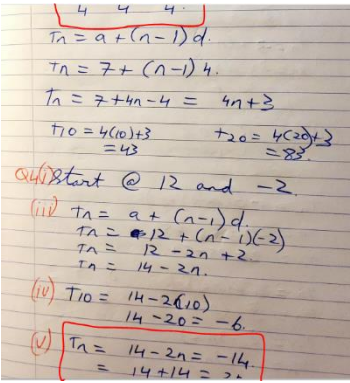
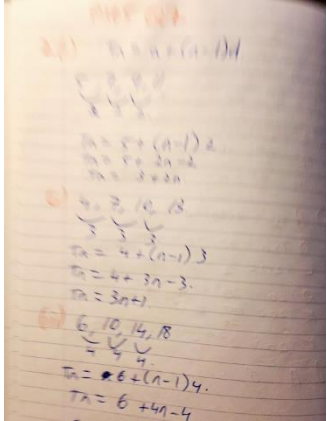
## School Closure

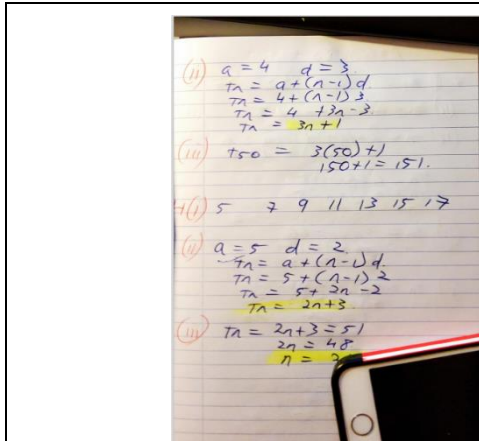
Daily provision of homework	Collection of longer pieces (essays, projects)
<ul style="list-style-type: none"><li>All student work must be received by the teacher prior to a 9.00 am deadline when requested to upload to Google Classroom.</li></ul>	<ul style="list-style-type: none"><li>Extended deadlines may be given where longer pieces of work are required for submission.</li><li>9.00 am deadline will remain in place, however students may have more than one night to complete the assignment.</li></ul>

Students who fail to meet any of the above criteria will have it noted on their Vsware profile, which all parents will have access to.

Work submitted late will not be corrected.

The following are examples of PDFs that **will not be accepted**.

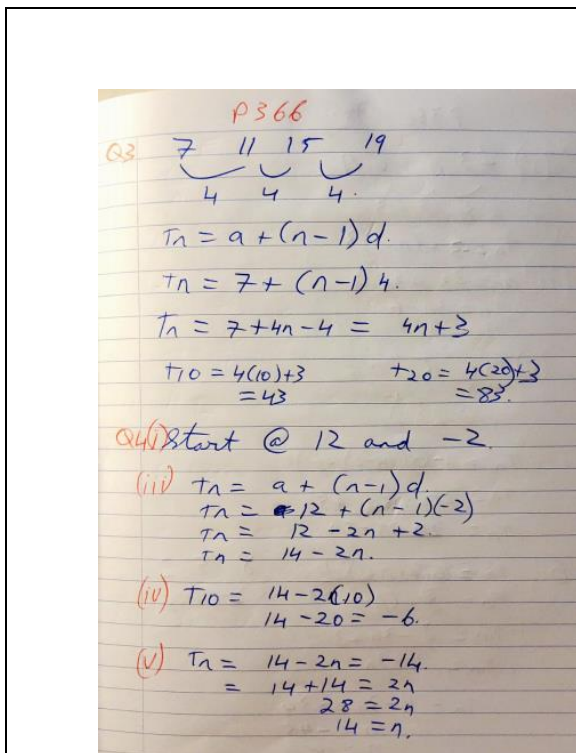
	<ul style="list-style-type: none"> <li>✗ This PDF was submitted in landscape form.</li> <li>✗ Please submit all PDFs in portrait form.</li> </ul> <p>Locking the rotation on your screen can help to stop this from happening.</p>
	<ul style="list-style-type: none"> <li>✗ This PDF is missing a part of the answer at the top and bottom of the page. Please ensure that all of your answer is included.</li> </ul> <p>You can use the crop tool to adjust the borders to make sure all of your answer is included.</p>
	<ul style="list-style-type: none"> <li>✗ This PDF is blurry. Please allow your camera to focus before capturing the image.</li> </ul> <p>You can help your camera to focus by holding it steady and tapping a point on the screen that includes part of your answer.</p>



✗ This PDF has objects showing in the background which are unnecessary and reduce the space available for your teacher to correct.

Prior to capturing the image please make sure that it is free from objects. You can use the crop tool to remove unnecessary borders.

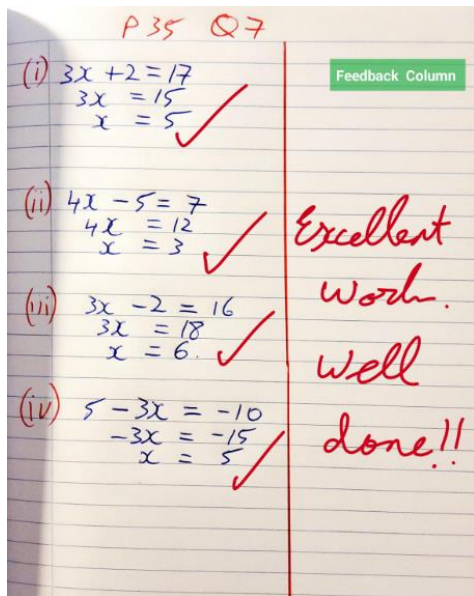
The following are examples of PDFs that will be accepted.



This is how your uploaded PDF should look.

- ✓ Page is numbered and all questions are clearly labelled.
- ✓ Page is in portrait form.
- ✓ Work is spaced out and easy to follow.
- ✓ There are no unnecessary objects or borders in the image.
- ✓ You have included all of your answer.





Teachers may ask you to rule your page to include a feedback column. The purpose of the feedback column is to leave space for your teacher to leave comments and corrections.

Rule your page so that two thirds of it contains your work while one third is blank for your teacher's feedback and corrections.

#### Online chat etiquette for students

- Refer to your teacher as Sir/Ms.
- Respond to teachers, as you would expect to do in class.
- Do not use "text chat" style approach when communicating with your teachers.
- Always maintain a student / teacher relationship.

#### Student Support

Students in need of technical support can email

[support@johnboscoecc.com](mailto:support@johnboscoecc.com)

School Website/ Facebook

The school website and Facebook page will contain instructional videos and up to date announcements.

<https://stjohnboscoecc.ie/students/google-classroom-support/>

<https://www.facebook.com/kildysartcc/posts/2454406778189913>