NAPD
National Association of Principals and Deputy Principals
Cumann Náisiúnta Príomhoidí agus Príomhoidí Tánaisteacha
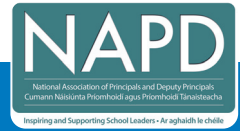Inspiring and Supporting School Leaders • Ar aghaidh le chéile

The Very Useful Guide

Staff guidelines for online teaching

There will be continuing challenges in the weeks ahead as students miss their friends, school, extra-curricular and social activities. *Schools and teachers will continue to play a pivotal role in supporting normality and routine for the students.* The challenge for us all will be to create conditions that enable all students and teachers to thrive over this period.

With regard to teaching online teachers should protect themselves at all times. Consider your personal and professional safeguarding obligations. With that in mind please see the advice below.

- Students and their parents will be notified on Monday as to the rules and expectations regarding students' online behaviour. (See attached). Sanctions laid out in our Code of Behaviour and Acceptable Use Policy will apply in cases where they are deemed appropriate.

- Assistant Year Heads, Year Heads, Deputy Principals and the Principal are here to support your online teaching. Any misbehaviours which occur online or otherwise and cause concerns should be referred on as normal using the ladder of referral.

- Teachers engaging in video based online classrooms need to safeguard their own privacy and professionalism. Be mindful of background displays or locations, dress code and online discussions.

- **Find an online platform that works for you (***possible that an agreed platform is being used by schools already such as Microsoft 365***):** Once your students are engaged in learning, this is all that counts. Students will be grateful that you are supporting and helping them through this. There are many sites to support you should you wish to experiment on new platforms, access resources or use tag on features. The following link is recommended by the DES and provides further links and tutorials: www.pdst.ie/distancelearning.

- Secure, recommended online educational platforms have been strongly advised by the DES, JMB, ACS, and ETBI. Using social media platforms to engage with students where personal phone numbers or non-school based email addresses are used are not deemed safe or appropriate due to GDPR non-compliance.

- When crafting responses to assignments and other submissions use simple, clear and appropriate language. Leave nothing open to interpretation.

STUDENT ENGAGEMENT AND CONNECTION:

Online teaching success reflects classroom based teaching success.

- Connect with every class regularly, depending on the number of periods you are timetabled with them per week. (e.g. through live teaching, video tutorials, PowerPoints, providing work for each class).

- We have advised students and parents that the school day is 9 to 4. We are well aware that some of you with young children are not able to connect during the daytime. If assigning work in the evening, please advise students not to do the work until the following day or if possible, set your assignments to send the next day.

- Make sure content is accessible and a plan is provided.

- Clearly indicate submission dates for assignments.

- The online classroom can prove isolating for teachers and students alike. Therefore engaging in activities which invite discussion and checking in individually with all students at varying times can support this engagement and connectedness.
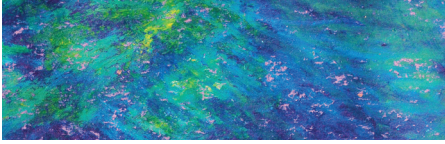
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ASSESSMENT AND PROVIDING FEEDBACK:

The importance of teachers' feedback on assignments and exams to students as a group and individually is very important. This ensures continuity and progression in learning, affirms students' work and ensures that students stay motivated and focused while working at home.

- Set assignments
- Correct work
- Give feedback

SET EXPECTATIONS AND GIVE EXPLICIT INSTRUCTIONS:

These expectations should include everything from what they can expect from you as their teacher to what will be required of them. The expectations can outline due dates for assignments, the length of time that they should be spending on tasks, your communication frequency, how much online participation you require of them, and very importantly the conduct they will be expected to display.

ASK FOR FEEDBACK:

Ask for **honest feedback** as to how things are going. This can help particularly with regard to establishing pacing and workload for students. Sometimes the middle ground student is best used as a source for feedback. Remember that the student who struggles in your class will more than likely struggle even more now.

Teacher's reassurances: So many students and parents have been delighted with our teachers' messages of guidance and support**.** Providing reassurances and messages of guidance and support helps sustain students at this difficult time

INCLUDE THE PARENTS:

Parents have been emailed with tools to help them with their child's engagement. However, it is more important than ever to keep parents informed about expectations in your individual subject area. Individual text (on VS Ware) or email to parents replaces the Diary/Dialann currently (*insert agreed school procedures here as these may differ from school to school*).

Remember: Your contribution in providing routine, support and structure for students has never been more important and appreciated. Thank you for the incredible service you have provided over the last few weeks and thank you in advance for your efforts in the weeks ahead.