Christian Brothers' Grammar School Omagh
eLearning Policy

Title	Data Protection Policy
Purpose	This policy aims to provide a structure to support Christian Brothers' Grammar School, Omagh's endeavour to ensure the highest standards of provision and support of technology to enhance learning.
Author	Senior Leadership Team
Frequency of Review	Every 3 years
Approved by Board of Governors	June 2023
Review Date	2026

Introduction

Christian Brothers' Grammar School, Omagh's vision, values and aims for learning, teaching and assessment are stated in the School Development Plan. This Development Plan informs, and in turn is informed by, a number of other policies and strategies, of which this e-learning policy is one. It includes a number of aims and objectives which are particularly pertinent to the use of technology to enhance learning, including:

- To develop inclusive, flexible and accessible curricula, accessible learning spaces and resources that enable personalised learning in school and home study based settings. Specifically to:
- Continue to work towards good and innovative practice in programme design, pedagogy and assessment in support of a flexible, inclusive and accessible curriculum;
- Review arrangements for learning and teaching support to ensure quality of opportunity for all students, including those with particular needs;
- Develop a range of approaches to learning and assessment that utilise high quality, flexible learning spaces, information resources, modes of delivery and technologies to meet the needs of a diverse student body and enable all students to progress on their learning journey
- Develop and promote partnerships and opportunities for improving teacher skills in line with PRSD provision.

The use of technology to enhance learning has already been widely adopted at Christian Brothers' Grammar School, Omagh and is increasingly becoming embedded in the way students learn. This policy aims to provide a structure to support Christian Brothers' Grammar School, Omagh's endeavour to ensure the highest standards of provision and support of technology to enhance learning.

Context

E-learning development in any organisation does not take place in isolation, but rather is part of a wider context of teaching and learning development. In particular, the development of e-learning at Christian Brothers' Grammar School, Omagh is affected by a variety of school and national contexts. Some of these contexts are social, some are technological and some are regulatory. Socio-technical contexts change rapidly and the increasing use of ICT in work and social life forms an important element of the expectation of students at Christian Brothers' Grammar School, Omagh.

Governmental policies are also an important context, and these are briefly outlined our associated Internet Policy and eSafety Policy, as well as within our Acceptable Use Policies for staff and pupils, to advise on responsible use and provision within.

Christian Brothers' Grammar School, Omagh

This policy is intended to promote, facilitate and support the development of e-learning at Christian Brothers' Grammar School, Omagh and to contribute to the school's overall vision; to be renowned for supporting students' learning and the teacher journey of improvement, across a spectrum of activity; offering them lifelong learning, progression pathways and truly excellent standards in learning and teaching, which leads to high quality employment outcomes through the relevance and practicality of its curriculum.

The school has a number of specific policies and strategies that cover issues such as disability, equality, assessment, widening participation, IT and is also committed to supporting the Omagh Learning Community.

Guiding principles

The basic guiding principle of this policy is that it should be formulated from wide consultation and discussion amongst students, academic colleagues and professional services staff. E-learning is recognised as a developing field and all members of the school have a range of skills and understanding that combine to generate effective e-learning practice.

Specific principles

- The development of e-learning will be directed by pedagogic considerations rather than by the availability of various technologies. The overriding aim is to enhance the student experience through the provision of effective, flexible and engaging learning opportunities that take account of ability, disability, accessibility and learning preferences.

- Christian Brothers' Grammar School, Omagh undertakes to support staff and students in the effective use of technology to enhance learning by investing in:
  - o effective staff development and support,
  - o the provision and maintenance of appropriate hardware and systems and
  - o appropriate organisation and infrastructure developments.

- Christian Brothers' Grammar School, Omagh is committed to providing lifelong opportunities for learning, and recognises that these opportunities require a blend of approaches to teaching and learning. The flexibility offered by the use of technology to enhance learning is recognised as a key element in these blended approaches, but the school also recognises that equality of access and parity of experience are at the heart of the provision of lifelong learning.

- Technology will therefore be used appropriately and thoughtfully to deliver and/or support learning, and to develop flexible study opportunities.

- Christian Brothers' Grammar School, Omagh recognises the importance of personalisation in enhancing the student experience, and, in particular, recognises the potential for e-learning technologies to facilitate personalisation. The school therefore expects staff and students to engage with e-learning technologies in appropriate ways.

- Christian Brothers' Grammar School, Omagh recognises that the developing use of technology to enhance learning has potential resource consequences, particularly in the areas of IT hardware and software, staff development and student support. Implementation of this policy will not necessarily require resources greater than our current yearly investments, but rather reviews our intentions and aims regarding technology enhanced learning.

Aims and Actions

AIM 1: To develop effective methods by which the use of technology can be embedded into the curriculum.

Actions

1.1 Departments will provide written guidance for students on how technology will be used to support learning and, where relevant, deliver the curriculum in their subject domains.

1.2 Christian Brothers' Grammar School, Omagh will recognise and reward innovation in the use of e-learning technologies.

1.3 E-learning will be incorporated into quality assessment, monitoring and feedback activities.

AIM 2: To support and empower colleagues to take advantage of technology to stimulate and enhance the effectiveness of their teaching, and to recognise the contribution technology can make to successful learning outcomes.

Actions

2.1 Staff Development will include e-learning activities, as a tool to enhance AfL opportunities. Reasonable time allowances will be given for e-learning development.

2.2 Christian Brothers' Grammar School, Omagh will continue to invest in staff development provision to support and enhance the opportunities for staff to develop their engagement with Technology Assisted Learning technologies, as a tool to enhance AfL opportunities.

2.3 Staff will be encouraged to widen their own understanding of teaching and learning practices in general, and to develop approaches that integrate the use of technology into more traditional forms of teaching and learning.

2.4 School Committees, Wellbeing and Teaching and Learning, will continue to support staff in their adoption and development of e-learning technologies through the provision of training, workshops and events. eLearning co-ordinators will also continue to lead and take part in innovative e-learning projects.

2.5 Christian Brothers' Grammar School, Omagh will support research and development activities that seek to further our knowledge and understanding of e-learning pedagogy, and work with other organisations, to develop and share best practice.

AIM 3: To ensure that the technical and organisational infrastructures support staff and students in their use of e-learning technologies.

Actions

3.1 Christian Brothers' Grammar School, Omagh will continue to provide and maintain hardware, software, systems and network infrastructures that enable effective use of e-learning technologies.

3.2 Christian Brothers' Grammar School, Omagh will continue to take account of staff and student feedback, including issues of accessibility and disability, in developing strategies for procuring, providing and maintaining hardware, software and systems relating to teaching and learning.

3.3 Christian Brothers' Grammar School, Omagh will continue to research and develop means for sharing learning materials amongst staff and students.

AIM 4: To ensure that e-learning is integrated into strategic planning processes at all levels of decision making in Christian Brothers' Grammar School, Omagh.

Actions

4.1 E-learning, as a tool to enhance AfL opportunities, will be considered at Pupil, Parent, Staff, Department, Committee and Management levels, within the framework of the School Improvement Plan.

4.2 SLT will actively seek advice and guidance on e-learning issues in order to incorporate these issues into wider school policy decisions.

Child Protection

Reporting a concern

Parents and students are reminded of the duty of staff to report any concern about a child's wellbeing immediately and without delay.

- All staff who interact with children, including online, continually look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to the Gateway Team and, as required, the police.
- Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy and send an email outlining their concerns to the Designated Teacher for Child Protection without delay.

Code of Conduct for online learning

Online learning environments should follow the same principles as set out in the school's Code of Conduct.
When communicating online with parents and pupils, staff should:

- communicate within school hours as much as possible
- communicate through the school channels/platforms approved by the Senior Leadership Team;
- use school email accounts (not personal ones);
- use school devices over personal devices wherever possible;
- never share personal information

Virtual lessons

- Teachers should never arrange a one to one virtual lesson.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified and approved by the Senior Leadership Team
- Staff should record, the length, time, date and attendance of any sessions held.