



POLICY ON REMOTE TEACHING

As a result of the recent changes to the delivery of education and the increased use of technology in teaching and learning brought about by Covid-19, Mayo College of Further Education has devised this policy on Remote Teaching. The aim of the policy is to ensure that in the event of students learning remotely, that all stakeholders are clear on how students may be best supported to continue their education while engaging in high quality, effective and safe distance learning.

MCFET's mission is "to deliver excellence in further education to all stakeholders, to prepare our students for work and to enable them to achieve their full potential". This continues to be the case during the Covid-19 pandemic and use of Remote Teaching.

While engaging in online learning all the usual policies of Mayo College of Further Education will continue to apply such as:

- Attendance Policy
- Code of Behaviour
- Acceptable Usage of IT Policy

This policy outlines procedures relating to:

1. Distance Learning in Mayo College of Further Education
2. The Digital Applications that will be used
3. Guidelines for both staff and students while engaged in digital learning.

1. Distance Learning in Mayo College of Further Education and Training

Teachers will use a range of approaches to sustain Distance Learning:

- Microsoft Teams
- Moodle
- Email

Teachers will teach live classes following their normal timetable.

In addition to teaching, they may make information available on Moodle that the students can access in their own time.

Teachers will aim to follow their assessment plan as much as possible. Students are responsible for ensuring that they meet all required submission deadlines. If they encounter any difficulties in this area, they should speak to their Course Co-ordinator as soon as possible.

2. Digital Applications

- Microsoft Teams (classes)
- Microsoft Outlook (email)
- Moodle (notes/resources/submission of assessments)

3. Guidelines for Teaching and Learning Remotely

- In all cases students must use their Office 365 @mayocollege account to log in. Students are not to use any other account under any circumstances.
- It is important that students check their college emails regularly to keep up to date with communication from their teachers/the College.
- Students must turn on their cameras and keep them on for the class's duration unless otherwise directed by their teacher.
- Students must be appropriately dressed.
- A teacher will only take a student's attendance if the camera is on. If a student misses more than four days in one month of classes, they will not be paid their SUSI grant for that month. Absences from classes online will result in consequences for those on BTEA Allowance/VTOS Dispersed Students.
- Teachers will reply to communication during working hours. Students should be aware some teachers work on a part-time basis.
- Students should engage in their classes in a private space with no distraction around them and be appropriately dressed.
- Microphones must be muted when engaging in an online class.
- Students should blur their background.
- Absolutely no recording of classes should occur as this is a severe breach of our Code of Behaviour.
- If a teacher is recording a class/meeting for assessment purposes, the teacher will inform the students that the recording is about to be turned on.
- During the class, if a learner wishes to ask a question or contribute, they must use the raised hand symbol to allow for the smooth running of the class.

- It is required that students use correct email etiquette when communicating with teachers and write a clear explanation for any attachments included.
- Teachers will only respond to emails, from @mayocollege.ie email accounts.
- As far as possible, provision for Special Education Needs students will be made when using remote learning methodologies.
- The student is responsible for ensuring that they submit all assessments by the due date and if they are having any difficulty in engaging with Distance Learning that they communicate this to their Course Co-ordinator as soon as possible.
- If a student is unwell and cannot attend class, they should inform the college.
- If they attend the doctor, they should email a medical certificate to the college administrative staff.
- Teachers will provide their students with appropriate class notes/information to enable them to proceed with the academic year.
- Teachers will invite students to classes on TEAMS giving suitable advance notice.
- Teachers will be appropriately dressed for their classes and will always use a suitable location to teach their classes.

Mayo College of Further Education and Training endeavours to exhibit best practice when engaging with students and Remote Learning.

SIGNATURE _____ DATE _____