

Lucan South Parish Religion Classes eLearning Policy



Introduction

This document sets out the policy of the online Religion classes for Roman Catholic children in Lucan South Parish.

In the light of the current pandemic, it has not been possible for us to organize physical classes in the school like we were doing before. This has necessitated distance or remote teaching and learning.

The parish of Divine Mercy Lucan South and Religion Committee will be providing online learning for children preparing to receive the sacraments in the future. This policy will cover the guidelines, procedures and mechanisms for delivering the classes in addition to our existing policies.

For our online classes we have chosen to use Seesaw. This is a digital portfolio tool which allows children to store their work for sacramental preparation in an online space and gain feedback from the programme organiser or their teacher. Although not a live platform, many of the principles that apply to live online platform still apply. For further information on Seesaw log onto <https://web.seesaw.me/>

Scope of this Policy

This policy covers use of Seesaw as an online tool for learning by the organisers of the classes and the Parish of Divine Mercy Lucan South.

Parents are required to consent to their children using this platform. Parents will be emailed the Seesaw login details for their son / daughter and will login in to Seesaw online or download the app. They will use the login details emailed to them by the parish/committee to access seesaw.

eLearning Approach

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

- Some teachers may use audio explanations regularly while others may not;
- Some teachers may use video explanations for classes while others may use texts;
- Some may use audio, video and texts.

Teachers will give assignments or work to be done at home on a weekly basis.

In all cases, the primary aim is preparation to receive the sacraments and to cover the required curriculum areas for their specific year. The teacher and the parish will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher or Religion Committee or the parish right away if they are having difficulty with any aspect of their learning or preparation.

Everyone's Responsibilities while partaking in eLearning

- Teachers have overall control of the online interaction of their class. Parents are to assist their children to ensure they are following the programme;
- Parents must ensure their children have a tablet, laptop or computer for their online learning;
- Parents must ensure their children are registered and that required fee is paid;
- Teachers, parish team and religion committee members will do their utmost to be available via the communication channels (email, phone or WhatsApp);
- Teachers will assign work every week at the scheduled class time;
- The students have the week to complete the activities and should have evidence of their work submitted by evening before their next class via their Seesaw account;
- Parents should check the work completed by their son/daughter before uploading it to Seesaw;
- The "Group Comments" function for students will be switched off;
- Teacher will check the work completed by each student and will approve as appropriate;
- Parents must consent to the terms and consent to work with their children;
- Parents should ensure that their child is checking in regularly for assigned work;
- Parents must agree to help their children do any given assignment that requires the help of an adult;
- Parents must ensure that their child does not use their Seesaw account for any other purpose other than religion online learning;
- Parents must ensure that their child does not submit anything inappropriate in response to any activity given.

Data Privacy Statement

Your privacy is very important for Our Distance Learning Policy. Your PERSONAL DATA, be it written work, audio or video presentations you provide during this eLearning, are solely for the purpose of organising the religion learning and preparation for the sacrament and will not be used for any other purpose. The information is gathered to facilitate the sacrament and the legal bases that allows us to do this under the GDPR are Article 9 2(a) the data subject (you) has given explicit consent to the processing of the personal data for one or more specified purposes; and Article 9 2(d) where Processing is carried out in the course of its legitimate activities by a not-for-profit body with a political, philosophical, religious or trade union aim provided: - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

The information will be held securely by the Religion Committee and will only be shared with authorised individuals. The personal data collected for the religion class will be stored electronically at the parish office and will be retained for three months after your child has received the sacrament.

You have many rights under the GDPR including the right to access your personal data, to have the data rectified if it is inaccurate, and to have the data erased. This list is not exhaustive.

If you have any concerns regarding the use of your data by the Religion Committee, please contact the Parish Office at (01) 4572900 or email lucansouthparish@gmail.com. You can also make a formal complaint to the Data Protection Commission. The postal address is **Data Protection Commission**, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland or log onto www.dataprotection.ie and complete their web contact form.

If you require any information on your data please email the religion committee.

For further information on Seesaw see <https://web.seesaw.me/privacy>

What we retain:

- Assignments submitted or uploaded on the Seesaw;
- Registration form submitted by parents on behalf of their children.

Why we retain it:

- To assist us in making sure your child is engaging with the programme and is sufficiently prepared to receive the sacrament;
- To assist us in generating appropriate and relevant feedback for parents on progress of the preparation for the reception of the sacraments;
- To provide a record of activity.

Where we retain it:

- All recordings are kept within Seesaw and parish computer system.

How long we retain it for:

- We retain your eLearning data until your child receives the sacrament and we will erase everything from our system within a month after the reception of the sacrament.