



THE INTERNATIONAL SCHOOL OF PORT OF SPAIN

ISPS Online Learning Plan

(Last Revised March 14th, 2020)

Table of Contents

Introduction	2
Our Beliefs	3
ISPS Digital Learning Platforms	4
Roles and Responsibilities	5
FAQs	8
Elementary School	9
Middle/High School	10
ISPS Subscriptions and Licenses	11
Google Hangouts/Meet Video Conferencing	12
Technology Tools	14
ISPS OLP Sources	15

Introduction to ISPS Online Learning Plan (OLP)

At the International School of Port of Spain, we are proud to deliver our high-quality education and fulfill our mission in the context of our campus. We are also proud that we will be able to do so under exceptional circumstances that may require partial or full campus closure. In such circumstances, our commitment is to provide an alternative means of education in the form of the ISPS Online Learning Plan. Online Learning designates the experience students will have when school remains in session but when students are unable to physically attend school because of campus closure. While Online Learning does replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment.

The ISPS Online Learning experience aligns with our ISPS Learning Principles. Our students will be empowered to make choices about how they reach clearly defined learning goals; be engaged in [online] collaboration to solve authentic problems; feel safe to take intellectual risks while persevering through challenges; be supported with modeling, differentiation, specific feedback, and opportunities for reflection and revision; and, will continue to be passionate, intrinsically motivated, and inspired to action.

The success of our Online Learning endeavor is a partnership and is dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction. The result of such learning experiences will expand student academic progress and attend to student social and emotional well-being.

While this is a time of uncertainty and challenge, it is also a time that provides us with unlimited opportunities to connect with ideas and with classmates who are scattered all over the world. Our faculty is prepared for this challenge. Our students are prepared for this challenge. Our parents are prepared for this challenge. ISPS is prepared for this challenge. The purpose of this document is to outline how ISPS will continue to offer a Blended Learning model, which includes both an Asynchronous Learning Environment as well as Synchronous, real-time engagements. An Asynchronous Learning Environment is a learning environment that does not require participants, teachers, and students to be online at the same time. Since faculty and students will be spread across the globe and a multitude of time zones, this is an essential part of the ISPS Online Learning Plan. Synchronous, real-time engagements are opportunities for students to participate in engagements with their teachers and classmates at an established time to allow for interactions in real time.

The following ISPS Online Learning Plan is designed to address the following scenario:

- Asynchronous learning to ensure the opportunity to learn for all students in all time zones.
- Synchronous engagements to support learning and socio-emotional well-being of students through real-time engagements.

ISPS is committed to monitoring the ISPS Online Learning Plan and student experience. The tools used for monitoring may include, but are not limited to:






- Data on student engagement from digital learning platforms - Seesaw, PowerSchool, and G Suite - provide tremendous data on student engagement.
- Feedback from students, parents, and teachers to help us understand how the plan is impacting student, family and teacher experiences, and to provide data on what improvements we might make going forward.
- Review of PowerSchool and Seesaw postings as a form of data collection to support teachers and students in aligning learning to the Online Learning Plan.


Our Beliefs

1. **Courses will run according to the regular schedule (calendar and timetable).**
2. Learning materials are shared via PowerSchool Unified Classroom.
3. Learning activities are engaging, inquiry-based.
4. Learning activities may be completed:
 - a. independently online.
 - b. collaboratively online, via chat, video conference or other collaborative tools.
5. Learning activities have a number of purposes:
 - a. allow students to engage with new learning.
 - b. practice, discuss or apply learning.
 - c. demonstrate knowledge and skills in relation to learning.
 - d. enable more personalized learning.
 - e. increase room to explore a wide range of resources
6. Learning connects to current units and curriculum.
7. Assessment tasks enable students to demonstrate their understanding.

ISPS Digital Learning Platforms

ISPS utilizes a comprehensive set of online systems to facilitate teaching and learning. Below is a chart summarizing the key features of each system.

System	Division	Summary
Gmail 	PK-12, Faculty	All ISP faculty, staff and students in grades PK-12 have access to @isps.edu.tt email accounts. Emails can be sent via Gmail. LOGIN Here
SeeSaw 	ES	This system will be used for teachers to assign lessons or share out resources, such as video tutorials. Please click link for tips: Remote Learning with Seesaw for Schools
G Suite 	3-5, MS, HS	Core productivity platform for online storage and document creation. LOGIN Here
Meet 	PK-12	Online video conferencing within G-Suite. Meet may be used for online learning, meetings, PD or other online gatherings. Start a video meeting Join a video meeting Add people to a video meeting Change screen layouts in a meeting Pin, mute, or remove Hangouts Meet participants Record a video meeting Present during a video meeting Plan and hold meetings from anywhere Troubleshoot issues with Hangouts Meet Known issues with Hangouts Meet
IXL 	K-12	A Comprehensive tool that provides math and language arts practice. See tips here: Video 1 Video 2

PowerSchool 	PK-12	Main learning management software for grades 3-12. Contains course work, assignments, resources, calendar and communication tools. LOGIN Here
---	-------	--

IT Technical Support Information

The IT Department will be available to support teachers, students and parents. We encourage faculty, students, and parents to contact techsupport@isps.edu.tt for any tech related question and to expect a response within 24 hours. This email account is managed by our Online Tech Support Team.

Low Priority: Creating a ticket by sending an email to techsupport@isps.edu.tt

High Priority: Call our ISPS HelpLines at [1\(868\)689-9453](tel:1(868)689-9453) or [1\(868\)723-1290](tel:1(868)723-1290) only available when ISPS OLP officially starts.

Roles and Responsibilities

School Roles and Responsibilities	
Teachers	<ul style="list-style-type: none"> • Post learning materials for lessons scheduled in PowerSchool Unified Classroom; Seesaw (PreK-2) for your classes each day by 7:30 am. • Continue teaching your units as planned using online tools and resources. • Video conferencing with your classes via Google Hangout/Meets will take place at least once per week for Grade 3 through High School. • Video conference lessons or chats with your students will take place during your regular scheduled periods to avoid conflicts with other classes. (There may be a need for differentiation for students traveling to other time zones.) • Provide 24-hour notice of any face-to-face sessions via Google Hangout/Meets. • Plan learning activities that are easily understood and implemented by students. Be clear when assignments are due. • Provide learning activities that include time away from devices. • Provide reflection and feedback in the process of posting student learning on PowerSchool Unified Classroom. • Post summative assessments on PowerSchool Unified Classroom so students and parents can all see them and plan workload accordingly.

	<ul style="list-style-type: none"> • Communicate your availability for student questions and chat when necessary. • Communicate/collaborate with your colleagues/administrators as needed.
Specialists	<ul style="list-style-type: none"> • Contribute daily activities to students. • Plan activities that are easily understood and facilitated by parents/guardians. • Provide opportunities for students to share their learning. • Provide reflection and feedback on students' posts. • Make yourself available via email to answer questions about the activities, as needed.
Learning Support Teachers	<ul style="list-style-type: none"> • Collaborate with the subject or classroom teachers in order to plan for students on your caseload. • Scaffold, modify or differentiate activities, as necessary, for students on their caseload. • Communicate regularly with students on their caseload and/or their parents to ensure they have success with tasks. • Provide supplementary learning activities for students on their caseload, who may benefit from additional practice to support their individual needs. • Monitor student learning and provide feedback and next steps. • Communicate with parents regarding the online learning plan and how they would co-plan with teachers for students to access the content.
Counselors	<ul style="list-style-type: none"> • Develop wellness strategies that students can practice during this time of Online Learning. • Create counseling lessons that students could complete "at home" based on the current curriculum. • Provide developmentally appropriate "blog-type" statement/s that include resources regarding anxiety, isolation, health and wellbeing particular to grade level(s). • Respond to counseling needs of students, as needed.
Instructional Coach	<ul style="list-style-type: none"> • Available upon request for instructional support. • Support teachers in the development of Online Learning experiences, as needed.
IB/AP Coordinators	<ul style="list-style-type: none"> • Remain in contact with the IBO and the College Board (AP). • Communicate information from the IBO and the College Board to teachers, parents and students, as it becomes available. • Available upon request for instructional support.

Librarians	<ul style="list-style-type: none"> • Curate resources for teachers to support the development of high quality online learning experiences for students. • Support teachers in the development of Online Learning experiences, as needed.
Teaching Assistants	<ul style="list-style-type: none"> • Provide support and assistance to assigned grade level and/or subject area teachers as requested.
Online Tech Support Team	<ul style="list-style-type: none"> • Provide timely response to student, family, and faculty requests regarding technology issues.

Student Roles and Responsibilities

- Establish a daily routine to support your learning.
- Identify a comfortable, quiet space so you can work effectively and successfully.
- Check your email and Unified Classroom frequently.
- Complete tasks/activities on which you can receive feedback (either online or during the next class meeting, as indicated in instructions).
- Participate in online learning activities with your peers.
- Complete assessment tasks.
- Take breaks, play, rest, be active.
- Communicate proactively with your teachers. Ask questions, but be patient when waiting for a response. If a teacher emails you, respond in a timely manner. You can use email or, if permitted by your teacher, Google Hangouts/Meet, or Google Chat.
- Communicate with your friends, classmates, and groups (if needed) regularly.
- Be mindful of your workload and wellbeing. If you have any concerns, contact your teacher or counsellor.
- Keep your laptop/iPad charged and with you when traveling.

Parent/Guardian Roles and Responsibilities

- Ask questions, talk about learning, upcoming deadlines, and workload.
- Help your child develop daily routines.
- Encourage your child to take study breaks and to take part in physical exercise.
- Be mindful of your child's wellbeing; speak to them regularly about concerns or challenges.
- Choose a learning location that is suitable to be seen by peers and teachers if students are using video tools.
- Create opportunities for your child to interact with peers to maintain connections with their school community.
- Ensure your children are dressed appropriately when using video tools.
- If there are siblings simultaneously online, choose locations that do not cause noise interference when recording learning or video conferencing.
- Communicate any concerns to your child's tutor, teacher, or counsellor via email.

For questions about	Contact*
*First contact via email. Face-to-face video conferencing available as needed.	
a course, assignment, or resource	Teacher
a technology-related problem or issue	Teacher, techsupport@isps.edu.tt
a personal or social-emotional concern	Counselor
other issues related to online learning	Teacher or Principal

FAQs

Is my child expected to sit in front of their computer all day?

No. Online learning will be a blend of face-to-face video, collaborative group work using online tools, independent learning and, as much as possible, real-world authentic learning experiences.

Will online learning days count towards attendance requirements?

ISPS is working hard to ensure online learning days will be treated as regular school days.

How does ISPS's child protection guidelines apply during online learning?

ISPS has established comprehensive guidelines to ensure the safety of all ISPS community members in an online environment.

What do I do if my home internet is not working?

Please contact your internet service provider.

What do I do if my student cannot login to their student account(s)?

First, please email your teacher to ensure they are aware of the issue. Next, please email techsupport@isps.edu.tt

Email: techsupport@isps.edu.tt

Working hours: 7:15am - 3:30pm

A tech assistant will contact you via email or Google Hangout chat based on availability.

High Priority: Call our ISPS OLP HelpLines at **1(868)689-9453** or **1(868)723-1290** only available when ISPS OLP officially starts.

Elementary School

Technology use at home

For all of this home learning, students will need either an iPad or Chromebook to access some activities and share feedback. Ideally students in Grades K-2 would use an iPad or tablet and students in Grades 3-5 will use a laptop, desktop or Chromebook. Please note the following: In the event that you are unable to provide your student with a device, please contact the Elementary School Principal at sjulien@isps.edu.tt

Daily Schedule for Teachers

Daily Schedule PK-GR2	
By 7:30 am	Teacher posts prerecorded welcome and learning assignments via Seesaw for the students. Post specifics on Unified Classroom for parents.
7:40-2:30	Daily teacher activities will include: <ul style="list-style-type: none">• Monitor assignments on Seesaw• Monitor communication with parents via email/Seesaw• Planning and posting assignments• Monitoring assignments• Providing feedback as needed• Virtual Team Meetings, communications with principals, posting grades in power school, updating units in Atlas
Determined by teacher	<ul style="list-style-type: none">• Daily Virtual Office Hour

Daily Schedule for Grades 3-5

By 7:30 am	Teacher posts learning assignments / materials for the day
7:40-2:30	<p>Daily teacher activities will include:</p> <ul style="list-style-type: none"> • Must be online for any student questions/contact according to your teaching schedule • Optional face to face via Google Hangouts/Meet according to your regular schedule. • Planning and posting assignments. • Monitoring assignments. • Providing feedback as needed. • Virtual Team Meetings, communications with principals, posting grades in power school, updating units in Atlas.
Determined by teacher	<ul style="list-style-type: none"> • Daily Virtual Office Hour

Middle and High School

Technology use at home

For all of this home learning, students will need either an iPad or Chromebook to access some activities and share feedback. Ideally students would use a laptop, desktop or Chromebook. Please note the following: In the event that you are unable to provide your student with a device, please contact the MS/HS School Principal at fhuerta@isps.edu.tt

Daily Schedule for Teachers

By 7:30 am	Teacher posts learning assignments / materials for the day
7:40-2:30	<p>Daily teacher activities will include:</p> <ul style="list-style-type: none"> • Must be online according to your teaching schedule for student questions/contacts. • Optional face to face via Google Hangouts/Meet according to your regular schedule. • Planning and posting assignments. • Monitoring assignments. • Providing feedback as needed. • Virtual Team Meetings, communications with principals, posting grades in PowerSchool, updating units in Atlas.

Determined by teacher	<ul style="list-style-type: none"> Daily Virtual Office Hour
-----------------------	---

ISPS Subscriptions and Licenses

SUBSCRIPTIONS FOR ALL (Accessible to all teachers and all students)

Atlas (Rubicon) BrainPopJr BrainPop	PowerSchool Unified Classroom MyON Google Suite	IXL WPP PowerSchool	SeeSaw Google Hangout/Meet Google Chat
---	---	---	--

SUBSCRIPTIONS & LICENSES FOR TEACHERS ON DEMAND

Early Childhood	Elementary School	Middle School	High School	(Specialis.)
IXL RAZ-Kids SeeSaw ABC Mouse BrainPop Starfall Epic ToDoMath Reading A-Z MyON Renaissance	IXL RAZ-Kids SeeSaw ABC Mouse BrainPop Starfall Epic ToDoMath Reading A-Z MyON Renaissance Newsela ReadWorks StudyLadder Freckle Kahoot WPP Online Mystery Science Generation Genius	IXL	IXL	ELEOT

Google Hangouts/Meet Video Conferencing

How It Works

- These instructions detail student guidelines for Google Hangouts/Meet video conferences.
- Attendance is required. Despite Wifi issues, you are still responsible for attending classes as you always have. Please ensure that you have backup data in case the wifi is not working well in your home. Be aware that you may have to troubleshoot problems with Google Hangouts/Meet using a 2nd device. Know how to tether your device to your data. Try a different area in your building, such as the lobby area or the social area if your apartment is not receiving a signal.
- Students should dress appropriately during video conferencing sessions.
- Check your equipment BEFORE to ensure that you have a headset/earphones/microphone/video capacity that works. A headset is preferable. Use the chat if something isn't working with audio/video.




Routines




- Since Wifi takes time to sort out, you are expected to attempt log-in as quietly and effectively as possible and to BE PUNCTUAL.
- **When you log on, immediately MUTE your microphone.** TURN ON YOUR VIDEO so the teacher can see that you are logged in at all times. You may only turn off your video feature if you are struggling to connect with your current wi-fi. Once everyone is logged on, we will do a quick audio/video test to make sure everyone is working as attendance is taken.
- Become well-versed on how to mute/unmute your microphone. The teacher can mute it for you, but you also need to ONLY unmute it in order to respond when you are called upon. Otherwise, the class will be very distracting and frustrating to follow.
- Practice ACTIVE LISTENING during your session. Use the chat feature or unmute their microphone to ask a question and when you are done speaking, re-mute your microphone. This is especially important during interactive moments of the class.
- Google chat may be used for working through issues with audio/video or for letting the teacher know information about coming/going/emergency info that is only related to you. It may also be used for answering class-related questions.

Be aware that random chit-chat in the public chat should not be happening as a general rule.

- Throughout the session, the teacher might monitor your progress in the following ways:
 - Asking an open-ended question and having students respond one at a time so that they can ensure you are fully present and participating.
 - Asking you to raise your hand if you are ok with directions.
 - Asking you to unmute one at a time and respond with "here!"
 - Asking you to wave into the camera or give me a "thumbs up."
 - Asking you to show me an emoji that tells me to what extent you are comfortable with the material.

Technology Tools

Presentation Tools		
<p>Google Slides</p>  <ul style="list-style-type: none"> - Gr3+ Web-based, iPad - collaborate and share online - add text, images, video <p>Tutorial: 101 Tutorial</p>	<p>Prezi</p>  <ul style="list-style-type: none"> - Gr4+ Web-based - zoom in and out - add text, images, video <p>Tutorial How to use Prezi</p>	<p>PowToon</p>  <ul style="list-style-type: none"> - Gr4+ Web-based - add text, images, audio and animated characters <p>Tutorials: QuickStart Guide</p>

Publishing Tools		
<p>Book Creator</p>  <ul style="list-style-type: none"> - KG+, iPad - Exports as pdf or video <p>Tutorial: Tutorial</p>	<p>Comic Life</p>  <ul style="list-style-type: none"> - Gr2+ - create a comic book - add text, images and visual effects <p>Tutorial: Basic Introduction</p>	<p>Docs + Drawings</p>  <ul style="list-style-type: none"> - Gr3+, Web-based, iPad <p>Tutorial:</p> <ul style="list-style-type: none"> • Google Docs 101 Tutorial

Graphic Design And Organizers

Google Drawings



- Gr3+
- Create charts and diagrams

Tutorial: [Google Drawing Basics](#)

Canva



- Gr4+
- create infographics, flyers, banners and more

Tutorial: [Canva 101](#)

Popplet



- Gr1+, web-based, iPad
- create mind maps

Tutorial: [Popplet](#)

Data Collection And Analysis

Google Forms



- G4+
- create surveys to easily gather and analyze data

Tutorial: [Forms 101](#)

Peardeck



- G1+
- G.Slides add on that turns presentations into interactive tasks.

Tutorial: [Beginners Tutorial](#)

Kahoot!

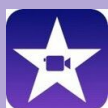


- G5+
- game-based formative assessment tool

Tutorial: [How to create a Kahoot!](#)

Video Making + Screencasting Tools

iMovie



- Gr3+, web-based, iPad

Tutorial: [iMovie for Beginners](#)

Green Screen by Dolnk



- Gr1+, iPad
- add images and videos as a virtual background

Tutorial: [Easy tutorial](#)




Screencastify



- Gr3+
- Chrome Extension
- Create screen capture movies

Tutorial: [Introduction Tutorial](#)

Online Whiteboard Tools		
<p>Jamboard</p>  <p>- web-based interactive board</p> <p>Tutorial: Jamboard for Beginners</p>	<p>AWW App</p>  <p>- web-based interactive board</p> <p>Tutorial: Easy tutorial</p>	<p>Miro</p>  <p>- web-based interactive board</p> <p>Tutorial: Introduction Tutorial</p>

Collaboration Tools		
<p>Padlet</p>  <p>- Gr 6+ - Online curation - Collect, organize and share everything on the web</p> <p>Tutorial: Padlet Introduction</p>	<p>Flipgrid</p>  <p>- PreK+ - Video discussion tool - Any device with internet access</p> <p>Tutorial: Flipgrid Tutorial</p>	<p>Wakelet</p>  <p>-Gr6+ - Collect and share anything on the web and share it under one link</p> <p>Tutorial: Wakelete Tutorial</p>

ISPS OLP Sources

We want to acknowledge the following schools that have shared their plans publicly or directly with a particular staff member of The International School of Port of Spain and that we have used it (content and format) to adapt it to our own version.

- International School of Panama
- Colegio Franklin Delano Roosevelt - The American School of Lima
- Country Day School Costa Rica
- Shanghai American School