

Online Learning/Remote Teaching Guidelines

- All members of the school community should understand that all the standard school policies are still applicable in the remote teaching scenario (e.g. Code of Behaviour, Acceptable Use Policy, Anti-Bullying Policy, Social Media Policy etc.)
- Students are advised to follow the schedule of online classes and to attend on time and for the duration of the lesson. If unable to do so, students are advised to remind their parents to contact the school to explain any full day absences. In the case of occasional classes that cannot be attended, students are asked to make contact with their teachers to explain their absence.
- All students are requested where possible, to have their camera on during any live class and not to use any filters except for a background filter.
- When prompted to do so, students will be requested to turn on their mic.
- Students are not permitted to share any links (Google meet code) for classes/assemblies/presentation with any other person(s) unless directed to do so. Facilitating a third party to enter an online class is a contravention of this policy.
- The recording of any audio or video content of any online class/assembly/presentation is not permissible as is the sharing of same via any platform or to any person under any circumstances. (The recording of any audio/video is likely to be unlawful where personal data is captured).
- All staff are required to use the agreed online platform, G-Suite and its applications and extensions for the purposes of teaching and learning.
- All google meet links and codes should only be shared with students in that relevant teaching group/google classroom group, only.
- Staff should familiarise themselves with the controls available within the service and how to use these controls to protect their security, data, and communications.
- It is good practice to record the presence of participants by taking a roll at the beginning of the online lesson. Extensions such as “Meet attendance” can be used to monitor attendance at Google Meet classes. Google enterprise can also facilitate this.
- Any inappropriate or suspicious online activity should be reported immediately to school management.
- Guidance for Registered Teachers about the use of Social Media and Electronic Communication is available at teachingcouncil.ie
- A student’s guide to online classroom etiquette is available as guidance for students and is published in the news section of the website.