



Loreto Secondary School Clonmel Remote Teaching - Student Agreement

It is necessary to approach the online teaching and learning as a community where staff, students and parents are clear on their role and responsibilities which they share in ensuring the best outcomes for the students. Therefore, below our guidelines set out for our students in relation to the protocols surrounding teaching through the medium of LIVE CLASSES on Microsoft Teams.

When participating in remote teaching and learning from home due to the impact of Covid19 you must think of a Microsoft Teams live class as a normal classroom where school rules apply including:

- School Code of Behaviour
- Anti- Bullying Policy
- Digital Technologies Acceptable Use Policy
- Acceptable Usage Policy for Devices

You must find a quiet space for the class. Live classes are for the students in your class group only.

1. **Students wear their Loreto crested PE Hoodie or Loreto crested Tee-shirt during live classes OR a Loreto Secondary School crested top (e.g. football team top, basketball team top, hockey team top, etc) with any tracksuit end or sport leggings or jeans of their choice.**
2. Make sure your device is fully charged.
3. Follow your school timetable – normal timetable will apply regarding live classes and the allocation of work for your subjects, including learning support classes.
4. Join a live class on time -ONLY the teacher may start the class as he/she will be recording attendance.
5. Inform your teacher **PRIOR to your live class** if you are not able to attend for any reason. The teacher will then send you the recording individually **if** he/she has recorded their live class.
6. Your camera must be switched ON at all times (when using the camera, position it with only yourself in view and ensure the background is blank for your own safety and privacy).
7. You must respect the privacy of the other members of the class, including the teacher and any sharing of the class with non-class members will be viewed as a serious breach of discipline. No student has permission to record material without their teacher's permission.
8. Make sure you can turn on/off (mute/unmute) your microphone. You will be expected to answer questions and respond to the roll call during each live class.
9. Turn off notifications as they will interfere with your concentration during the lesson.
10. Respectful behaviour is expected during a live class just as it is in the classroom.
11. Leave the live class on TEAMS at the end of the class by pressing the 'hang up' button and do not re-join.
12. Update your notes and ensure you record the homework given and its due date i.e. in your Student Journal.
13. Any communications with your teacher should be during school hours only.

You will be sent a copy our schools 'Covid 19 Remote Teaching & Learning Policy'. It is **ESSENTIAL** that you read this with your parents to ensure you are fully aware of the protocols in place.

When you accept an invitation to take part in a Microsoft Teams live call arranged by a teacher or SNA, you are agreeing to all of the above.