



Malahide CS Remote Learning Protocol for Students and Parents/Guardians

We are delighted to welcome you to engage in Remote Learning with your teachers and fellow students. Please remember, that, in keeping with our Code of Behaviour and School Rules, teachers, students and parents/guardians have rights and responsibilities and it is integral to the ethos of the school as a caring community that mutual respect and tolerance should characterise all relationships in our school, at all times. We summarise this as follows:

- **Respect Yourself**
- **Respect Others**
- **Respect Your Environment.**

This should be kept in mind as you engage with Remote Learning.

Please note:

- 1. Our overarching Code of Behaviour, School Rules and ICT Acceptable Use Policy, as outlined in the Student's Journal, and our Anti-bullying Policy, apply to all Remote Learning.**
- 2. Students, whose behaviour is regularly inappropriate online and which is consistently below the accepted school standard, may be excluded from school activities, sports and trips.**
- 3. The school reserves the right to report any illegal activities to the appropriate authorities.**
- 4. Students are expected to use Schoology as the main Platform for all communications regarding their class arrangements e.g. links to videos, sharing of powerpoints, assignments, etc. Students are also expected to monitor their school email accounts on a daily basis.**
- 5. This protocol is subject to change as emerging needs evolve.**

Guidelines for Remote Learning:

***In advance of going online:**

- Make sure your device is fully charged.
- Find a suitable location - noise free, etc.
- Log onto the correct link/app. at the time requested by your teacher.
- Be aware of what others may be able to view or hear around you/in the background.
- Be 'class ready' - have the materials you will need in advance of going online.
- Practise using an app.etc. before the session, if it is new to you.
- Above all, be positive in your engagement with MCS Remote Learning.

***While online:**

- Remember the Rules of 'Netiquette' - please see below.
- Keep your camera on - your face must be visible to your teachers, to ensure engagement. You may choose an appropriate background, however.
- Clarify with your teacher the work you have been assigned.
- Clarify the due date for work assignments.
- Write all assigned work into your Student Journal - this will help parents/guardians to support you.
- Take notes, as you go, on the important points of the lesson. Writing will help you to understand the material and to stay more engaged in the learning.
- Stay organised.
- Ask your teacher (or SNA) for guidance and suggestions, if you have questions or difficulties.
- If you are still unclear about how to navigate an App, let your teacher (or SNA) and your parents/guardians know. Email your teacher during school hours for assistance.

***Attendance:**

- Teachers will be keeping an Attendance List.
- All work may be reflected in your summer report, 2021.

***Netiquette:**

- Our school's Code of Behaviour, School Rules and our ICT Acceptable Use Policy (see pgs. 10-20, Student's Journal) apply to all Remote Learning.
- A high sense of respect is expected from students when engaging in Remote Learning.
- All students participating in online courses are expected to conduct their communications in a respectful manner.
- The use of proper Internet etiquette is expected at all times.
- Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline. This could result in suspension or exclusion (expulsion) from school depending on the circumstances. (Rule 7, pg. 10, Student's Journal).
- Inappropriate language or behaviour will result in disciplinary action.
- Remember that Remote Learning is not private. Think about the consequences of anything you might write or post online. Do not impersonate others.
- Do not share the link to a class with anyone else.
- Do not tamper in any way with any teacher's online resources.

**Ratified by the Chairperson of the Board of Management: Tuesday, 24th March, 2020.
Second update: 07th January, 2021.**