

22<sup>nd</sup> April 2020

## Remote Learning – Live Learning Sessions Protocols

As part of our approach to remote learning, some teachers hope to set up live videoconferencing sessions to interact with 6<sup>th</sup> Year students in real time. This will take place initially through our Office 365 Teams platform. We hope in the near future to extend this to the use of Zoom, through the school's registered account.

Teachers who are in a position to do so will communicate details and scheduled times to students through their office 365 account which will also be used to control access to each live session. Please note that for a variety of reasons not all teachers will be able offer live sessions.

Great care is needed to ensure the online security of everyone involved in live online sessions.

Students are reminded that **all of the school's policies**, notably the **Code of Behaviour** and the **Internet Acceptable Use Policy**, apply during these online lessons.

When students join a virtual lesson their **device cameras** and **microphones** are **off by default** (this setting is controlled by the teacher). However, as the virtual session provides an opportunity for participation, teachers may encourage some audio and/or video interaction with students.

Students are advised that best practice when participating requires the following;

- a quiet location,
- proper attire/dress,
- no personal information visible in background (eg. bedrooms or rooms with lots of photos should be avoided)
- respectful interactions and behaviour towards all present at the virtual session.

**Audio or visual recording** of a live session is **NOT permitted** by either the teacher or the students. This is to respect the personal data of all, both teachers and students, who participate in each virtual live session.

Participants will be reminded that **no recording (or screen photograph)** of any part of the video session should be made by **any means**. **The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.**

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting everybody's privacy at home.

Teachers understand that it will not be possible for some students to attend the live session at the scheduled time due to a wide range of reasons beyond their control. If this is the case please message your teacher through the Office 365 system or via the school office email and we they will endeavor to support you in some other way.

If at any stage you have any concerns or wish to provide any feedback then please do not hesitate to contact the school through [office@presmilltown.ie](mailto:office@presmilltown.ie)

Thank you for your continued support and cooperation.

