

## St Mary's CBS Online Learning Guidelines

### Rationale:

Due to current Covid-19 restrictions and school closure until February this document provides guidelines for best practice regarding Online Learning at St Mary's CBS.

### Strategy:

St Mary's CBS use the Microsoft 365 platform. Microsoft Teams is predominantly the communication platform which will facilitate Online learning.

This allows:

1. Online classes to be set up and streamed live in accordance with student timetables
2. Communication between teachers and students for enquiries and day to day questions
3. Sharing of resources to enhance learning and make students more responsible and independent



### Responsibility of the Student

- All students must have their Microsoft school login and password. This should be memorised, wrote down in a safe place and photographed using their digital device if possible.
- It is not sufficient to be logged in with the device memorising the password
- Students who cannot log in will face a sanction similar to that of a 'no homework'
- Students are expected to log in from home in accordance with their timetable
- While engaging in Online Learning, students must abide by the expected online etiquette:
  - Be polite
  - No speaking out of turn
  - Keep your mic muted until you want to ask a question
  - Dress appropriately
  - When contacting a teacher with an issue, please address the teacher appropriately and sign off similarly (*Hi Sir/Miss* and *Thank you Sir/Miss*)
  - Contact with a teacher should only be made via Microsoft Teams or Email at appropriate times
  - Ordinary school rules and Code of Behaviour applies

### Responsibility of the Parent

- Parents are encouraged to work in partnership with the school and our teachers to facilitate online learning and encourage students to participate to the best of their ability
- Parents are encouraged to ensure their son has memorised his Microsoft log in details and they are stored securely
- Parents are encouraged to regularly check internet access and maintain their sons access to Microsoft Teams

If you have any technical issues in relation to Microsoft 365 access, please contact our ICT Coordinator - Geoff Brennan [gbrennan@portlaoiseCBS.com](mailto:gbrennan@portlaoiseCBS.com)