



COLÁISTE NA TOIRBHIRTE, BANDON, CO. CORK

GUIDELINES & PROTOCOLS FOR REMOTE LEARNING

- Please be reminded that the School ICT Acceptable Use Policy and Code of Behaviour remain in place for this period of remote learning and that users must engage in a responsible and appropriate manner at all times. It is essential that users review these policies and how they relate specifically to online behaviour when using technology for education (see homepage of School website).
- During the current school closure, please note that only school approved educational platforms, Microsoft Office 365, **in particular Microsoft Teams**, are in use to support and facilitate teaching and learning. All of the School protocols contained in the aforementioned policies are relevant to the use of these apps for online learning and must be observed in all communications between students and teachers.
- School e-mail accounts (@presbandon.ie) are set up for all student-teacher-class contact. This email may not be used to contact teachers and school staff for any other reason. Emails for any other reason should be sent to the School office, office@presbandon.ie.
- Any inappropriate use of school email accounts will be dealt with through the School's Code of Behaviour policy.
- Personal email addresses are not permitted and should not be used.
- Please note that individual emails from students to teachers should only be sent during normal school working hours (9.00 am – 3.55 pm) with queries/submissions that relate to subject work only.

- The use of subject content-based videos and images including voiceovers may be used by teachers and students to share and submit class work. Live engagement using platforms such as Microsoft Teams and Zoom (using School account only) can also be used for educational purposes.
- Students are advised to follow their daily timetable to maintain a structured approach to learning and to keep a record of all completed work in their school journal.
- Students are required to check their school email account (Microsoft Outlook, Microsoft Teams and Edmodo) each day to collect assigned work and instructions from various subject teachers. It is important for learning that students engage with the set tasks and activities to the best of their ability in current circumstances; and that they submit work on completion as advised by their subject teachers.
- As student internet access cannot be supervised by teachers during this period of school closure, student personal responsibility is essential and/or parental/guardian monitoring where possible.
- If students have any queries regarding remote learning or require assistance with accessing their school email or other approved educational apps - please email the School at office@presbandon.ie, or relevant teacher, who can then forward the query to members of the Digital Learning Team.