



St. Michael's College

Online Teaching and Learning Protocols and Procedures

The goal of online classes and learning is to reflect and recreate the atmosphere and aims of the teaching that takes in a physical classroom.

Teaching and Learning online

Various technologies are vital for teaching, learning and communicating online. Classes need to take place in a respectful atmosphere- this is true both when physically in the school building and when learning remotely.

Teachers are well placed to assess the learning needs of their classes and to this end, they may tailor the content and delivery of material to various classes and year groups in order to make sure the curriculum is covered.

A new timetable has been put in place, based on feedback from the school community after the first lockdown.

The primary applications that will be used are:

- Zoom
- G Suite, which includes Classroom, Gmail, Meet etc
- Other appropriate applications may be used at the teacher's discretion e.g. Explain Everything

All teachers and students have a St. Michael's College Google account. In all cases students and teachers should only use these @stmc.ie accounts to communicate and conduct classes.

Each user is issued ICT details (e.g. for a STMC Google Account) for their own use and must not pass on log-in details/ passwords etc. to anyone other than an IT professional when appropriate.

Students should get in touch with their teacher through these accounts as soon as possible if they are struggling with any aspect of their learning.

Students should:

First of all remember that they are in a classroom environment and rules still apply. This includes the Code of Conduct, general behaviour and good online etiquette (see end of document) amongst others.

- Work in an environment conducive to learning wherever possible- a quiet space, at a desk/table with no distractions
- Have quick access to a device charger and socket
- Ensure that there is nothing inappropriate or distracting in the background
- Be suitably dressed for class. Uniforms are not necessary but students should be dressed appropriately
- Be logged into class on time
- Follow instructions from teacher
- Turn camera on for class whenever possible
- Not record classes at any time
- Mute themselves unless asked to do otherwise by the teacher
- Not take screenshots or photos of others or the class in general
- Use appropriate language when speaking online- remember you're in class with a teacher present
- Be prepared for each class, e.g. having the correct books, homework and materials to hand
- Communicate with teachers using the given platform and during school hours only
- Log in to Google Classroom and emails everyday to check for updates
- Not use their mobile phone other than to join online classes

Non compliance with these procedures will see students removed from class and the Year Head will be notified.

Parents/Guardians should:

- Be aware of the school timetable
- Make sure that their son is checking in regularly for assigned work
- Ensure that, when real time classes are taking place, their son is punctual and working in a suitable learning environment (as described above). Please be aware of Child Protection Guidelines and how they might apply online-

<https://www.stmc.ie/resources/ewExternalFiles/Child%20Safeguarding.pdf>

- Be sure that any real time online classes are viewed by their child only
- Communicate any concerns regarding online learning with the Year Head

