



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.

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

A STUDENT'S GUIDE TO ONLINE CLASSROOM ETIQUETTE

WORK SPACE

Choose a workspace that is suitable for the online classroom.



Be aware of what others will see in the background.

SHHHHH...!

- Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



BE ON TIME

Turn up - the class is to help you and your learning

Be on time for your online classes



NO PHOTOS

Do not take screenshots or photos of others online



SCHOOL RULES

School rules apply in the online classroom

Think before you type. Keep focused on the task assigned.



PRESENTATION

Dress appropriately



SPEAK UP & ASK FOR HELP

Contact teachers during school hours or make an agreement about contact times



RESPECT

Respect everyone's views online



ENJOY IT!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt

