

ONLINE TEACHING & LEARNING - RULES & EXPECTATIONS **FOR STUDENTS**

During this time of online learning students are expected to follow their timetable from 9am to 4pm (1.15pm Weds)

Coláiste/Gaelcholáiste Choilm uses Google Suite for Education for online learning. At the beginning of each day log into your colaistechoilm.ie email account and then join your class in Google Classroom.

Teachers will either provide live classes, recorded classes or set specific work during each timetabled class. This includes exam subjects, non-exam subjects and resource classes.

When learning online, it is important that you realise all the normal school protocols around respect apply. Behave as if you are physically in class. This means:

1. Be Prepared:

- School day is 9am to 4pm (1.15pm Weds) - do your work within this time to allow for leisure time afterward.
- If teachers assign work after 4pm - you can leave it until the next day.
- Have a suitable workspace - make sure the background in online classes is suitable.
- Make sure your device is fully charged and you have all necessary materials.
- Make sure you have the assigned work / learning /reading complete and submitted on time.
- Eat a snack before your online class & have a bottle of water at hand if you normally do (No eating is allowed during live classes).
- Use your dialann to keep track of the work assigned & the work done.

2. Be Punctual:

- Be sitting at your workstation and logged in to Google Classroom as per timetable.
- Attend all classes.
- Respond to all posts on Google Classroom and emails sent to you by your teachers.
- Work will be assigned on Google Classroom. Complete all assigned work on time.

3. **Be Respectful:** of your teacher and fellow students,

- Be presentable - dress appropriately for live classes (no pjs please!).
- Be positive & support others in their learning.
- Only appropriate comments - written or spoken.
- Please & thank you are always appreciated! Be polite.
- Recording of live classes is strictly prohibited – serious sanctions will apply.

4. **Be Engaged:**

- Do your best
- Take part in all your classes.
- The work and assignments you post must be your own work.
- Do not copy work from other students or any other source and pretend that it is your own.
- Take part in class tests and assessments honestly, and don't share the answers with your classmates.

5. **Be Secure:**

- You have a Google Classroom account for all of your subjects. This is the virtual classroom where teaching & learning takes place.
- Coláiste/ Gaelcholáiste Choilm has assigned all students a school email account.
- The school email is to be used for school communication only.
- The use of personal email accounts is acceptable only in agreed circumstances. Students should not under any circumstances share their email account login details or class codes with any other student.

Rewards

By doing your best, you will feel good about yourself. This sense of achievement contributes to your overall wellbeing.

By participating fully in your online classes you will also receive:

- Words of praise.
- Positive comment on VSware Behaviour Tab.
- Very positive report.

Most importantly, by engaging in this learning now you are paving your way to the next stage in your educational journey.

Sanctions

We expect Students to do their best, to respect others and to behave in class:

- Inappropriate behaviour associated with online teaching and learning (eg See Guidelines below) will be dealt with on an individual basis, as per our Code of Behaviour & Anti Bullying Policy & Acceptable Use Policy apply - All on our Website.
- Sanctions can range from contacting students' parents to exclusion from online classes for a period of time.
- Disciplinary consequence for a serious breach of the Code of Behaviour/Acceptable Use Policy may lead to suspension or expulsion in certain cases.
- Coláiste/ Gaelcholáiste Choilm reserves the right to report any illegal activities to the appropriate authorities.

Guidelines specific to online behaviour:

- **Do not use words or share content that is offensive or inflammatory** (this includes, but is not limited to, language, names or content that is sexist, racist, homophobic, sexually explicit, abusive, contains swearing or is otherwise likely to cause offence). If you wouldn't say it to someone's face, don't say it online either.
- Do not 'spam' other learners by posting the same comment multiple times or by adding comments that are unrelated to the class
- **Be aware of strong language, all caps and exclamation points:** It is easy for written text to be misread and misunderstood. Yes, grammar and spelling matter. Textspeak can b gr8 4 ur friends. In an educational setting, keep it formal
- **Be careful with humour and sarcasm:** Certainly you shouldn't avoid being funny, just make sure that it is clear you are being funny and not being rude, and remember to keep smiley faces/emojis to a minimum.

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