

Ar scáth a chéile a  
mhairimid



# Scoil an Linbh Íosa

## Remote Learning Acceptable Usage Protocol

### Guidelines for effective online communication in general:

1. Staff, families and students are expected to behave in an appropriate manner online. Children are reminded to be FRESH (Fair, Respectful, Engaged, Safe and Honest) in their online interactions with school staff and fellow pupils.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Under no circumstances can pictures or recordings be taken of video calls.
4. Staff members can communicate with pupils and their families via the GSuite for Education platforms.
5. Any electronic forms of communication will be for educational/care purposes and to allow for appropriate communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (including but not limited to GSuite for Education incorporating Google Classroom and Google Meet).
7. Parent/Guardian consent to create a GSuite for Education account for their child is presumed on enrolment to the school. If a parent/guardian does not want to provide consent it is the parents' responsibility to inform the school and we will then delete the GSuite for Education account for the child.

See <https://www.prosperousns.ie/g-suite-for-education.html>

8. For video calls on Google Meet, parental permission is presumed. The link to a video call will be communicated via Google Classroom. Children must be supervised by a parent/guardian while working online in a video conference.
9. For security reasons, passwords may be provided to families to access online resources, where applicable.

10. Scoil An Linbh Íosa, Prosperous cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication with parents using a mobile phone will not be frequent, but when it is deemed necessary, staff members will ensure that their caller ID is private.

**Guidelines for staff members using online communication methods:**

1. Staff members will communicate with pupils and families during the hours of 9:00am - 3pm, where possible.
2. Under no circumstances can pictures or recordings be taken of video calls.
3. Staff members will have high expectations regarding pupil behaviour relating to any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.
6. Staff will create links for Google Meet sessions. These will be communicated to parents via Google Classroom and will be visible on the classroom dashboard.
7. Staff members will notify parents/guardians of the date and time, and provide a link for a video call via Google Classroom. Users will only be admitted to a Google Meet session once a teacher has joined the meeting. Children will not be able to join an online call before the teacher.
8. Participants can only be admitted to video conferences while accessing from their school GSuite account.

**Rules for pupils using online communication methods:**

*For submitting learning*

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Be FRESH (Fair, Respectful, Engaged, Safe and Honest) in your communications with staff and fellow pupils online.

### *For Video calls*

1. Pictures or recordings of the video call are not allowed.
2. Refer to our school behaviour rules - they are still in effect in online settings. See <https://www.prosperousns.ie/code-of-behaviour.html> .
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind, friendly and appropriate language.
7. Display due respect and engagement by actively listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

### **Guidelines for parents and guardians:**

#### *For Learning*

1. It is the responsibility of parents and guardians to ensure that pupils are supervised at all times while they engage in school activities online.
2. Check over the work before pupils submit work to their teacher, ensuring it is appropriate.
3. Continue to revise and promote online safety measures and appropriate online etiquette with your child.

#### *For Video calls*

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that your child joins the Google Meet session using the link shared on Google Classroom while they are signed into their school GSuite account.
3. The main purpose of a video call is to maintain social connections between the school staff and pupils during unavoidable school closures. Encourage pupils to be FRESH with their online school interactions and enjoy the experience.

4. Be aware that when participating in group video calls, you can be seen and heard at all times unless you are muted or have disabled your camera. Please be mindful of this before joining a meeting.
5. Children will not be able to gain access to a meeting before a teacher has joined the session.
6. Please ensure that your child is on time for a scheduled video call.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. All participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call which is quiet and would be free from disturbances.
10. Children must leave the online Google Meet session when the teacher requests. The teacher will ensure that all children have left the online meeting before they themselves exit.
11. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from GSuite for Education accounts in its GSuite for Education Privacy Notice. You can read that notice online at [https://GSuite.google.com/terms/education\\_privacy.html](https://GSuite.google.com/terms/education_privacy.html)

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will be contacted regarding this.