



## *Online Learning*

### *Information for Parents/Students*

#### **Expectations of students when participating in a ‘Microsoft Teams’ lesson.**

Castleknock Community College is using Microsoft Teams for Learning & Teaching during school closure. Invitations are sent from the teacher to their class groups via their Microsoft Teams email account. *This email account is for educational use and under no circumstances should login or password details be shared with other students.*

It is important to note the following guidelines in respect of expectations for students as we engage with on-line Learning & Teaching. These behavioural expectations must be followed to maintain and ensure the safety and integrity of those participating.

While students engage online with their teachers and fellow students, it is important to remember that this is a formal situation. With this in mind, we wish to remind everyone that the College’s *Behaviour Code*, *Counter-Bullying Policy* and the *Personal Electronic Device Policy*, as outlined in your School Journal, is applicable to Online Learning & Teaching and must be followed at all times. (*Please note: Acceptable Usage Policy is available on the College website*).

#### Reminder for parents/guardians:

- Please continue to email tutors and teachers by 8.30a.m. if your daughter/son will be absent from online classes.
- Please refer to your daughter/son’s VS Ware page regularly for updates on engagement etc. under the Behaviour Section.
- We would ask all parents to check that the microphone and camera are working on the device your daughter/son is using. A working microphone and camera will enhance the online learning and interaction experience for all.
- The College reserves the right to refuse entry or remove a student from the class for inappropriate Online Etiquette.

## Reminders for Students:

### Follow Normal Classroom Guidelines:

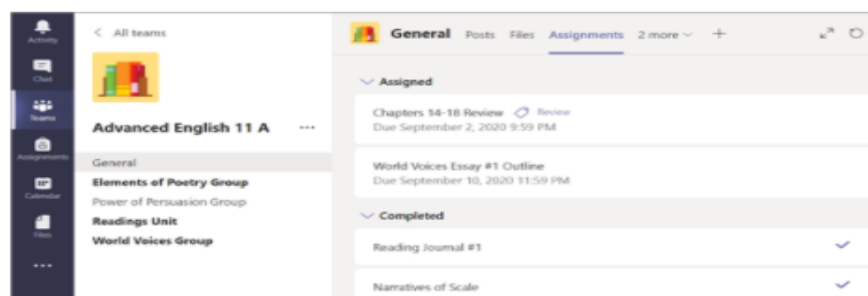
- ✓ Attendance is important and is recorded as would be the case in school - the class is to help you and your learning.
- ✓ Be Punctual for your online classes. It disrupts the flow of the lesson if your teacher is interrupted to admit students who are late.
- ✓ Be Prepared by having pen, paper, books, notes and all your requirements ready and ensure they are easy to access.
- ✓ Keep your microphone on mute unless asking or answering a question. Speak clearly so everyone can hear you.
- ✓ Do not overuse the “Chat” feature and use appropriately.
- ✓ Keep your camera on or as directed by your teacher. You need to make this connection with your teacher so they are sure you are present and participating.
- ✓ Listen attentively and stay focused on the task assigned.
- ✓ Always follow teachers’ instructions.
- ✓ Be respectful when addressing your teacher - polite language at all times.
- ✓ When emailing your teachers, please enter your name, class and subject in the “Subject” bar, address your teacher by name and ensure your query is clear and concise.
- ✓ Remember to contact your teachers during school hours only.
- ✓ Exit the lesson promptly when your teacher says you may leave. Your teacher will be the first to enter and the last to leave the lesson.
- ✓ The following link is very useful if you are experiencing issues Uploading Assignments:
- ✓ <https://support.microsoft.com/en-us/office/turn-in-an-assignment-in-microsoft-teams-e25f383a-b747-4a0b-b6d5-a2845a52092b>

## Turn in an assignment in Microsoft Teams

Microsoft Teams for Education

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.



Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

## Appropriate Workspace

- Try to use an appropriate workspace in your home that is suitable for the online classroom. Be aware of what others will see in the background.
- Dress appropriately.
- Please be mindful that from time to time teachers may record lessons which are available for students to access later to support their learning. Students will be notified at the start of the lesson if it is being recorded.

## General Advice

- Follow teachers' instructions.
- Speak clearly.
- Listen attentively.
- Respect everyone's views online.
- Think before you type! Be mindful that your comments are recorded and cannot be edited or deleted. This forms part of your online digital footprint so it is important to engage appropriately in the Comments Section.
- Give your best effort online as you would in the classroom.
- Remember: *it is absolutely prohibited to photograph, screenshot, film or record another person without their permission and approval and/or for that material to be shared with other people either from one device to another or on the internet.*

Enjoy your Online Learning & Stay Safe!

Mol an Óige agus Tiocfaidh Sí

---