

Scoil Naomh Mhuire, Staplestown, Co. Kildare

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Online 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 Seesaw platform and via class email and Aladdin.
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 Seesaw, Zoom and Aladdin).
7. Parent/Guardian acceptance of this Online Learning Protocol is presumed. If a parent/guardian does not accept the protocol, it is the parents' responsibility to inform the school.
8. For video calls on Zoom, parental permission is presumed. The link to a video call will be communicated via email or posted as a link on the Seesaw platform.
9. Parents must ensure that their child has accessed the meeting correctly. Once this has been established, we ask that parents allow children the privacy to engage in the lesson without parental observation, just as they would in the classroom. It is important that the dignity and privacy of all pupils is respected as much as is possible. We acknowledge that the extent to which this can be facilitated will depend on the age and stage of the child and will continue to keep this protocol under review in that respect.
10. For security reasons, passwords may be provided to families to access online resources, where applicable.

11. Scoil Naomh Mhuire, Staplestown cannot accept responsibility for the security of online platforms, in the event that they are hacked.
12. 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 9am – 3pm, where possible.
2. Teachers may need to make recordings of some video calls in order to review lessons. Recordings will be strictly for teachers' viewing only, will only be kept for as long as is necessary and will be deleted upon review by the teacher – within a 24 hour period.
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 members will send invitations to Zoom sessions to parents via email or post them as a link on Seesaw
7. Pupils will only be admitted to a Zoom session once a teacher has joined the meeting. Children will not be able to join an online call before the teacher and must wait in the waiting room until they are admitted by the teacher.

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 our Code of Behaviour at: <http://www.staplestownns.ie/policies.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 while they engage in school activities online.
2. Pupils and families should communicate with teachers during the hours of 9:00am - 3pm, Monday to Friday only as much as is possible. This includes pupils' submission of work via Seesaw and parent emails or messages to teachers.
3. Check over the work before pupils submit work to their teacher, ensuring it is appropriate.
4. 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 by pupils or parents.
2. Ensure that your child joins the Zoom session using the link or invitation provided.
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 themselves and how to raise their hands.
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 zoom session when the teacher requests. The teacher will ensure that all children have left the online meeting before they themselves exit.

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.