



## Acceptable Use Policy for Remote Learning Meetings

- Microsoft Office 365, including Class Notebook, Teams etc is the secure, College approved platform used by teachers to upload work and assignments
- The Teacher will endeavour to follow the school timetable and students are expected to do likewise in that regard
- Students and teachers will check email, Teams and Class Notebook at least twice a day
- When Sancta Maria College students engage in 'remote teaching and learning' through the school Office 365 platform, Teams, Outlook, OneDrive, OneNote, Class Notebook etc, all the current school policies apply, i.e. Positive Behaviour Code, ICT Acceptable Use Policy, iPad Acceptable Use Policy, Anti – Bullying Policy etc
- Students are only permitted to attend meetings that have been scheduled and organised by their teachers and are not permitted to initiate / start unsupervised meetings
- The teacher will initiate and invite the students to the meeting
- Communication may only take place during normal school hours
- The student camera must be turned off for the duration of the meeting
- Meetings work best when all students' microphones are muted, and students seek permission from the teacher to ask a question in the 'meeting chat' area
- Meetings may be recorded by the teacher to share with any students who were unable to attend. The teacher will inform the class at the start of the meeting if they will be recording the meeting for this purpose
- Students are not permitted to record or take photographs of meetings and are not permitted to upload to another platform

- When the teacher informs the class that the meeting is over all students must press the 'hang up' button
- Should it prove necessary, the teacher will press End Meeting
- The teacher is the last person to leave the meeting
- Teaching and Learning best practice will continue to apply with students expected to present all assignments completed to the best of their ability and presented on time where the current evolving and unprecedented situation allows you to do so

**Date approved by the Board of Management: 28th April 2020**

Signed Remotely:

PJ Gannon  
Chairperson of Board of Management

Gerardine Kennedy  
Principal

Date: April 28<sup>th</sup> 2020

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