



Dear students, parents / guardians,

As we progress through our first week of online learning and teaching our school community is coming to terms once more with the challenges of creating a meaningful, virtual space for students and teachers. The level of engagement by students has been excellent but there have been some incidents of unacceptable behaviour. In order to ensure live lessons continue, I would ask parents/guardians to speak with your son/daughter again about what is acceptable behaviour when participating with online learning. In particular please remind your son/daughter of the following;

#### **Student Expectations and Guidelines for Participation**

1. Abide by the our Acceptable Use Policy: <http://www.carrigcs.ie/ict-acceptable-use-policy/>).
2. Polite and professional language shall be used at all times. The “chat” function on google meet is only to be used as directed by the teacher. Please note that usage of the “myccs” domain is monitored by school authorities. It should only be used for school purposes.
3. Please keep all background noise and distractions to a minimum when attending a live class.
4. **Under no circumstances should a student record any of the online sessions.** If any part of a lesson is recorded, it may become a legal issue, as you do not have consent from all participants. It will also result in a sanction following the school code of behaviour.
5. Do not share the classroom code outside of the group, invite other participants or release your own account to be used by another student.
6. Please ensure that you are joining the live sessions from your “myccs” account. You will need to log out of any other gmail accounts on the device prior to joining the google meet. Students will not be permitted to join a google meet unless their name is visible.

I appreciate you taking the time to discuss these points at home, as we strive to work together to make this experience of online learning as positive as possible.

Kind regards,  
Paul Burke  
Principal