

Belgrove Senior Girls' School
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Guidelines for Distance Learning in Belgrove Senior Girls' School

Online safety is of the utmost importance and we hope that this document helps to protect both school staff and pupils, while online.

Guidelines for good online communication in Belgrove Senior Girls' School:

1. Under no circumstances can **pictures or recordings** be taken of video/ recorded lessons.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are participating in Zoom sessions.
4. Staff members can communicate with pupils and their families via email or through the app Seesaw.
5. 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.
6. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
7. **For video/ live calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.**
8. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
9. For security reasons, passwords will be provided to families, where applicable.
10. Belgrove Senior Girls' School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a personal mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

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. Use kind and friendly words.

Zoom Class – Guidelines

1. Dress appropriately.
2. Pictures or recordings of the video call are not allowed.
3. Remember our school rules - they are still in place, even online. Be respectful to teachers and pupils.

4. Set up your device in a quiet space, with no distractions in the background.
5. Join the video with your microphone muted.
6. Do not use the 'Chat function' at any stage.
7. Stay seated and stay present.
8. Be patient (This is new to a lot of people and it may take time)
9. A parent has to be there when setting up the video call.
10. Raise your hand before speaking, just like you would do in class.
11. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
12. Show respect by listening to others while they are speaking.
13. Be on time - set a reminder if it helps.
- 14. Participants will be removed for breaking guidelines.**
15. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of recorded or video messages.
2. Staff members will communicate with pupils and families during the hours of 8.30am - 3pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will report any concerns regarding online behaviour or interactions to school management.
5. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.