Ashbourne CS Remote Learning Protocol for Students and Parents/Guardians

We are delighted to welcome you to engage in Remote Learning with your teachers and fellow students. Please remember, that, in keeping with our Code of Behaviour and School Rules, teachers, students and parents/guardians have rights and responsibilities and it is integral to the ethos of the school as a caring community that mutual respect and tolerance should characterise all relationships in our school, at all times. We summarise this as follows:

- **Respect Yourself**
- **Respect Others**
- **Respect Your Environment.**
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This should be kept in mind as you engage with Remote Learning.

Please note:

1. Our overarching Code of Behaviour, School Rules and ICT Acceptable Use Policy, as outlined in the Student's Journal, apply to all Remote Learning.

2. Students, whose behaviour is regularly inappropriate online and which is consistently below the accepted school standard, may be suspended from online classes and may be excluded from school activities, sports and trips.

3. The school reserves the right to report any illegal activities to the appropriate authorities.

Guidelines for Remote Learning:

In advance of going online:

- Make sure your device is fully charged.
- Find a suitable location - noise free, etc.
- Log onto the correct link/app at the time requested by your Teacher,
- Be aware of what others may be able to view or hear around you/in the background
- Be 'class ready' - have the materials you will need in advance of going online.
- Practice using an app.etc. before the session, if it is new to you.

While online:

- Remember the Rules of 'Netiquette' - please see below.
- Clarify with your teacher the work you have been assigned.
- Clarify the due date for work assignments.
- Write all assigned work into your Student Journal - this will help Parents/Guardians to support you.
- Take notes, as you go, on the important points of the lesson. Writing will help you to understand the material and to stay more engaged in the learning.
- Stay organized.
- Ask your teacher (or SNA) for guidance and suggestions if you have questions or difficulties.
- If you are still unclear about how to get around an app., let your teacher (or SNA) and your parent/guardian know. Email your teacher **during school hours** for assistance.

Attendance:
- Teachers will be keeping an Attendance List.
- If a teacher has a concern about a student's repeated lack of attendance or lack of participation, the relevant Year Head will be informed and may contact home
- All work may be reflected in your summer report, 2021.

Netiquette:
- Our school's Code of Behaviour, School Rules and our ICT Acceptable Use Policy apply to all Remote Learning.
- A high sense of respect is expected from students when engaging in Remote Learning.
- Appropriate dress code is expected by all participants in a video call.
- An appropriate venue should be established for on online class
- All students participating in online courses are expected to conduct their communications in a respectful manner.
- Follow the teachers' advice – if asked to switch off your camera and/or microphone please do. Failure to comply may result in your removal from the session and a disciplinary referral
- The use of proper Internet etiquette is expected at all times.
- Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline.
- Inappropriate language or behavior will result in disciplinary action.
- Do not use inappropriate avatars or pictures in your Personal Profile
- Remember that Remote Learning is not private. Think about the consequences of anything you might write or post online.

- Do not invite anyone else to the meeting.
- Do not change your school-assigned user name.
- Above all, be positive in your engagement with ACS Remote Learning.

Email protocols
- Do not 'reply all' to an email sent to a class or year group - just reply to the teacher.
- Include a clear, direct subject line so the receiver knows what the email is about.
- Start the email with Dear Ms/Mr ...... or Hi Ms/Mr.......
- Explain the reason for your email, e.g. work attached, or question you want to ask.
- If you are attaching work, please mention what is attached.
- Do not just attach documents or images of work with no subject to the email or information - always explain what is attached. Please name a document if you are sharing it and don't leave it as Document1. Add your email information in the space providing when you are sharing the file.
- Remember to be polite in any emails you send on your school email please.
- Close the email politely and include your name, class and year group.
- Keep the sending of emails to during the school hours from Monday to Friday.