

Clon CC Online Learning Protocol



Clonakilty Community College

Online Learning Protocol – Pupils

Clonakilty Community College uses Microsoft 365 TEAMS as the online platform. Each staff member and pupil is provided with an individual email account to access this platform.

Our **Code of Behaviour** intends to safeguard pupils' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment. To this end each member of our school community has a responsibility for the promotion of good behaviour and a role in developing relationships in a spirit of mutual respect. The standards of behaviour that we expect from all stakeholders on this platform are: Respect for self and others, Kindness and willingness to help others, Courtesy and good manners, Fairness, Readiness to use respectful ways of resolving difficulties and conflict and Forgiveness.

Parents/Guardians are asked to support their child's learning teachers to maximise the child's full potential by ensuring that:

- Our only agreed online recognised platform is Microsoft 365 TEAMS.
- The protocol for the use of ICT in a remote learning situation are exactly the same as they would be in a school setting.
- Where possible, we provide live online classes to the fullest extent possible.
- We endeavour to follow our current timetable and normal school day as closely as possible.
- All work submitted should be the student's own work and submitted on time, and sources acknowledged according to current plagiarism and copyright rules.
- Students will use Microsoft 365 for educational/CCC purposes only.
- Pupils please use the 'hands up' option when you have a question to ask, camera on for all users, with microphones off for pupils.
- Students are required not to take/circulate any image of any of Microsoft 365 TEAMS users without their permission, including profile pictures.
- When using the camera facility, please ensure that there are no personal objects or information in the background for your own privacy.
- Students are asked to download the TEAMS app and to turn on notifications to support ease of use of this platform.
- As this is a professional platform, pupils are required to choose their profile pictures accordingly.

The Code of Behaviour will be implemented for any breach of the above rules. Breaches can result in loss of access privileges. By using this Platform, pupils are agreeing to the above protocol.

As a college we wish to empower our pupils with the skills to be confident and independent young adults enabling them to reach their full potential.