



Larkin Community College
Coláiste Pobail Lorcáin

GUIDANCE FOR STUDENTS ON VIDEO/LIVE CLASSES

While schools are closed your teachers/educators may provide the opportunity for virtual meetings. This includes Microsoft teams.

Remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. **NOTE: only teachers can set up MS TEAMS.**

Participating in video conferences is a great way to stay connected with your teachers and classmates, but it is important for you to **follow these rules and guidelines.**

- Join Teams lessons from an **environment** that is quiet, safe and free from distractions ideally in a common space and within earshot of parents (and not a bedroom). A kitchen table, home office or family space is recommended.
- **Be on time** for your interactive session – aim to be there 5 minutes early.
- **Be dressed appropriately** for learning in home clothes (e.g. no pyjamas, no vest tops, hats or hoods).
- **Remain attentive** during sessions and ensure that you are free from distractions. You should not be using personal social media in lesson time.
- You may wish to use **headphones** to listen to your teacher in online sessions if it helps to avoid distractions.
- Your microphone and camera should be turned off and they should only be turned on if a teacher asked you to do this during the class.
- **You are not anonymous.** Be mindful of your expressions, speaking tones, and what you say. Your voice and video are viewed by everyone participating in the conference. Other people in your house can hear what you and others in the video conference are saying.
- **Follow the same classroom rules** that you would follow in real life. Listen to the teacher. Take turns to speak. Be kind and considerate.
- Students **must not record or take photos** of classmates or teachers during video conferencing sessions, nor share lessons publicly (written or video or sound).
- **Think before you speak.** Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom.
- **Be a good listener.** Take the time to listen to what people are saying. Don't interrupt others.
- **Think before you type.** If your teacher enables the Chat feature you may be able to participate by typing into a chat box. Choose your words carefully. Use appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humour that could be misunderstood. Don't type in all caps.
- **Take it slow.** Remote learning is probably a new experience for you. Resist the impulse to be silly or to say or type the first thing that comes into your mind.
- **Video conferencing is a privilege.** If you cannot use it responsibly your access to school managed video conferencing tools will be removed.

Students should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied, and parents / guardians contacted. Please see this link to access the school's Code of Behaviour policy <https://www.larkincommunitycollege.ie/about-us/policies>