



Scoil Aoife CNS

Teams Live Lessons Information for Parents/Guardians

- On-line meetings will involve groups of pupils/whole classes.
- Our Code of Behaviour, Anti-Bullying Policy and other school rules will be in force.
- A parent/guardian MUST be in close proximity to the pupil for the duration of the meeting. Everyone will be muted (the little microphone picture on your screen will have a line through it) at the start of the Teams lesson and must stay muted until the teacher gives your child a turn to speak. The reason for this is that if more than one person is unmuted there may be background noise and we will not be able to hear the child speaking whose turn it is to speak.
- Leave your camera on for the duration of the meeting.
- Invitations to meetings will be sent to you child on Seesaw.
- Only the teacher may share this link.
- The meeting may not be recorded in any way.
- Live on-line communication is to facilitate contact with the pupils only. Parents/Guardians can email teachers with any queries they may have.
- The teacher will be in charge of the meeting.
- The teacher will shut-off any pupils immediately in case of misbehaviour and may shut down the meeting altogether, if needs be.

A Pupil's Guide to On-Line Classroom Etiquette for Teams calls

Please discuss these rules with your child.

- Any on-line meeting organised by the school is an official class. Usual standards of behaviour and rules apply
- Be on time for the meeting
- Choose a workspace that is suitable for the on-line classroom
- Dress appropriately e.g. no pyjamas

- School rules apply in the on-line classroom
- Keep focused on the class. Don't be distracted by other things around you.
- No photos - Do not take screenshots or photos of others on-line
- Food/Drink - Don't eat or drink during the on-line meeting
- Stay in 'class' - Don't leave the meeting without your teacher's or parent's permission.
- Listen to what everyone has to say – your teacher and your classmates
- Enjoy it!