

Remote Learning Guidance for Students



January 2021

- Classes will be taught on the day you have a particular subject on your timetable.
- Classes may not be taught at the exact same time as that assigned on your timetable.
- Work may be prepared in advance and scheduled for a particular day/time.
- Teachers will assign work for the days/time of classes but in order to facilitate access to devices and broadband issues, work may be assigned in the morning and you can decide at what point in the day when you will complete it.
- Be aware that online learning may take place via live streamed classes, by means of combinations of audio, video, virtual whiteboards, screencasts, etc.
- You should join a Google Meet or activity and/or contact your teachers via your @coachfordcollege.ie address only.
- For all assignments read the instructions carefully. Take your time doing the work and make sure you are happy before you submit it, and use your textbooks to support your work.
- Work should be submitted in full and on time.
- Written work should be submitted via Adobe Scan. If you have difficulty using this, you should ask your teacher for help.
- Your work will be monitored by your teachers. Just like in class, not all work submitted will necessitate individual feedback. Feedback will be provided in a variety of ways, written or oral, using Talk and Comment app on Google Classroom, whole class feedback, etc.
- It is important that you utilize your feedback to improve your work.
- Only communicate with teachers during normal school hours using the correct means of communication, for example school email or private comment on Google Classroom.
- If this is a problem/issue contact your teacher as soon as possible.
- Students must not under any circumstances record live communication on Google Classroom without prior consent.
- Participate in live classes in as quiet a place as possible, and free from distraction;
- Avoid the use of bedrooms for live classes;
- Ensure that Google Classroom content such as worksheets, exam papers, answers, solutions, videos, notes or Google Meets links are not recorded or forwarded to any other party without the permission of the creator of that content.

- All school rules, procedures and expectations apply as per when you are physically at school.
- Participate in all classes and complete all assigned work. Remember that this work forms a vital foundation for the next step of your educational journey.
- Don't forget 'Please' and 'Thank you'. Online communication with your teachers and/or fellow students should always be polite, respectful and formal.
- Read and be familiar with the expectations set out in the school's Blended Learning Policy and Acceptable Use of Technology Policy (www.coachfordcollege.ie). These expectations must be adhered to at all times.
- Look after yourself. Don't forget to build physical activity into your school day.
- Do your best!

GOOGLE MEETS

When using Google Meets:

01. Students must not turn on their video, or record any part of the communication unless the teacher invites them to do so.
02. All microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone. Microphones should be activated on the invitation of the teacher only.
03. Cameras should be switched on.
04. A Google Meet link is intended for the student only. The teacher will decide who should receive this link. A link must not be forwarded to anyone else.
05. Google Meet sessions may be recorded, and recordings may be made available by the teacher to the class to watch back again later. Recordings may include video, screen shares, whiteboards and audio from the class.