

Coláiste Íde College of Further Education Guidelines for Online Classes

November 2020

These guidelines are designed to assist in teaching and learning using an on-line platform.

The standards of behaviour expected in on classes and the consequences for those who breach them will form part of our disciplinary procedures.

1. Students should be ready to join the class at the arranged time. Teachers should set up their classes so that students can self-admit themselves in advance of the designated time. Students should be made aware that once a class is in session late attendees can be disruptive and if deemed so by the teacher students who are repeatedly late and disruptive may not be admitted. Should this situation occur the teacher should inform the Deputy Principal
2. Students and teachers should keep their video feed on unless it is necessary to briefly turn it off for personal reasons.
3. Students should mute their microphones when not speaking to help keep background noise to a minimum
4. Students should be advised to use the wave button if they wish to contribute to the conversation or wait for an appropriate time to intervene
5. All should be mindful of background noise when microphones are not muted; avoid activities that could create additional noise, such as shuffling papers.
6. Students should not record or take photographs of the class. Prior written permission must be obtained by the teacher, who will have consulted with the others in the group. If written permission to record classes is given or take photographs, these recordings and photographs cannot be shared in any way without the participant's written permission. GDPR guidelines must be observed.
7. The camera must be positioned appropriately. If a web camera is used it should be placed in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

8. Limit distraction to ensure optimum learning. Online classes should take place in a private space where possible to respect the confidentiality of all. Students should try to avoid multi-tasking during class time i.e. refrain from replying to emails or text messages during class.
9. Teachers will have prepared materials in advance if they are discussing content during the class.
10. Teachers will take student's attendance at the beginning of class and the information will be transferred VSWARE. This information is required in this format for various government agencies consistent with a written register.
11. The same standards of behaviour by students should pertain to online classes as would in face to face classes.