

S.N. Mullach Buí



Dear Parents,

We aim to provide enhanced support of your child/children's learning at home through live, interactive video sessions with pupil(s) in their homes via **Google Meet/Zoom**. We hope that this will help pupils and teachers to keep in touch and to communicate with each other.

This will be done in strict adherence to our Child Safeguarding, Data Protection, Code of Behaviour, Anti-Bullying policies and in accordance with our Acceptable Use Policy for the Internet.

It is very important that all involved adhere to the guidelines as outlined below.

Yours sincerely,
Mairéad Egan, Principal.

Guidelines for the Use of Google Meet/Zoom Video Conferencing:

A Few Simple Rules:

- 1. Google Meet/Zoom sessions cannot be photographed or recorded in any way or shared on the Internet in strict adherence to school policies as outlined above.**
Any breaches of these policies will be reported to the relevant authorities.
2. Children must be dressed appropriately (no pyjamas). Casual wear is acceptable.
3. Children are asked to refrain from eating or drinking during the Google Meet/Zoom call.
4. Google Meet/Zoom calls will involve the teacher, the pupil and in some cases an SNA. In all cases we request that a parent / designated adult is present **in the general location of the call**.
5. Ensure that the background visible for the video call is appropriate and does not contain personal aspects.
6. Please ensure that there is no background noise in the room such as a radio or TV.

Instructions:

- Children must have access to an Internet enabled device with a web camera function and good audio (please test beforehand).
- Ensure the device is booted up and ready to use 15 minutes prior to the meeting.
- Parents/Pupils should log into their email account/Google Classroom homepage where they will receive an invitation to their Google Meet/Zoom session 5 minutes before the session begins.
- Follow the link in the email or on the homepage to join the Google Meet/Zoom video call.
- Please have any requested materials ready to be used. e.g. book, copy, pencil etc.