



Key Protocols for Students Engaging with Digital Teaching & Learning

1) Netiquette

- This is our virtual classroom - appropriate classroom behaviour is expected; remember there is a teacher behind every Google Classroom.
- Please be on time and attend all live classes.
- Create a quiet learning space in your home away from distractions.
- Use a laptop/tablet where possible rather than a mobile phone.
- Dress appropriately.
- Turn on your camera - we want to see your smiling face!
- Please sign in using your full name, with your school email address.
- Please keep your audio on mute, to limit background noise until you want to speak.
- Click the raise hand button if you would like to contribute.
- If you would like to use the chat box, remember that it is public, and a record of the chat is kept and archived.
- For online/live classes, Parents/siblings are not permitted to participate in classroom activities.
- Respect and encourage others.

2) Creating and submitting work

- Be informed on how to create and submit your work effectively using our Google Sites Platform. There are many useful videos available online such as [Google Junior Training Series](#) to help with this.
- Ensure that the work you are submitting is your own and if using other sources please cite these.
- At times you may be asked to type out your work, this format enables your teacher to provide you with personalised formative feedback which will help you progress with your learning.
- If uploading photos of your work, please ensure that the images are clear and legible. Microsoft lens [How to Use Microsoft Lens](#) and Genius Scan [How to Use Genius Scan](#) are both useful for this.

- If you are having serious technical difficulties and are unable to complete your classwork please make the school aware of this.

3) Appropriate timelines

- Communication between teachers and students to be done as much as possible within school hours. Remember that emails can be scheduled to be sent at a certain time.
- Use Google Calendar to help you keep track of your due dates and try to create a daily timetable.
- Communication with your teacher is important - we are all learning. Let your teacher know how you are managing your workload.

4) Managing Myself

- Read comments and instructions uploaded by teachers carefully.
- '**Ask 3, then me!**': if you don't understand something or are unsure about what you have to do - *ask 3* (refer back to the original post and read it again, ask yourself 'am I missing something?', ask a friend). If you are still unsure after *asking 3*, then ask the teacher.
- Use the 'to do list' on Google Classroom to keep track of all work in all subjects in one place. This may help with managing deadlines and help schedule your day accordingly.

5) Wellbeing

- Exercise, move, get fresh air, step away from your study space.
- Keep in touch with your friends.
- Try to schedule your day around school opening times.

Loreto College Mullingar

A Student Guide to Blended Learning



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Be focused and pay attention.
Use a 'To Do' List to keep
track of deadlines.

Read Teacher comments and
instructions carefully.

Be respectful of others.

Be mindful of agreed contact
time.



Mind yourself, take short,
regular breaks, go outside,
rest and recharge.

Engage. Connect. Encourage. Share