

Office Teams Etiquette for Students

Below are a set of general guidelines for students in relation to ensuring effective education continuity through office 365. This is not an exhaustive list.

- Remember that you are obliged to continue with your learning as if you were in school. This is the same for every student across the country. Your parent/guardians have been notified of this.
- Check teams each and every morning. Work will have already/or will be assigned for the classes you have that day. Eg. On Wednesday if you have Irish, Maths, English, Geography, History and French then you should expect to be doing work in those areas and ensuring that it is completed.
- Teachers may set deadlines on your work. It is your responsibility to ensure that it is submitted on time.
- Teachers will be available to answer any questions/concerns you may have during your scheduled class time. Simply post a question and they will guide you in the right direction.
- Under no circumstances are students permitted to put inappropriate comments, images, etc into any team group. The school Code of Behaviour will apply here.
- It is the responsibility of each student to ensure that they complete their assigned work. Any student who does not engage accordingly or complete work as assigned, their parent(s)/guardian(s) will be contacted by a member of the Senior Management Team.
- Sanctions will be imposed on return to school for any student who fails to engage with assigned work, this may include loss of privileges, detention, formal meeting with parents in school and the sitting of detention during State exams in June. This is not an exhaustive list.
- Students should identify a suitable learning space at home that they can work on over the next few weeks. This space should be free from distractions and should use their electronic devices responsibly for Teaching and Learning purposes.
- Ensure that you do the assigned work to the best of your ability. This applies to every student especially those of you sitting State exams in June.
- Students, who for whatever reason, are unable to access their assigned work have a responsibility to notify their parents who in turn should report this to the school immediately.