



24<sup>th</sup> April 2020

Dear Parent/Guardian,

As part of its delivery of remote learning, Maryfield College is using Microsoft Office 365 Teams as a Virtual Learning Environment. Teachers will organise virtual classroom events to allow teachers and students to interact in real time using the Microsoft Teams Meetings videoconferencing platform. Teachers will communicate the details and scheduled times to students by Maryfield College Office 365 Outlook and Teams. Care is needed to ensure the online security of everyone involved therefore Maryfield College Office 365 can be the only platform through which teachers and students can communicate. Students have been advised to check both their Outlook email and Teams everyday Monday to Friday during school hours.

Students are reminded that all of the school's policies, notably the Code of Behaviour, the Acceptable Use Policy and the Educational Technology Usage Policy, apply during these online lessons. Please see [www.maryfieldcollege.ie](http://www.maryfieldcollege.ie) for all school policies. When students join a virtual lesson their device cameras and microphones must be switched off, this can also be controlled by the teacher. However, as the virtual classroom provides an opportunity for participation, teachers may encourage some audio and/or video interaction with students. Students are being advised of best practice around this participation e.g. quiet location, proper attire, no personal information visible in background. Should a student choose not to use the camera function that is perfectly acceptable.

Live recording of Teams Meetings has been switched off by Maryfield College. This is to respect the personal data of all, both teachers and students, who participate in each virtual lesson. All are reminded that no recording (or screen photograph) of any part of the video lesson should be made by any other means. The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting everybody's privacy at home. If at any stage you have any concerns or wish to provide any feedback then please do not hesitate to contact the school using [admin@maryfieldcollege.ie](mailto:admin@maryfieldcollege.ie).

Yours sincerely,

Ms. O'Rourke

Principal

Ms. Carroll

Deputy Principal