



# Holy Family Catholic School Remote Learning Agreement



**You should adhere to and follow these rules when online.**

## Be Ready

- Use the school resources in the way they are intended to be used.
- Plan and use your time effectively online.
- Know your username and password to all school accounts, i.e Google Classroom, Mathswatch, Seneca etc
- Join all online lessons on time
- Check your accounts regularly so you are up to date with the work set.
- Complete all tasks by the deadline.

## Be Respectful

- You should respond in a polite, respectful and appropriate manner to all posts online.
- You should respond in a polite, respectful and appropriate manner to members of staff in online communications (E-mail, Google Meets etc).
- Inappropriate behaviour includes:
  - Complaints about any post, individual or activity.
  - Intolerance towards any individual or group of people.
  - Posting inappropriate images.
  - Using the platform as a form of social media or as a chat forum
  - Posting and sharing information and/or images that are not related to the learning set.
- Report any cyber bullying or harassment immediately.
- Never do or say anything online that you would not do or say offline.

## Be Safe

- Set yourself a screen time limit - it is important for your mental health.
- Never share your password or any personal details online
- Do not forward spam. It is not fun and it could damage the computer through viruses embedded in the emails.
- Report any unusual or suspicious online activity.

## What happens if I break the rules?

- Any account where inappropriate behaviour is reported or suspected will be suspended immediately.
- Parents will be contacted to discuss the inappropriate behaviour and when it will be reinstated.

Please confirm you have read and agree to these rules by submitting the following form. <http://tiny.cc/HFCSRemoteLearningForm>