

Hello all,

Firstly we hope that you are all keeping safe and healthy.

We would like to acknowledge that we are in unprecedented times and with that follows uncertainty and change to our teaching and learning environment.

With this in mind, we have formulated the following **Usage Protocol for Microsoft 365** in light of the current reality that our classroom has moved to one of online teaching and learning.

- We ask that Microsoft 365 be used in line with our Code of Behaviour

Our Code of Behaviour intends ***to safeguard pupils' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment. To this end each member of our school community has a responsibility for the promotion of good behaviour and a role in developing relationships in a spirit of mutual respect.*** The standards of behaviour that we expect from all stakeholders include;

1. Respect for self and others
2. Kindness and willingness to help others
3. Courtesy and good manners
4. Fairness
5. Readiness to use respectful ways of resolving difficulties and conflict
6. Forgiveness

Parents/Guardians are asked to support teachers in their implementation to maximise the child's full potential.

- Students should not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). All work submitted should be the student's own work.
- Students will use Microsoft 365 for educational/CCC purposes only.

The Code of Behaviour will be implemented for any breach of the above rules. The offending student will be removed immediately from the Class team(s).

Thanking you for your support in providing a safe platform for teaching & learning to our College community.

Be safe and take care,

Ms. Anne Sheerin
Deputy Principal