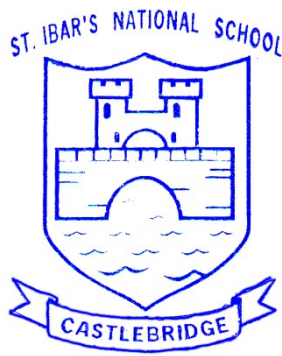


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Website: www.castlebridgens.ie
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**Scoil Naomh Iobhar,
Castlebridge,
Co. Wexford.
Mr. Pat Goff
(Chairperson of Board)
Edward Lyons (Principal)**

Castlebridge N.S Virtual Meeting Etiquette

1. **Dress appropriately.**

Wear regular clothes. No Pyjamas.

2. **Have a Parent/Guardian close by.**

Please ensure there is a parent in the room or close by when we are zooming. It is very important that there is adult supervision on your side of the zoom too.

3. **No photos/screenshots**

While it's very exciting that the boys and girls get to see their class, nobody has permission to take any photos or screenshots of other children. I would ask that you please respect this.

4. **Be aware of your surroundings.**

Pick a quiet room that is not a bedroom but make sure an adult is nearby at all times. Please keep your pets quiet too when you are unmuted.

5. **Mute your microphone when you're not talking**

Only turn it on if you are asked to speak. Muting your microphone

when you're not speaking gives others the ability to chime in and share their thoughts without distraction or frustration. Everyone will be muted upon entry. If anyone is not adhering to this, I will be able to mute you from my computer.

6. Leave the keyboard alone.

The sound of your typing is distracting, stay on mute unless you are asked to unmute. Thank you.

7. Be respectful

Teachers and pupils are real people who are affected by words you say and write.

8. Using Chat and Screen Annotations

Chat may be turned off but if not, do not use Chat when the teacher is talking. Annotations are not allowed at all when a teacher is screen sharing. Be respectful at all times when on Zoom. Remember treat the call as if you were in a classroom.

9. No food allowed

We don't want you dropping crumbs all over your keyboard!

10. Raise your hand to speak

It might sound a little funny, but this will be the best way to allow turn taking and to give everyone an opportunity to speak. You can use the 'Raise Hand' function on Zoom or by actually raising your hand. Your teacher will see you. 😊

11. Stay seated and stay present

Our zooms are not long so we expect you to be able to sit and attend for the duration of the Zoom. We will only have a set amount time and want to make the most of it.

12. Be patient

Technology can sometimes do things you don't expect. Be patient with yourself and others. Be respectful and be ready to help as needed.

13. Be Prepared.

Sometimes people don't want to share a story or do much speaking on Zoom. That is fine. We do, however, expect you to say hello and to ask questions if there is something you don't understand. This is part of your journey as a learner that you identify areas you need help in and **YOU ASK FOR THE HELP NEEDED.**

Please make sure your device is plugged in or fully charged to ensure you can make the most of the Zoom and stay connected. We do expect you to leave your camera on for the zoom.

