**Our Lady of Victories Girls’ School,**

**Ballymun Road, Dublin 9. Roll No: 18911R**

Principal: Lorna Greene Telephone & Fax: 01 8379833

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**Virtual Meeting/Call ‘Contract’**  
Our Lady of Victories Girls’ School would like to introduce the use of online video calls in the future. To help us get the most benefit we ask that the following etiquette be adhered to. Parents must email the school to state that they and their daughter have read the guidelines below and will agree to follow them.  
  
1. **Do not share meeting codes or passwords with others.** Many parents may not have consented to their children being part of online calls. Students or parents sharing codes with each other is strictly forbidden.

2. **Dress appropriately**- Regular clothes. No PJs!  
  
3. **Be aware of your surroundings**- Pick a room that is not a bedroom and does not have traffic passing through. Be mindful of noise from other people or pets. Using earphones/headset might help if you live in a very busy house.

4. **Your video must be turned on.** We want to see that you are actively engaging.  
  
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.

6. **If you are using a laptop leave the keyboard alone.** The sound of your typing can be distracting.  
  
7**. Be respectful**. Teachers and pupils are real people who are affected by words you say and write.  
  
8. **Using Chat.** Do not use Chat when the teacher is talking. Be respectful at all times, when using Chat. Remember that you are in school, even if you are not wearing your uniform. Ms Greene/class teachers will give you time to send each other messages at certain times.   
  
9. **No food allowed**. We don’t want you dropping crumbs all over your keyboard, or munching cereal in our ears!  
  
10. **Stay seated and stay present.** Do not leave the room or talk on your phone. If you are using a laptop/iPad/tablet for the video call, your phone should be left in another room for the duration of the call.  
  
11. **Be patient**. This is new to a lot of people and it may take time to learn.

12. **No screenshots or recordings allowed**. Under no circumstances may you take a screenshot or a recording (of any kind) of a video call. This is a direct breach of GDPR.

We ask that all parents take time to discuss the appropriate use of online videos with their children before we schedule one with your child’s class. The children may be overwhelmed or upset after the call, as they will not have seen their teacher or classmates for a long time. Take time to speak to them after the call, letting them know that those feelings are perfectly normal. Once we get into the swing of things, we are hopeful that we will have an assembly for your child’s class every week. We are really looking forward to seeing the girls again, even if it will be in an online setting, and ask for your support in implementing the above guidelines.