



Students at St. Joseph's Grammar School, Scoil Iósaef, will participate in online/remote learning. Communication through this medium is different than in a face-to-face setting in that most communication is via written text in an online environment. Because this means you are missing body language cues and immediate feedback from your "listener," it is very important to understand and implement some common rules for good online etiquette. This ensures that the message you intend to convey is received correctly.

1. **Be respectful.** When communicating with a teacher via email, google classroom or any online platform **always** begin correspondence with a salutation i.e. **Dear Mrs White/ Mr Smith** and end with **Regards** and your full name. It is important to remember that your classmates and teachers are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. ***If you wouldn't say it to someone's face, don't say it online either.***
2. **Be aware of how your comments might read. Strong language, capital letters, and exclamation marks** can be easily misread and misunderstood. **Think; if you were to receive this comment how would you have felt?**
3. **Be careful with humour and sarcasm.** Just remember do not use emojis on school work you are submitting to teachers. 😊
4. **Grammar and spelling matter.** Your written communication should be professional and reflect a proper writing style and follow grammar rules.
5. **Cite your sources.** Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first.
6. **Do not post or share (even privately) inappropriate material.**
7. **When engaging in live video conferencing lessons** follow the rules of engagement posted at the beginning of each lesson.
8. **Report.** If you are concerned about anything you have received online report to the Designated Teacher for Child Protection Mrs McGleenan amcgleenan128@c2kni.net.

