



## Online Parent Teacher Meeting Protocols - Coláiste Muire

1. All online parent teacher meetings are carried out in accordance with the schools Acceptable Use Policy (AUP).
2. When attending an online parent teacher meeting please note the following:
  - Due to the number of students in the year group all meetings are limited to 4 minutes.
  - Please choose a quiet venue out of ear shot of your child.
  - Please have your camera and microphone switched on.
  - Please be available to start the meeting at your allocated time.
  - Please check the log in details of your daughter's MS Teams account in advance of the meeting.
  - Please do not use the chat function as teachers will not respond to this.
3. **Recording of meetings in any format is prohibited.**
  - a. Recording, saving or capturing of any audio, image, video, or any other data/information during the meeting is not permitted.
  - b. Live streaming of the meeting or any aspect of the meeting to another location is not permitted.
  - c. If someone accidentally records, saves or otherwise captures any data/information/image, etc., s/he must immediately advise the other party, the recording must be deleted immediately and confirmation of this provided to the other party.