



Immaculate Conception Catholic School

*"Nothing is impossible with God"*

ICCS

**ICCS Virtual Operation  
Procedures For Term  
Two**

# Memo

**To:** All ICCS Teaching Staff  
**From:** ICCS Management Team  
**Date:** 10<sup>th</sup> of January 2022  
**Re:** VIRTUAL OPERATION FOR TERM TWO

1. All teachers are required to upload exercises for each student on the IITAE LMS Portal.
2. Teachers are expected to communicate with students through various means. However, this is preferred through the LMS Portal, so if there are any discrepancies with parents, guardians or students, we can track communication and protect the schools' and your interest at the same time.
3. For students and parents / guardians who indicated that they do not have a device to access the exercises but have expressed that they can receive the exercises via WhatsApp, it must be understood that the LMS portal can also be accessed via any mobile device.
4. The use of WhatsApp is acceptable for communication with parents / guardians and student groups. However, this is not recommended to be used to disseminate class exercises even if parents / guardians encourage it. The administration has no way of verifying or monitoring exercises via any social media or chat groups and therefore this is outside of the procedures disseminated to parents and guardians in the school's correspondence/s.
5. Live classes are recommended, given that between now (10<sup>th</sup> of January) and the 24<sup>th</sup> of January students will be engaged in revision exercises. This therefore means that students will be following their current timetable as usual. We have therefore, made your Live Class Portal fully functional and have given you full access to control whomever accesses your Live classes.

6. If teachers decide to use any other online platform, it is recommend that the sessions be recorded and submitted
7. In the event that you have students who are not registered in your class or classes, send that information through the LMS Portal Help Desk ( <https://skillsacademy.tech/help-desk/>) and someone will reach out to that group, class or parents / guardians.
8. All new teachers are expected to have their accounts created and have teaching and learning material available for students to have access. Support will be available at the school every day from 8am to 4pm in the computer lab. This support extends to all senior teachers as well.
9. We are encouraging that Heads of Departments schedule meetings with teachers to monitor and ensure that all procedures are followed including curriculum guidance and lesson planning in teachers online accounts.

*Thank you for your time and efforts, teachers. May the Lord continue to guide us as we serve with excellence.*