

# REMOTE & ONLINE TEACHING/LEARNING POLICY

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A number of resources have been consulted in preparing this document including:

- Safe Work Australia, (May 2018) Managing the Work Environment and Facilities retrieved from [https://www.safeworkaustralia.gov.au/system/files/documents/1901/code\\_of\\_practice\\_-\\_managing\\_the\\_work\\_environment\\_and\\_facilities.pdf](https://www.safeworkaustralia.gov.au/system/files/documents/1901/code_of_practice_-_managing_the_work_environment_and_facilities.pdf) (25/03/20)
- Green Point Christian College - Working from Home Guidelines (COVID-19 Response) Version 0.3 (20/03/20)
- Independent Education Union of Australia NSW/ACT Branch - Working Remotely: IEU FAQs for Teachers retrieved from [https://www.ieu.asn.au/application/files/4315/8493/1412/IEU\\_Working\\_Remotely\\_FAQs.pdf](https://www.ieu.asn.au/application/files/4315/8493/1412/IEU_Working_Remotely_FAQs.pdf) (23/03/20)
- eSafety Commission including Online Safety Kit for Parents & Caregivers Protect Children from Online Abuse Keeping Schools & Learning Safe Online [www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online](http://www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online) retrieved 27/03/20
- NSW Department of Education: Learning from Home: Advice for Parents and Carers retrieved from <https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/advice-to-parents-and-carers> (27/03/20)
- NSW Department of Education: Student use of digital devices and online services retrieved from <https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471> (27/03/20)

## **VISION**

The College's vision is that we might be a Christian community which seeks to nurture and train young people to 'grow up into Christ.'

## **PURPOSE**

This Policy is to provide a continuum of learning in a safe and supportive learning environment, and is intended to:

- (a) Meet the legislative obligations in relation to WHS and a safe and supportive environment to provide parameters when a working from home and online teaching/learning arrangement has been enacted (for example, in response to the COVID-19 pandemic)
- (b) Document the expectations of how online teaching/learning will be performed for Belmont Christian College staff and students during a period of teaching/learning from home
- (c) Clarify the parameters of appropriate and inappropriate conduct in order to create a safe and supportive environment in accordance with the College's mission and values and the Christian commitment the College embraces
- (d) Model a contemporary workplace and online teaching/learning platforms that are faith-filled, collaborative, consultative and lawfully compliant in relation to contemporary practice

## **SCOPE**

The policy applies to staff, students and parents/caregivers of Belmont Christian College as a response to government advice and recommendations for schools that may require staff and students to undertake remote, online teaching/learning work at home at some point, either due to self-isolation, or because it has been decided that a period of school closure, either partial or full, is necessary.

The College is well-prepared to meet the remote teaching/learning opportunities ahead. Staff are well-supported in their creation and delivery of online lessons and/or remote learning 'bookpacks' as lesson material so that students can maintain a continuity of learning during such a time.

It is recognised that working from home, and participating in online lessons or undertaking other forms of remote or off-site learning will be a very significant change from the usual work tasks and activities for students. Student involvement in online and remote learning and its associated work tasks may also involve a greater use of a computer workstation than on a usual at-school work day.

It is important to recognise that students working at home on their remote and online lessons may not have a work space that enables them to be separate from others, such as younger/older siblings, and/or parents/caregivers working from home.

This document provides guidelines to help students continue in their remote/online learning, and for parents/caregivers and staff to be aware of their responsibilities, expectations, challenges and varied opportunities that are associated with online/remote learning.

## **RELATED CODES & POLICIES**

The policies and codes which are to be read in conjunction with these policies are:

- a) Child Protection Code of Conduct
- b) Guidelines for Protecting Children and Young People
- c) Safe & Supportive Environment Policies
- d) Discipline and Behaviour Management Policy and Procedures
- e) Acceptable Use of Computers Policy
- f) Responsible Use of Student Digital Communication Policy
- g) Digital Discipleship Agreement
- h) Privacy Policy

## MISSION AND VALUES

The College seeks to create a caring environment where Christian values inspire and affirm the highest standards of ethical conduct in relation to the education, care, support, and wellbeing of students.

### 1. WORKING AT HOME – ONLINE LEARNING

The College's guidelines, procedures and safe and secure technology-related resources, equipment and infrastructure are in place to help protect students from harm and create environments where students can benefit from using technology.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments, and prepare students for life beyond school.

Student use of digital devices and online services:

- is intended to enhance learning, wellbeing and educational attainment
- helps students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration
- forms part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers
- may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content

The College does what it reasonably can to provide safe and secure access to school resources, equipment and infrastructure, including internet connectivity, for students when they are on-site at school. This policy covers student use of digital devices (personal or school provided) and online services in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct. This incorporates the remote/online learning that takes place from time to time. A school digital devices and online services procedure aligns with this policy, as well as accepted school practices and requirements.

Working at home – online learning is where students work from a home-based environment completing work that is either remotely delivered, and/or delivered online via the College's Stage 2 – Stage 6 existing online system, Google Classroom and its associated suite of applications.

#### 1.1 Primary School

A daily notification will go out from each classroom teacher with activities to complete that day. To track attendance and engagement, the classroom teacher will share a Google Form in order for parents/caregivers to mark the student as active at the beginning of each day.

A daily devotion post will be made, and we encourage all College community members to participate. A link to a streaming video may be sent out via Google Classroom (for Stages 2 and up) and email for Beginners to Stage 1.

Teachers will be available (live) until 3:30pm for contact with students as required. Google Classroom (for Stages 2 and 3) is the preferred medium, so that teacher responses are visible to all students. Teachers may be reached via email outside of these hours with a 24 hour turnaround on responses as per our usual practice. Please be aware of the following information regarding digital monitoring and duty of care:

- all activity while a student is logged into their Google account is logged
- the College has limited ability to filter digital content as per its normal duty of care policies while students are off-site because the traffic is not coming through the College network. As students at

home will be using the Internet parents/caregivers are urged to ensure they have effective Internet filters at home, such as Disney Circle, etc.

- be mindful that students may video chat with each other (without a teacher in the session) during this time. The College has no ability to monitor this and video is not logged, so parents/caregivers are urged to discuss boundaries around video chat and make sure they are comfortable with students using these platforms

**BCC Beginners, Kinder and Stage 1 Overview** - Students and families of BCC Beginners, Kinder and Stage 1 will find their learning information updates on SeeSaw or via an email in order to ensure students can continue to be effectively engaged in respect of their learning and development.

**Stage 2 and 3 Overview** - Instructions for remote/online learning will be emailed or uploaded to Google Classroom to parents/caregivers by the respective classroom teacher. Instructions for the day's learning will arrive at least 30 minutes prior to the scheduled commencement time, and all resources for student learning will be made available. Teachers may also be delivering some lessons via video conferencing and/or video recordings.

Stage 2 or 3 students who do not have a device to use at home will be provided with a College iPad on loan for the period of remote/online teaching and learning work at home either due to self-isolation, or because a period of school closure, either partial or full, is necessary. There are associated conditions attached to the loan of College equipment. For more information parents/caregivers should contact their child's teacher.

A typical Primary School daily plan for learning which corresponds to a day at school could include:

Devotion time	8.40 – 8.50am
Literacy	8.50 – 9.50am
Break (Crunch n' Sip)	9.50 - 10.00am
Literacy	10.00 – 10.50am
Morning Tea	10.50 – 11.10am
Numeracy	11.10 – 12:10pm
PE, Music, Dance/Drama	12:10 – 1.00pm
Lunch	1.00 - 1.50pm
Reading	1.50 - 2.50pm

## 1.2 Secondary School

Instructions for students' subjects will be provided at least at the beginning of each week (or as appropriate, more likely the beginning of each lesson time) via their Google Classroom. Students will be provided with learning activities for each of their subjects so as to aid completion over the course of the week. Students should follow their normal timetable during online learning. Teachers will generally be available from 8.40am to 2.50pm and can be contacted during their timetabled class times. They will be available for any follow-up until 3.30pm week days and will also commit to a 24 hour turnaround on responses as per our usual practice. This can occur by using Google Classroom messaging or via email. Teachers will also be delivering some lessons via video conferencing and/or video recordings.

A daily devotion post will be made available and we encourage all College community members to participate. A link to a streaming video will be sent out via Google Classroom.

**Year 7 – 12 Overview** - Students and parents/caregivers note:

- Google Classroom will be used to assign work and collect assessments
- Google Guardian enables parents/caregivers to receive an email summary of information about student engagement in the Google Classroom lesson material. Parents/caregivers can choose the

frequency of the email summaries, such as daily or weekly. If this is not available, parents/caregivers should contact the class teacher. Guardian email summaries include:

- Missing work—Work that's late at the time the email was sent
- Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers
- Students should be logged into their Google account on their Chromebook between 8:40am and 2:50pm
- The Secondary School timetable will run as normal, and students should join the relevant Google Classroom at the beginning of each class. Students will find a link at the start of every lesson post to fill in a Google Form that will indicate their attendance for that lesson and be collated to show attendance for their lessons for every subject. Teachers will be available online during class time to provide instruction and support.
- Secondary School teachers will be available (live) until 3:30pm for contact with students as required. Google Classroom is the preferred medium so that teacher responses are visible to all students.
- Teachers may be reached via email outside of these hours with a 24-hour turnaround on responses as per our usual practice.

The Secondary School timetabled period times are as follows:

Roll Call/Period 1	8:40am - 9:50am
Period 2	9:50am - 10:50am
Recess	10:50am - 11:10am
Period 3	11:10am - 12:10pm
Period 4	12:10pm - 1:10pm
Lunch	1:10pm - 1:50pm
Period 5	1:50pm - 2:50pm

**Please be aware of the following information regarding digital monitoring and duty of care:**

- all Chromebook activity while a student is logged into their Google account is logged
- Teachers may live monitor their students' Chromebook activity remotely. This means they can see the screen of the Chromebook, lock it, etc
- the College has limited ability to filter digital content as per its normal duty of care policies while students are off-site because the traffic is not coming through the College network. As students at home will be using the Internet parents/caregivers are urged to ensure they have effective Internet filters at home, such as Disney Circle, etc.
- be mindful that students may video chat with each other (without a teacher in the session) during this time. The College has no ability to monitor this and video is not logged, so parents/caregivers are urged to discuss boundaries around video chat and make sure they are comfortable with students using these platforms

**1.3 Circumstances for undertaking remote/online learning**

Working at home may be necessary in the following circumstances:

- in response to the need for self-isolation arising from exposure to, or being currently being tested for, a confirmed case of a contagious disease or risk of infection
- compliance with government mandated social distancing requirements requiring workplace separation measures,
- as a control measure to manage a work health and safety risk of contagion,

- in response to the requirement to either temporarily or for an indefinite period of time fully close the school premises or sections of the school.

#### **1.4 Work Health and Safety**

WHS legislation<sup>1</sup> information is instructive for the creation and sustaining of a safe workspace, including a home workspace. Students are encouraged to identify a suitable home-based workspace and establish and maintain its safety during the period of any learning at home arrangements. Students and parents/caregivers are encouraged to familiarise themselves with this [Checklist](#) for setting up a workstation at home.

#### **1.5 Child Protection**

Compliance with all applicable child protection legislation and relevant College policies remains a high priority during any working at home arrangement. Please note that the College's Staff Working from Home Policy ensures that applicable protocols for communication with students are maintained including:

- Staff are required to maintain the College's online safety protocols
- Staff are only to contact students using video conferencing within school hours
- Staff are not permitted to communicate with students via social media for non-school/education purposes
- Staff who become aware of online bullying or become concerned of a student's wellbeing are to inform the College immediately
- Mandatory reporting requirements are to be upheld in the online environment
- Parents/Caregivers are to be informed of the use of any new online learning tools that students may be required to use
- The protection of student data is to be maintained in accordance with the College's policies
- Teachers are not permitted to arrange home visits or face-to-face meetings with students or parents/caregivers. If face-to-face contact is required please contact the Principal to arrange. (See also extra notes Attachment A)

#### **1.6 Confidentiality**

Students and parents/caregivers are to be assured confidentiality expectations of College staff extend to work performed under a Working from Home arrangement that includes remote and online teaching/learning. It is expected that a staff member who believes that the confidentiality of the College has been comprised under this arrangement will promptly inform the Principal so that corrective actions can be implemented. (See also extra notes Attachment A)

#### **1.7 Communication and Accessibility**

Teaching/learning via remote and/or online delivery requires a high level of trust and personal accountability. The decision to approve such an arrangement is made on the understanding that the staff will be available so that the learning continuity of all students is maintained. The College also seeks confirmation of staff health and wellbeing, and achieves this confirmation via regular communication.

Whilst a benefit of working from home is flexibility in when hours of work are performed, students and parents/caregivers should know staff are expected to be available during the normal hours for contact for the roles they perform. For teaching staff that is 8.40am-2.50pm, but they should also be available for contact until 3.30pm. Staff will inform their Supervisor/Coordinator and their Google Classroom groups if there are periods of time when they are not contactable.

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<sup>1</sup> Safe Work Australia, (May 2018) [Managing the Work Environment and Facilities](https://www.safeworkaustralia.gov.au/system/files/documents/1901/code_of_practice_-_managing_the_work_environment_and_facilities.pdf) retrieved from [https://www.safeworkaustralia.gov.au/system/files/documents/1901/code\\_of\\_practice\\_-\\_managing\\_the\\_work\\_environment\\_and\\_facilities.pdf](https://www.safeworkaustralia.gov.au/system/files/documents/1901/code_of_practice_-_managing_the_work_environment_and_facilities.pdf).

## **1.8 Responsibilities and Delegations**

Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parent/caregivers and school staff.

### **Students:**

- must use digital devices and online services in safe, responsible and respectful ways, as outlined in the College's Acceptable Use of Computers and the Safe & Supportive suite of policies and procedures which includes clear guidelines about the Rights and Responsibilities of Students

### **Parents and Caregivers:**

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services, particularly when remote/online learning is being undertaken
- support implementation of College procedures, including its approach to resolving issues
- take responsibility for their child's use of digital devices and online services at home, particularly when remote/online learning is being undertaken
- communicate with College staff and the College community respectfully and collaboratively

### **Teachers:**

- model appropriate use of digital devices and online services in line with College policy
- maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services
- have established strategies and practices consistent with the College's procedures, and deliver learning experiences to encourage appropriate use of digital devices and online services
- respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by College policies and procedures, and any statutory and regulatory requirements
- support parents/caregivers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services
- participate in professional development related to the use of digital devices and online services, particularly when remote/online learning is being undertaken

### **Non-teaching staff, including volunteers and contracted staff engaged by schools:**

- be aware of this policy and the staff Working From Home Policy, and act in line with the conduct described in it
- report any inappropriate use of digital devices and online services to the Principal, College Executive or teaching staff



## **ATTACHMENT A: Notes for Parents/Caregivers & Students – Remote/Online Learning at Home Readiness & Expectations**

A learning at home arrangement is a significant expression of trust between students, parents/caregivers and the College. This arrangement:

- does not remove the responsibility of either party to provide and participate in a safe environment
- requires that both parties are accessible for ongoing communication during the scheduled work day
- requires that you continue to engage in the remote/online learning that is provided to the expected and agreed standards
- requires that confidentiality requirements be maintained

We ask that students have an established work-space consider things such as:

### **Privacy of work space**

- For learning and completion of work, and for related video conferencing
- Ensure your work space is conducive to working
  - To be productive a work environment should allow you to comfortably work and stay focused
  - While there may not be a dedicated work space at home, it is advised to set up a workspace that is separate, if possible, from other home spaces. See Appendix 1 for further information regarding appropriate set up of a work space
- It would not be appropriate for you to be in a public forum (cafe etc.) or in the general living area of your house when others are present while participating in an online lesson, particularly a video conferencing session
- If you are to participate in video conferencing (eg Zoom), be very aware of your background or images others can see e.g. posters on walls etc. Video conferencing applications such as Zoom provide an option to use/create a virtual background

### **Schedule your day**

- A structured routine such as your school timetable helps to effectively manage tasks and stay on target for deadlines
- Communicate with your teachers and members of your household about how and when you may need to learn remotely/online and/or participate in video conferencing

### **Health and Safety**

- Computer set up and use meets ergonomic guidelines (see Appendix 1)
- Take appropriate breaks
- Identify and remove hazards: examples include trip hazards, correct use of power boards, appropriate positioning of computers so as to reduce glare and support posture

### **Dress**

- Students should always dress appropriately if they are engaging in video conferencing
- Staff will insist that students are appropriately attired if they are engaging in video conferencing and the College recommends students wear the College Sport polo shirt when engaging in video conferencing

## Track your time

- Be aware how much time is spent working doing online/remote learning vs not working
- When not working, be aware of using your time in activities that enable you to:
  - detach from the work you've been doing, take time to relax,
  - take time working on a hobby or to learn something new. Researchers call these "mastery experiences," ie experiences that are engaging, perhaps challenging and/or just interesting things that you do well. It might seem counterintuitive, but spending time like this helps you recover and are essential elements of psychologically detaching from work
- Take regular breaks and exercise. Respite from your desk is important especially when/if you're confined to home. Schedule regular breaks
- Staying active can be a challenge. Think about doing things like stretches, dips, lunges, natural resistance exercise, etc.
- Create a 'shutdown ritual' to disconnect from your online/remote learning workday as a reminder of the importance of your time
- Focus on what you've accomplished at the end of each day to keep yourself motivated

## Stay connected

- It's easy to lose contact. Check in with your immediate colleagues, Coordinator or supervisor and your team regularly throughout the day using agreed methods. Also, set specific touchpoints at agreed times with your team each day for regular check-ins.
- Don't forget family and friends, set aside time or use your breaks to call or email close contacts, stay in the loop

## Use of devices

- Avoid checking personal email or visiting social networking sites during online/remote learning work hours. A serious distraction could mean a student may miss important instructional material
- Students are advised to stay off their phones and all other forms of media while in their remote/online learning sessions

## Wi-fi access

- Students are advised to avoid accessing a publicly available wi-fi, such as a common building wi-fi account
- If technical issues arise while working remotely, students are advised to alert their teacher and contact the College ICT Team. The ICT team have support options for students (Secondary and Primary) and parents/caregivers:
  - If Secondary School students have an issue, they should join the ICT Help Classroom. If a student reports something is not working, please ask them to use the following code: **363v56x**
  - Password reset has been extended for all students, so they won't be prompted to change their passwords for another 300 days in order to avoid being locked out of their account or the wi-fi network due to password issues
  - Primary School students may use the classroom code if you think they are old enough to do so, otherwise see details relating to parents (below)
  - If parents/caregivers have an issue they can email [homehelp@bcc.nsw.edu.au](mailto:homehelp@bcc.nsw.edu.au) to contact the College ICT team. This address forwards the issue to the ICT support system so cases are managed more efficiently
- If there are significant issues such as the network being down or a systemic failure of the College's Learning Management System (LMS), staff will keep accurate records of the times when they are unable to directly interact with the students

## Remote/Online Learning Practice

### 1. General Expectations

The College Learning Management System (LMS), ie. Google Classroom allows for a chat room/discussion/forum section. Students are encouraged to ask their questions in the LMS allowing staff to answer Frequently Asked Questions (FAQs) for the whole class. Teachers will communicate explicit class communication plans which will include:

- How discussion forums (or their equivalent) are to be used. Students may need to be reminded about acceptable protocols on a regular basis
- The College recommendation for the usual timeframe in which students should expect a response to questions/posts is within 24 hours
- Students should be aware of the class protocol that outlines the accepted time/procedures for those who might wish to send an email
- The sort of regular communication that will be used. Students are encouraged to develop a regular habit of checking. As is currently the case, should staff wish to support a student with more complex needs, they are advised to log any one-on-one chat other than that done on the Google Classroom format. All social media interaction other than that mandated by the College is to be avoided as per direction in child safety advice.
- As the adults in-situ, parents/caregivers are considered co-educators of their children. While students are learning remotely/online and working at home, it is the responsibility of parents/caregivers to ensure students are in a position to actively and effectively engage in the learning process. If students are not actively engaged in the learning activities made available to them, staff will advise their Coordinator and the parents/caregivers.
- Student wellbeing concerns should still be raised using the normal channels, including child protection, mandatory reporting, and so on.
- Staff will not arrange home visits or face-to-face meetings with students or parents/caregivers while working from home
- The College Counsellor will be working to support students remotely

### 2. Staying Safe Online

New content has been added by the eSafety Commissioner including an [Online Safety Kit for Parents & Caregivers](#) to help stay safe online, including how to [Protect Children from Online Abuse](#). The tips provided for educators [Keeping Schools & Learning Safe Online](#) give helpful detail about ways to support students, staff and families as they negotiate a range of new online collaboration platforms.

Flexible delivery of learning presents different considerations for professional boundaries compared with those applicable when learning is delivery at school. Naturally, flexible delivery means the school day will look very different, and how that's done may be different for various parts of the school. However, interaction with students will in effect be very similar using the ICT systems already in use on-site from day-to-day.

Teaching and learning at home may include different features or functions of these systems than are currently used, such as video conference via applications such as Zoom. Communication should involve reliance on modes of communication already established as current professional practice as outlined in the Staff Code of Conduct and the Student Rights and Responsibilities.

Any contact with students should always still be in line with College policy and practice. In particular, it is mandatory staff observe the current principles of professional boundaries:

- **Transparency:** in most cases, this is naturally built into existing College systems such as Google Classroom, SeeSaw, College gmail. Video conferencing using Zoom should also be recorded. The vast majority of feedback and communication with students should be written.

- **Video conferences:** Staff who use video conferencing (eg Zoom) will give consideration to their dress code and appearance (ie dressed for work) for the video session and also where they are in their home/what is showing on camera. In particular, staff and students should:
  - Consider what is in the background, to be sure it cannot be misinterpreted e.g. not in a bedroom. Remember, video conferencing applications such as Zoom provide an option to use/create a virtual background
  - Be reminded of the College's social media and child safety protocols as per the Safe and Supportive Environment suite of policies
  - Avoid engaging in video lessons , unless they are through a school provided or endorsed Learning Management System. Extreme caution must be exercised if a publicly available platform which allows you to view students in their home environment or students to view you in your home is used
  - Be aware that there are software programs available which allow students to record audio-visual presentations without others being aware it is happening. Students are reminded that any such recording and resultant sharing could contravene the College's Discipline and Behaviour Management Policy and Procedures
- **Tone and content:** There should be no change to the way staff communicate with students and parents/caregivers. This is an opportunity for parents/caregivers to have greater insight into to the delivery of curriculum from a biblical perspective and showcases the remarkable support students experience in their learning
- **Privacy and confidentiality:** Care must be taken to protect student and family privacy and personal information.
- **Reporting any concerns:** As is College practice, if something happens which is of concern in relation to student learning, wellbeing, an incident, or something else about which the College should be aware, students and parents/caregivers should raise it as soon as possible with the Principal.

### 3. Tips for Parents

Please note that the information that follows is particular for remote/online learning. The normal requirements apply in relation to student attendance at classes. Please read through the student protocols with your child, to ensure they understand the remote/online learning and video conferencing expectations.

Please ensure that the children in your care are using their device in a suitable "public" area of your home. For obvious reasons, as already stated, a bedroom is not appropriate for any video conferencing that may be scheduled from time to time. When video conferencing, students are to be attired in appropriate casual clothing, and the College recommends they wear the College Sport polo shirt.

It is advised you have internet filtering, parent controls and privacy settings in place.

There are challenges associated with remote/online learning and these things should be taken into consideration:

- Students' ability to learn and work independently
- Greater need for self-motivation
- Resistance to distraction, including from older/younger siblings and home environment
- Contact with peers during remote/online learning at home can also distract from productive activity; conversation is not always collaboration
- The amount and regularity of parent/caregiver and teacher support will be limited
- Contact with teachers via Google, gmail, etc.. chat/ forum and video conferencing will be different to face-to-face, class discussion
- Remote/Online learning may take longer for some students to complete

- Organisation of digital folders for creating, saving, filing, storage and retrieval of work is often a struggle for some
- Make a regular time to check-in on your child's remote/online learning. Teachers will be communicating the day/week learning to students and parents/caregivers via Google Classroom, SeeSaw and gmail
- Lesson content is to be used for educational purposes only, and the College policies regarding behaviour and use of digital devices etc will apply to all video conferencing lessons

## **Responsible Digital Citizenship & Use Agreement (Students and Parents/Caregivers)**

**Online Protocols** - The following responsibilities and expectations may vary according to the age of the student. Expectations when working remotely:

- Identify a safe, comfortable, quiet space in the home where you can work effectively and successfully, especially as some lessons may include video conferencing. A suitable "public" space in your home is recommended, NOT a bedroom
- Try to have a desk or table set up for work, as you would in class
- Attempt to minimise noise in the room you are using, especially for video conferencing
- Choose your workspace, backgrounds and environment wisely, especially when video conferencing. Make sure there is nothing in view behind you that may be distracting to others
- Dress Code - appropriate casual clothing. BCC recommends College Sports polo shirt
- You are expected to behave as if you were in your timetabled class at school
- Establish and follow a daily routine for learning. College recommendation is the normal period timetable. That is the timetable teachers will be following
- Regularly monitor digital platforms and communication to check for announcements and feedback from teachers
- Collaborate with, and support your classmates in their learning
- Secondary School students should sign on to their first period class using the Google Form link on their lesson post so as to be marked 'present' for the day
- Primary School parents/caregivers to mark the daily roll for their child. Lessons for Primary School children should be completed as per teacher instructions (booklet and/or remote/online learning materials) with parent/caregiver supervision. Primary School parents/caregivers provide 'evidence' of the child's learning on a regular basis and as per teacher request
- Lessons
- Students should be on their devices and making progress through their set work for each period, each day
- Lesson content is to be used for educational purposes only, and the College policies regarding behaviour and use of digital devices, etc... will apply to all remote/online learning lessons, including video conferencing lessons
- Don't misuse teacher content - eg taking screenshots, recording without permission, sharing teacher resources with third parties outside the College. In terms of copyright: we must ask that you do not share videos we upload
- Privacy: Please also keep in mind that privacy relates to all our students and teachers. Please refrain from sharing any clips or images on any social media channels (including WhatsApp) which include images or comments of anyone other than you or your own child. This relates to intellectual property as well. Comments, videos and work samples should not be copied in any way.
- Communicate with the teacher during school hours via the College gmail account, SeeSaw or Google Classroom if questions or issues arise

- Attempt to do your best work to complete all set tasks to your highest standard with integrity and academic honesty, and within the set timeframe. Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with College policies relating to the use of digital devices and services, including digital communication platforms

In a video conference please be aware of common protocols:

- Students should use their Chromebook (if in Stage 3-6) to join online video conferencing, NOT their personal phone
- Follow the teacher's instructions. Commence the video conference with your microphone on mute until directed by your teacher to Unmute
- If you do not follow your teachers' instruction or abide by the College values of being respectful, you could be asked to leave a video lesson
- One person speaks at a time
- You need to raise your hand up, or use a teacher directed signal if you want to speak
- Concentrate on the video material and others' comments
- Make notes to keep a record of the teaching, as you would in class

## APPENDIX 1: Setting Up a Comfortable Workstation

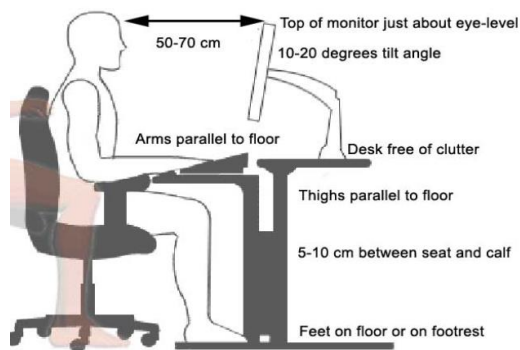
It is likely that students will need to work predominantly at a computer workstation while doing their remote/online learning at home, so it's important to follow ergonomic principles in order for work to be comfortable and safe.

Sitting at a computer for long periods is not recommended, even if the workstation is perfectly set-up. Students are advised to take regular breaks such as standing up for a few moments, doing different tasks, gently stretching or changing position about every half an hour.

It would be beneficial to consider where a good place to work from may be. There might not be a perfect place, but it may be helpful to take the following into account:

- Is there somewhere to set up a workstation – a desk or table, and a reasonably supportive chair (with a backrest)?
- Can your laptop be plugged in from that area, or is an extension cord needed? Would the cord need to be taped down so as not to create a trip hazard?
- Check that you have earphones or buds which can plug into your computer

The following diagram gives an indication of the general principles of effective workstation set-up. Note that the recommended height of the screen is that the top of the screen is at eye level i.e. if you look straight ahead, your eye line is to the top of the monitor.



Ergonomic Workstation Setup

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### ACKNOWLEDGEMENT BY STUDENTS & PARENTS/CAREGIVERS

By signing this agreement, I undertake to act in a manner that is respectful, ethical and appropriate according to the principles of digital citizenship outlined in the College's Acceptable Use of Computers agreement.

I, [insert full name] \_\_\_\_\_ as a student enrolled at Belmont Christian College in Year [insert Year group] \_\_\_\_\_ acknowledge that I:

- have read and received the above Policy and guidelines
- am obliged to comply with the Policy, including any amendments made by the College from time to time in response to legislative updates
- am obliged to notify the College of any aspects of my remote/online learning that may not be in accord with the policy
- understand the processes, responsibilities and expectations in undertaking remote delivery of learning activities
- am aware that a current copy of this Policy is posted on the College's Shared Drive Policies & Procedures and available to me and my parents/caregivers should it be requested

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_