Online Learning Policy

PURPOSE

The purpose of this policy is to communicate clear expectations and guidelines regarding the use of synchronous and asynchronous Online Learning in order to ensure that learning is effective and that all aspects of both the Victorian Government's *Child Safe Standards* and the *Kingswood Primary School Child Safe Policy* are followed. The policy also seeks to ensure that all online learning is conducted in a manner that is consistent with all other relevant Kingswood policies and the *Digital Technologies Policy & Acceptable Use Agreement*.

Definition

The definition of remote learning (also referred to as home learning, digital learning and distance learning) is the experience students will have when school remains in session but are unable to physically attend because of school closure.

Remote Learning can be defined as:

1. ***Asynchronous*:** An asynchronous learning environment is a learning environment that does not require participants, teachers, and students to be online at the same time.

2. ***Synchronous*:** Synchronous, real-time engagements are opportunities for students to participate in engagements with their teachers and classmates at an established time to allow for interactions in real time.

3. ***Blended Learning*:** Blended learning refers to the combination of real time learning and independent learning tasks. It is a combination of Asynchronous and Synchronous learning environments.

Asynchronous online learning is provided for all students through Compass, Google Classroom/Suite, @education as directed by teachers. In general, the learning activities provided are completed at the student's own pace and in the student's own time following the suggested timetable schedule.

SCOPE

This policy outlines guidelines and expectations for staff, students and parents.

POLICY

Online Learning Platforms

There are four key online platforms that Kingswood Primary will use to maintain continuity of learning for students.

They are:
1. Compass
2. Email
3. Google Classroom / Suites
4. WebEx

Other online platforms may be used to support student learning as needed. Any platform other than those listed above will be explained by the teacher. If parents or carers have concerns about the platforms being used, or encounter issues with accessing school and Department platforms they should contact the school immediately for support on 9551-1727.

IMPLEMENTATION

Via Google Classroom accounts students will join teacher-initiated face to face online meetings in WebEx. Students will not be permitted to initiate meetings or use chat outside of these organised times. Online student behaviour will be monitored by the classroom teacher and breaches of behaviour will be subject to the Kingswood *Student Code of Conduct Policy*.

Teachers are permitted to deliver **synchronous** lessons through a **class meeting** using WebEx **during timetabled periods**. Before commencing an **online meeting**, teachers are required to invite students through Google Classroom. Junior Parents will be sent the link via Compass and will need to log in for their child. Senior students are expected to log in for themselves. In accordance with Child Safe Standards teachers will never engage in one to one learning sessions with students, unless there is another responsible adult present. Teachers will also be required to record every video session with students held in real-time. These recordings will be kept for 7 days before being deleted.

When students attend a WebEx session, they **must** be physically present in a public, open space in the family home under the supervision of a parent or carer. If this is not the case, then teachers are required to terminate the meeting. Children should wear headphones to limit noise within the home.

Teams to check in on the wellbeing of our families and to ascertain if support is required to complete remote learning tasks. The data collected from these surveys will be analysed by teams to inform future planning and supports for parents.

In the instance that there are two consecutive cancellations or no shows to scheduled meetings teachers are to notify Kingswood's Principal Class and then follow up with a phone call to the family. The following meeting will then include an extra staff member in the meeting. Continued lack of engagement will be followed up by Principal Class.

Teacher Code of Conduct for Synchronous Online Learning:
1. **The four platforms** – Email, Compass, WebEx and Google Classroom/Suite – are the only forms of communication teachers should use to communicate with students.
2. Teachers are only permitted to teach live via WebEx during timetabled periods or for small group tutorials. In order to initiate a lesson, the teacher will publish an invitation via Google Classroom or Compass targeted to the class, or via email for a chat with parents.
3. Teachers must be dressed according to *Kingswood Primary School's Dress Code* for all teaching duties, including online.
4. Teachers are to ensure that all screen-casted content or video is appropriate for educative purposes, with age appropriate conduct.

5. Teachers must conduct themselves according to Kingswood's Code of Conduct and the VIT Code of Conduct at all times.
6. Protocols, etiquette and online conduct should be consistent with in class face to face teaching.
7. Any videos, recordings or pictures shared by the student using the Online Platforms can be used for reporting and assessment purposes but must be deleted from the teacher's device once no longer required.
8. Teachers should only communicate with students via video conference during school hours.
9. As registered teachers and staff, the same **mandatory reporting requirements** are upheld in an online environment.
10. All online sessions with whole class, small group, etc must be recorded in real-time.

Student Code of Conduct for Synchronous Online Learning:
1. Students communicate via Google and WebEx with the teacher or other students only about educative matters using appropriate and respectful language.
2. Students are expected to uphold all elements of Kingswood Primary School's *Acceptable Use Agreement*
3. Student engagement and communication will be expected to meet the same high standards as face to face interactions would at school. This includes being polite and respectful to peers and teachers during a video conferencing call.
4. Students are not to use WebEx to video or audio call other students. All student interactions in WebEx are logged and monitored by teachers.
5. Students should never take screenshots or recordings of classmates or teachers or any material that is being taught without permission.
6. Any students that are in breach of any of the above will be contacted by their teacher to discuss possible consequences and parents will be notified.

Expectations of Parents in relation to Synchronous Online Learning:

Kingswood is committed to 'Laying the foundations for success' including student wellbeing, anti-bullying, child protection and high-quality delivery of education. With this commitment in mind, Kingswood Primary School wish to partner with parents and carers in ensuring that online learning is safe, transparent and effective. Parents are asked to support Online Learning in the following ways:
1. Ensure that students have suitable a device and internet access. Where this is problematic, and has been identified through the parent survey, Kingswood would like to support families by loaning devices for use at student homes for the duration of remote learning.
2. Ensure that student involvement in all synchronous (live delivery) learning takes place in an open place in the family home in the presence of a responsible adult.
3. Ensure that there are no recordings or screenshots being made of teachers or other students.
4. Observe the learning taking place in these online environments.

5.   Complete 'Family Check In' calls as required.
6.   Support students, as required, in their completion of independent asynchronous home learning tasks (by providing guidance or rewording the exercise).
7.   Inform the teacher of any concerns regarding student engagement with the learning tasks.

In order to support parents and students, we believe that communication with families is vital. Parents are encouraged to be in communication with classroom teachers and other key personnel at Kingswood. All staff at Kingswood can be contacted via email using Compass. Kingswood acknowledges the individual circumstances of each family and is available to support/advice at all times throughout this period of remote learning.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

REVIEW CYCLE

Version	Edited By / Comments	Next Review
May 2020	Kingswood Primary School	May 2023

REFERENCES

● Anti-Bullying Policy

● Child Safe Standards

● Responsible Behaviours Policy

● Student Engagement and Wellbeing Policy

● BYOD Parent Handbook

● Parent Conduct Policy