

BHCS Online Learning Policy

PURPOSE

This policy seeks to outline the guidelines and expectations for staff, students and parents/carers in relation to engaging with students during an online learning process. This is not a standalone policy and should be used in conjunction with a number of other policies the School has in place. Together these policies seek to provide students with the ability to engage in their education while being kept safe from unnecessary harm or abuse that can at times occur in an online environment.

OTHER POLICIES RELEVANT TO STAFF

- [Social Media Policy](#)
- *Social Media Code of Conduct*
- *Staff Code of Conduct*
- [VIT Code of Conduct](#)
- [Child Safety Policy](#)
- *Mandatory Reporting Policy*
- *Acceptable Use Policy*
- [Privacy Policy](#)

OTHER POLICIES RELEVANT TO PARENTS/CARERS AND STUDENTS

- *Social Media Code of Conduct*
- [Parent/Community Code of Conduct](#)
- [Student Code of Conduct](#)
- [Cybersafety & Digital Technology Policy](#)
- [Statement of Commitment to Child Safety](#)
- [Privacy Policy](#)
- [Complaints Resolution Policy](#)

RESPONSIBILITY

All staff, parents, carers and students

DEFINITION OF ONLINE LEARNING

Online learning is the delivery of learning via the internet, this can occur both inside the classroom, as well as outside the classroom. When outside of a classroom environment this can often be referred to as 'remote' learning.

TYPES OF ONLINE LEARNING

Online learning can consist of one of two forms:

Non-face-to-face and self-paced learning

This type of learning would consist of instructions and assignments set by teachers through online learning environments such as ClassDojo, Google Classroom, Edrolo (for VCE), email instructions and a number of other online learning platforms already being used by the school. These learning environments may be subject specific such as for Maths or English.

- Screen casts with voice overs
- Pre-recorded lessons for students to watch
- Email interaction

Interactive and face-to-face online learning

In a virtual environment, interactive and face-to-face learning could consist of learning in one of the following ways:

- Live video conferencing for a class e.g. Zoom-for-Education
- Live audio conferencing

IMPLEMENTATION

The implementation of interactive and face-to-face learning is primarily aimed at students in the Senior School. Students in the Kinder, Junior School and Middle School will be provided access to face-to-face and group interaction as deemed necessary and age-appropriate by the relevant teaching staff.

Students taking part in face-to-face learning will be provided with secure access to join teacher-initiated meetings. The School considers this to be a partnership with parents/carers and it is through this partnership that students will benefit most.

ZOOM REQUIREMENTS AND ETIQUETTE

Zoom is the School's preferred program for online classes via live video conferencing.

Students will be required to set up a Zoom account using their allocated BHCS email address. Their email address only provides Zoom with the student's first name and the first initial of their surname. Staff are using Zoom-for-Education to ensure:

- Students are authenticated by their BHCS email when joining a class
- Unauthorised people are prevented from entering the class.

The School discourages students from setting up personal Zoom accounts. Personal Zoom accounts will not provide students access to a class. Parents/carers are encouraged to

monitor their child in relation to all social media apps including the use of Zoom and to remind their children to employ cybersafe practices and to refrain from sharing links and passwords.

Guidelines for Zoom Use

- As a matter of courtesy to those in the meeting, all staff members and students who are attending a meeting via Zoom are asked to do so by having their video screens on, unless advised so by the teacher or meeting host.
- Staff and students should find an appropriate place to attend the online class or meeting from, such as a desk or dining table. Zoom should not be attended from bed or bathrooms. Under no circumstances should staff or students attend a Zoom meeting while driving. This is for the safety of the staff member and student concerned.
- Staff and students should be dressed appropriately for Zoom, in line with the school uniform policy and/or free dress guidelines.
- Under no circumstances should Zoom links be shared with those outside of the School Community, unless this has been done so by the class teacher for educational purposes.
- Like with an incursion, if a guest speaker will be joining the class via Zoom, a notice will be sent home to parents/carers informing them of this.
- Staff are permitted to record Zoom sessions for quality, record-keeping and safety purposes. These will only be stored for a short period of time, and remain confidential in line with the School's Privacy Policy.
- Under no circumstances are students permitted to record a Zoom session without express permission from the class teacher. This includes recording via Zoom, screen capturing software or an external recording device such as a mobile phone.
- Parents/carers should not participate in their child's Zoom class without invitation from the class teacher.
- Staff and students are welcome to use as a Zoom background provided that it is not offensive, inappropriate, a photo or work of another person without their permission, or in any way violate the School's ethos and/or Student Code of Conduct.
- Staff and students should ensure that when they are finished live conferencing that the meeting is ended, their camera is off and they have left the Zoom meeting.
- Out of courtesy to others, all Zoom attendees should have their microphone off when others are speaking, unless they have been asked to turn it on by the class teacher or host.

EXPECTATION FOR ALL STAFF, STUDENTS AND PARENTS/CARERS

- The entire School Community is expected to abide by the School's current Codes of Conduct and other school policies during the online learning process.

Please continue to refer to policies relevant to you. Codes of Conduct and Cybersafety related policies for Parents/Carers and students can be found by clicking on the names below:

[Parent/Community and Student Codes of Conduct](#)

[Cybersafety & Digital Technology Policy](#)

[Social Media Code of Conduct](#)

[Statement of Commitment to Child Safety](#)

[Privacy Policy](#)

[Complaints Resolution Policy](#)

BHCS Staff can access their relevant policies via the Policies and Handbooks intranet drive. Parents and Carers can access the relevant policies via the School's website at www.bhcs.vic.edu.au

EXPECTATIONS FOR TEACHING STAFF

The expectation for BHCS teachers would be as follows:

- Teaching and communication is to only occur during school hours on weekdays during allocated school terms.
- Teachers *may* choose to use live video conferencing as part of their lesson delivery.
- Class Dojo, Google classroom and Google Suite (Google docs, spreadsheets etc.), Edrolo (for VCE), school email, specific online learning tools and Zoom-for-education are the only forums teaching staff will use to communicate with students.
- Teachers will NOT engage with students via personal phone calls, personal emails or other communication apps such as Snapchat, WhatsApp, Messenger, Instagram, TikTok or similar.
- Zoom-for-education lessons will only take place when 2 or more students have presented for attendance of a teacher-initiated lesson, alternatively we would seek to ensure that there are 2 staff members and one student. Where this is not the case these types of lessons will not be able to go ahead.
- Teachers are permitted to record lessons for the purposes of providing that lesson material for students to reference at a later stage. These recordings are to be kept in secure locations.
- Teachers who host 'live' or 'pre-recorded' lessons featuring themselves will ensure that they are dressed appropriately and in accordance with the School's dress code.
- Teachers will not accept Zoom invitations from students and will only engage in this type of conferencing through teacher initiation.

EXPECTATIONS FOR LEARNING ENHANCEMENT STAFF

The expectation for Learning Enhancement staff would be as follows:

- Communication and assistance is to only occur during school hours on weekdays during allocated school terms. This may be a set times on set days.
- Learning enhancement staff *may* choose to use live video conferencing as part of their assistance to students.
- School email and Zoom-for-education are the only forums learning enhancement staff will use to communicate with students. Where communication falls outside a learning assistant's area of responsibility they will defer this to the relevant subject teacher or their relevant Coordinator.
- Learning enhancement staff will NOT engage with students via personal phone calls, personal emails or other communication apps such as Snapchat, WhatsApp, Messenger, Instagram, TikTok or similar.
- Learning enhancement staff will endeavour to work in groups of two or three where possible. On occasion this may not suit and a learning enhancement staff member may seek permission from parents/carers to work one-on-one with a student at a set time.
- Learning enhancement staff are permitted to record sessions for the purposes of the safety of both the staff and the student. These recordings are to be kept in secure locations.
- Learning enhancement staff will ensure that they are dressed appropriately and in accordance with the School's dress code.
- Learning enhancement staff will not accept Zoom invitations from students and will only engage in staff-initiated conferencing after having sought permission from parents/carers to do so.

EXPECTATIONS FOR CHAPLAINS AND WELFARE STAFF

The expectation for Welfare staff and Chaplains would be as follows:

- Communication and assistance is to only occur during school hours on weekdays during allocated school terms. This may be a set times on set days.
- Chaplains and welfare staff *may* choose to use live video conferencing as part of their assistance to students.
- School email and Zoom-for-education are the only forums Chaplains and welfare staff will use to communicate with students. Where communication falls outside of their area of responsibility they will defer this to the relevant Head of School, Team Leader, Homegroup Teacher or to the Deputy Principal.
- Chaplains and welfare staff will NOT engage with students via personal phone calls, personal emails or other communication apps such as Snapchat, WhatsApp, Messenger, Instagram, TikTok or similar.
- Chaplains and welfare staff will endeavour to seek permission from parents/carers to work one-on-one with a student at a set time.
- Chaplains and welfare staff are permitted to record session for the purposes of the safety of both the staff and the student. These recordings are to be kept in secure locations.
- Chaplains and welfare staff will ensure that they are dressed appropriately and in accordance with the School's dress code.
- Chaplains and welfare staff will not accept Zoom invitations from students and will only engage in staff-initiated conferencing after having sought permission from parents/carers to do so.

EXPECTATION FOR PARENTS/CARERS

Students may undertake online learning at school or from home. When students are taking part in online learning at home, it is the School's expectation that parents actively assist with the supervision of their child during this process. This should include active measures to ensure parents/carers:

- Partner with the School in ensuring their child adopts cybersafe practices and that they remind their child of the [Cybersafety and Digital Technology Policy](#)
- Partner with the school in their child's online learning.
- Are aware of their child's activities in an online space.
- Facilitate online learning where reasonably possible by making a suitable space available and/or providing headphones/earbuds should learning take place in a public space within the home.
- Remain aware of the moments their child is taking part in a face-to-face lessons including minimisation of distractions in the background. E.g. Not walking around in the background dressed in pyjamas or have a loud TV on in the background.
- Refrain from inserting themselves during a teacher hosted lesson, or a 1:1 session with Learning Enhancement staff, understanding that this is not the appropriate forum for parents/carers to raise concerns. This should instead be done by contacting the relevant teacher or staff member via email.
- Partner with Learning Enhancement staff to facilitate their child's learning in areas where additional assistance is required.
- Partner with the School should disciplinary action need to be taken due to a breach in the Code of Conduct, Cybersafety policy or other associated policies, during the process of online learning.

EXPECTATIONS FOR STUDENTS

In order for students to benefit from the online learning process, it is important that they engage as they would be expected to within a classroom environment. Students should ensure they:

- Engage in the learning process the way they would be expected to within a school classroom environment.
- Attend a 'hosted' lesson at the requested time and/or log into Google classroom or other learning platforms as instructed.
- Ensure any forms of distraction are switched off e.g. Social media apps, TVs, radios etc.
- Are appropriately dressed for a 'hosted' lesson, the way they would be for a lesson at school. This could either be their school uniform or comfortable casual dress.
- Follow the directions of teaching staff during any hosted lesson.
- Refrain from engaging in behaviour that has a detrimental impact on the learning of others.
- Apply themselves to complete and submit required assignments in a suitable time frame as requested of them.
- Seek assistance as necessary throughout the learning process by asking questions via a hosted lesson or via email.

ONE-ON-ONE SESSIONS

During the course of the online learning process, it may become evident that a student requires additional support throughout the process. In a classroom environment this might involve a teacher or learning assistant coming alongside a student to provide 1:1 assistance.

Should this type of support become necessary in an online environment, the School will seek to gain the permission from parents/carers for a session to take place.

Similarly students may require support from a pastoral perspective and this may also become evident during the course of a student's learning progress. Chaplains are on standby for students requiring this type of support. These sessions may also include 1:1 assistance. Chaplains will also seek to gain the permission of parents/carers for these types of sessions to take place.

COMMUNICATION AND PARTNERSHIP

Partnering with each other is vital in ensuring our students end up with the best possible outcome for their learning. Partnering with each other also ensures we can support you as parents and carers. Communication is therefore a key criteria. We continue to encourage all families to communicate with their children's teachers via email wherever the need arises.