Sunshine College Protocols for delivering live Online Remote Learning
(e.g. via Zoom)

These protocols aim to ensure that live remote learning with students at home, are safe, secure and continue to model the high standards set by our school with our students.

OVERVIEW OF PROCESS

Face-to-Face Interaction Online

- Teachers will host online remote learning using video conferencing platform (e.g. ZOOM).
- Teachers will schedule and initiate the online remote learning session.
- Students will be required to obtain the video conferencing platform link for scheduled online remote learning from Compass and then join the session.
- Teachers will record all sessions.
- The online remote learning session will be used primarily for connection/check in, verbal instruction, support and for students to ask questions.

Tasks, Resources and Submission of Work

- Learning Tasks will be distributed to students via Compass.
- Resources (eg. video links, work sheets etc) will be provided to students via Compass, email, or Google Classroom.
- If requested by a teacher, students must submit work for feedback through Compass.

Independent Learning

- It is unlikely that teachers will interact for the full duration of a remote learning session. Remote learning session will be kept to approximately 20 minutes or less to allow students to work independently outside the session.
- Teachers may set tasks using other online resources.

IT requirements

- Students will need access to a computer, laptop, or iPad.
- Earphones may be beneficial, especially when students are in a common area at home.
- A microphone would be beneficial for speaking with the teacher.
- Webcams must be turned on during online remote learning.
- A reliable internet connection is required. Please consider the amount of data available on your plan.
- It is the parent / guardian's responsibility to monitor and, as far as possible, block inappropriate content.

CONDUCT EXPECTATIONS

General Conduct

Online remote learning is an extension of Sunshine College activities. As far as is practicable, all Sunshine College rules and policies shall apply.

Specifically:

➢ Students are expected to attend and to be engaged in online remote learning and complete tasks and activities as directed.

➢ During online remote learning sessions, students are not to be viewing any material or engage with any software or online websites except as directed or permitted by their teacher.

➢ Students are expected to be respectful in their interactions with teachers and other students.

➢ Teachers will determine the "classroom practices" for their online remote learning. This should generally include an outline at the beginning of each online remote learning session of the intended progress and outcome.

➢ Students are expected to follow the online remote learning procedures that are described by the teacher.

➢ Students should only join online remote learning session they are meant to be in.

➢ Students must not invite anybody from outside the class to join in the online remote learning.

Teachers will admit students to the online remote learning providing there are at least two students waiting.

➢ If a situation should occur where only one student attempts to join remote learning, the session will not take place. The teacher will contact the student/parent.

➢ If a situation should occur where students leave or lose their connection to the remote learning session and only one student remains, the session will be suspended and the remaining student placed in the waiting room.

➢ If the teacher subsequently cancels the remote learning session, the student/parent will be notified.

Online Etiquette

Students must display their name when using the online remote learning platform (e.g Zoom).

Specifically:

➢ Students may not do anything to obscure their identity from being visible and legible by the teacher ie. using the name of a celebrity or another student.

➢ Students should be working from a desk or table.

➢ Students are to dress appropriately.

➢ Students must not record and save video, audio or still images of any person who participates in the online remote learning session.

Online Protocols

Recording of Lessons

➢ Online video conferencing software allows recording of online remote learning.

➢ All remote learning sessions will be recorded by teachers where possible. The purpose of doing this is to ensure child safety and to provide protections for both students and staff.

➢ Parents and students are not to record video or audio or take screenshots of any person who participates in online remote learning. Any distribution of such images, whether modified in any way or not, may lead to disciplinary measures being applied by the school and possibly police intervention.

➢ If a student repeatedly causes disruption to the online remote learning, the teacher may remove the student from the session. This behaviour will be recorded on Compass.

General disclaimer to be posted on Compass:

Please note that it is advised online live remote learning accounts are only accessed by people over the age of 18. If you would like your child to be part of live online remote learning, please help them set this up and join the room. Please be aware that you are consenting for your child to take part in a call that features video and audio facilities. For safeguarding measures, we will be recording the Online live remote learning sessions. These may be shared with other class members who were unable to join the call.