



Ps:119:105 Thy word is a lamp unto my feet, and a light unto my path.

Online Learning Policy

Policy Name:	Online Learning Policy
Id & version:	E59
Purpose:	Outlines online learning procedures.
Implementers:	Principal
Scope:	All Staff
Owner:	Peter Stone
Current Review:	30/03/2020 Authorised by <u>Peter Stone</u>

Date 30/03/2020

Next Review: 01/02/2022

Concurrent Policies:

Behaviour Management Policy, Retention of Information Policy, Copyright Policy, Acceptable Use of School Technology Guidelines for Students, Social Media Policy Guidelines, Pandemic Management Policy, Child Protection Policy, Staff Code of Conduct, Mandatory Reporting

Rationale

Hope Christian College will be transitioning to provide students with secure access to online learning. There are two principal modes of delivery in Online Learning: **asynchronous** and **synchronous**.

- **Asynchronous** modes of learning involve interaction between learners and the teacher, at different points in time.
- **Synchronous** modes of learning, whether in a physical or a virtual location, allow development and dialogue to be conducted at the same time. Everyday classroom teaching falls under this category.

Aim

The aim of this policy is to communicate clear expectations and guidelines regarding the use of synchronous and asynchronous Online Learning in order to ensure the continuity of effective learning and that all aspects of the e-Safety Commission's and Hope Christian College's Child Protection 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 Hope Christian College Policies and the recent Acceptable Use of School Technology Guidelines for Students.

Scope

The Online Learning Policy applies to all staff, pre-service teachers, education assistants, students, parents and volunteers at Hope Christian College.

Policy

This policy outlines the expectations for all staff, pre-service teachers, education assistants, students, parents and volunteers at Hope Christian College.

Asynchronous Online Learning

Asynchronous online learning is provided for all students through work packs and lessons delivered on OneNote by Hope Christian College. Hope Christian College lessons are uploaded and distributed by teachers to all students via OneNote.

In general, the learning activities provided on OneNote and work packs are to be completed during the timetabled times sent home to all students. Students who do not finish during the allocated time may complete their work at their own pace, in the student's own time for homework.

Synchronous Online Learning

This policy covers the use of the following synchronous Online Learning tools:

- Interaction via email
- Online Posts within Teams
- Screen casting with voice over
- Live video conferencing with videos enabled

Students will be given secure access to join teacher-initiated meetings and communicate via voice and posts. Students will not be permitted to screen cast, initiate meetings or use chat. Student IP videos will be turned off for live meetings (this will be managed centrally). All student communication via posts will be recorded and archived. Online student behavior will be monitored by the classroom teacher and breaches of behaviour will be subject to Hope Christian College's *Behaviour Management Policy*.

Teachers are permitted to deliver **synchronous** lessons through a **class meeting** using Microsoft Teams or Zoom **during timetabled periods**. In addition, **online tutorial** meetings for senior

students may be scheduled outside of class time but only between normal school hours Monday to Friday. Before commencing an **online meeting**, teachers are required to invite students through a public post in Microsoft Teams. Students are required to indicate their presence via a Post or email (like students lining up outside a physical classroom). When a minimum of three students have responded to the invitation post, a teacher can commence the meeting.

Students may attend these online lessons and tutorials either at the

- family home or
- on campus depending on the circumstances.

If a student attends these online meetings from home, they **must** be physically present in a public, open space in the family home, preferably under the supervision of a parent. In such situations, parents may direct their children to wear headphones if this limits noise within the home. If students are directed to attend an online meeting on campus, they should be in a supervised area, with the screen in full sight of a supervisor.

Teachers **must** record the live online lessons, providing all students are notified and their permission is gained. Videos of lessons are to be kept secure by the teacher and will be used only for educational and assessment purposes. Hope Christian College will not use the videos for any other purposes without the written permission of the parents/guardian. All videos will be disposed of securely at the end of the year.

Teacher code of conduct for Online Learning:

1. Teachers *may* elect to teach live (synchronously) using an online meeting in Microsoft teams or Zoom.
2. **These platforms** - Email, OneNote, Teams, Zoom, Loom, SeaSaw, Flipgrid and Education Perfect - are the only forms of communication you should use with students. Under no circumstances should you phone a student on their mobile phone.
3. The use of communication using social media carriers like Instagram, WhatsApp, Facebook or Snapchat to communicate with either students or parents is unacceptable.
4. Teachers are not permitted to create private meetings or chats with any student.
5. Teachers may publish messages to the *Post* feed in Teams, email students, give student feedback on their pages in OneNote and lock their page after.
6. Teachers are only permitted to teach live via Microsoft Teams or Zoom during timetabled periods or for small group tutorials. In order to initiate a lesson, the teacher will publish an invitation on the Posts feature or email. Teachers are only permitted to commence a meeting once a minimum of three students are present or the meeting is recorded.
7. Teachers must be dressed according to *Hope Christian College Dress Code* for all teaching online.
8. Teachers are to ensure that all screen-casted content or video is appropriate for educative purposes, with age appropriate content.
9. Teachers must conduct themselves according to the Hope Christian College Code of Conduct at all times in the online environment.
10. Teachers **may** (but are not obligated to) elect to use their laptop's camera for periods of instruction.
11. Protocols, etiquette and conduct online, should be consistent with in class face to face teaching.
12. Teachers should only use video conferencing during school hours.
13. As registered teachers and staff the same **mandatory reporting requirements** are upheld in an online environment.
14. Uploading work on OneNote must be completed by 8:30am the day of the lesson.
15. Teacher communication with classes, students and parents must be appropriate and professional at all times.
16. Primary School need to take daily attendance at the beginning of each day. Any concerns regarding students participation will be followed up with an email and a follow up phone call.
17. Secondary School synchronous lessons need to have participation recorded. Teachers will need to create a form to take attendance for each lesson conducted in a school day. Any concerns regarding student's lack of participation will be followed up with an email to the student. If no response or the lack of participation continues, parents will be emailed.
18. Inappropriate or misuse by students on any of the online learning platforms will be recorded in SchoolPro as an incident. Parents will also be contacted by email to explain the infringement.
19. A failure to comply with the Code of Conduct and policies may result in disciplinary action.

Student code of conduct for Online Learning:

1. Students are expected to register their attendance and read the morning devotional in their Homeroom Notebook each morning between 8:50am and 9:00am.
2. Students must maintain the security of their device and ensure that no other individuals or parties access the device to perform any functions.
3. Students are not permitted to record, transmit or distribute, any synchronous or asynchronous instruction in any form distributed by Hope Christian College, including but not limited to PowerPoints, audio, video, images, etc.
4. Students *may* communicate via emails and the Post Section in Teams with the teacher only about educative matters using appropriate and respectful language.
5. Students are expected to uphold all elements of the Hope Christian College's *Acceptable Use of School Technology Guidelines for Students*.
6. 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 any online learning platforms including video conferencing calls.
7. Students are never to use Teams to video or audio call other students. All student interactions in Teams - via text, audio or video - are logged and monitored by teachers.
8. Students are to email helpdesk@hopecc.wa.edu.au for any technical issues and to email their teacher for any subject specific questions.
9. Any students that misuse any lines of communication, including email, POSTS or Video Conferences etc. will be blocked for the remainder of the day, or possibly face suspension or expulsion in line with our behaviour management policy.
10. Any student that is not participating in online learning will be recorded as Non Participant on their school record in SchoolPro.

Expectations of parents in relation to Online Learning:

Hope Christian College is committed to student wellbeing, anti-bullying, child protection and high-quality delivery of education. With this commitment in mind, Hope Christian College has partnered with Family Zone a leading company in Cyber Safety to restrict and monitor online activity on school laptops. Hope Christian College also wishes to partner with parents and carers to ensure that online learning is safe, transparent and effective. Parents are asked to support Online Learning in the following ways:

1. Ensure that students have a suitable device and internet access. Where this is problematic, parents are asked to communicate quickly with Hope Christian College so that solutions can be found.
2. Ensure that student involvement in all synchronous (live delivery) learning takes place in an open place in the family home rather than in student bedrooms or other private spaces.
3. Observe the learning taking place in these online environments.

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 Hope Christian College via email or telephone.

Assessment Policy –Online Learning

The Hope Christian College Assessment Policy still applies, however, this is subject to change under further directives from SCSA.

Implementation of the practical steps of this policy will continue to evolve dependent on the situation.

In an instance of online learning the following would apply:

1. Schedules of assessments may be adjusted.
2. Where relevant and possible, teachers should still expect students to complete some assessment tasks at home. New tasks may be created as necessary.
3. Teachers may, with HoLA consultation, change the delivery format of assessments to move from requiring in-class supervision to being able to be completed at home where appropriate and applicable.
4. Teachers may, with HoLA consultation, use online tests or other formative assessments to ascertain student learning.
5. Any online testing or formative assessments must be clearly communicated to students.
6. Upon returning to Hope Christian College, following online learning, a review and validation of the formative assessments that have been completed and further assessment tasks that are required to make a professional judgement of student grades will be undertaken.

Appendix A: Online Learning Guidelines and Expectations



Online Learning Guidelines



Video/Audio Call

You must wear appropriate clothing during online sessions



Blur the background of your video call

During a call, click on the three dots on the menu bar & click 'blur my background'



Check your sound

May use headphones when in a video/audio call & check your sound is working



Mute your microphone & turn off video

Mute your microphone and turn off your video when you join a meeting until your teacher tells you otherwise



Say 'Hi:'

Type 'present' into the chat window when you join a meeting.



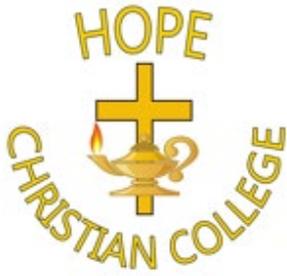
No recording

Do not record the session. Teachers are aware if you are recording



Remember: This is a classroom!

Be polite, respectful of others and focused on the lesson.
Normal expectations and standards of behaviour apply



Online Learning Expectations



Open the homeroom OneNote to register attendance. Please access and read the morning message and daily notices, then **follow your class timetable** for the day.

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All lesson content will be on OneNote prior to the lesson.



All students are expected to complete the set work for that class.



If you cannot complete work, need clarification or are having issues - please email your teacher.
If you are having technical issues please email the helpdesk.



Some classes will also use Teams. Please ensure that you are on time and join the meeting in your class team at that class time. **Attendance will be taken.**



Heads of Learning Areas and Deputy Principals are available should you need extra support. Students must complete their own work. Regular College policies apply.