

# Online Learning Policy

## PURPOSE

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

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.

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 *South Melbourne Park 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 South Melbourne Park policies and the *Digital Technologies Policy & Acceptable Use Agreement*.

Asynchronous online learning is provided for all students through Compass, Google Classroom, Edumail and SeeSaw, learning experiences are uploaded by teachers. In general, the learning activities provided are completed at the student's own pace, in the student's own time following the suggested timetable schedule.

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

## Online Learning Platforms

There are four key online platforms that we will be using to maintain continuity of learning for our students. They are:

1. Compass
2. Email
3. Google Meet
4. SeeSaw

Other online platforms may be used to support student learning at need. Any platform other than those listed above will be explained by the teacher. If you have any concerns about the platforms being used, or issues with accessing the platform, please contact the school immediately to discuss how we can support you.

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Please see the below graphic outlining their intended use:

	Compass	Email	Google Meet	SeeSaw
Who uses the platform?	Parents, Teachers and School Leadership	Parents, Teachers and School Leadership	Students, Teachers and Education Support	Students and Teachers
What is the platform used for?	Whole school communication Links for online conferences	Communication with teachers or school leadership	For student online conferencing (whole class and one on one)	For student work and feedback
How frequently will the platform be used?	Update from teachers News as available	At need	A few times per week, with additional one on one sessions scheduled	Daily
Additional information	The 'Conferences' tab will be used to book one on one sessions	Email is the primary means to contact your classroom teacher, you can email them via Compass	You will need to be present in the room during any conference <a href="https://meet.google.com/">https://meet.google.com/</a>	You need to download the SeeSaw app, please email your teacher if you do not have log in details

## IMPLEMENTATION

Students will be issued with school Google accounts which will allow them to join teacher-initiated face to face online meetings. 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 South Melbourne Park *Student Code of Conduct Policy*.

Teachers are permitted to deliver **synchronous** lessons through a **class meeting** using Google Meet **during timetabled periods**. Before commencing an **online meeting**, teachers are required to invite students through Compass via the News Feed. Parents will be sent the link via Compass and will need to log in for their child. Teachers will also deliver one on one catch ups with students that parents can book in for via the Compass 'Conferences' tab.

When students attend the Google Meet they **must** be physically present in a public, open space in the family home under the supervision of a parent. In such situations, parents may direct their children to wear headphones if this limits noise within the home. For students joining the meeting at school, they should be in the classroom with teacher supervision using headphones, with the screen in full sight of supervisors. If this is not the case then teachers are required to terminate the meeting.

## Follow Up Process

There will be a Google Form sent out to families via Compass every Friday. This is to check in on the wellbeing of our families and to ascertain if there are any areas that they are struggling

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with. The data collected from this survey will be analysed the following Monday each week to inform future planning and support for parents.

In the instance that there are two consecutive cancellations or no shows to scheduled meetings, teachers are to notify the 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. **These four platforms** – Email, Compass, Seesaw and Google Meet – are the only forms of communication you should use with students.
2. Teachers are only permitted to teach live via Google Meet during timetabled periods or for small group tutorials. In order to initiate a lesson, the teacher will publish an invitation via Compass News Feed targeted to the class, or via email for a booked in one on one session.
3. Teachers must be dressed according to *South Melbourne Park PS 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 the South Melbourne Park PS Code of Conduct and the VIT Code of Conduct at all times, including in online environments.
6. Protocols, etiquette and conduct online, should be consistent with in class face to face teaching.
7. Any videos, recordings or pictures shared by the student using SeeSaw or any of our 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.

## **Student code of conduct for synchronous Online Learning:**

1. Students communicate via the Google Meet with the teacher or other students using appropriate and respectful language.
2. Students are expected to uphold all elements of the South Melbourne Park Primary *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 never to use Google Meet to video or audio call other students. All student interactions in Google Meet- via text, audio or video – are logged and monitored by teachers.
5. Students should never take screenshots or recordings of 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.

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## **Expectations of parents in relation to synchronous Online Learning:**

South Melbourne Park is committed to 'Kids at the heart' including student wellbeing, anti-bullying, child protection and high-quality delivery of education. With this commitment in mind, South Melbourne Park wish to partner with parents and guardians 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 access to a suitable device and the internet. Where this is problematic, parents are asked to communicate quickly with the school so that solutions can be found.
2. Ensure that student involvement in all synchronous (live delivery) of learning takes place in an open place in the family home, rather than in student bedrooms or other private spaces and that there is a responsible adult present.
3. Ensure that there are no recordings or screenshots being made of teachers.
4. Observe the learning taking place in these online environments.
5. Complete the 'Family Check In' survey each Friday.
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 the completion of 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 South Melbourne Park. All staff at South Melbourne Park can be contacted via email using Compass.

## **EVALUATION**

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

## **REVIEW CYCLE**

<b>Version</b>	<b>Edited By / Comments</b>	<b>Next Review</b>
2021	South Melbourne Park	2023