Online Learning Policy

Purpose

The purpose of this policy is to communicate clear expectations and guidelines regarding the use of Online Learning in order to ensure that learning is effective and that all aspects of both the Queensland Government's *Child Protection Act 1999* and the 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 College policies and the ICT Acceptable Use Policy.

There are two chief 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 the latter category.

All other College policies still apply, for example but not limited to the Grievance Policy, Anti-Bullying Policy, Codes of Conduct etc.

Asynchronous Online Learning

Asynchronous online learning is provided for all students through the Learning Management System (LMS): Moodle (Secondary), Google Classroom (Secondary and Primary) or SeeSaw. Learning experiences are uploaded by teachers to Year Level and Specialist pages (Primary) and Subject Class Pages (Secondary). In general, the learning activities provided are completed at the student's own pace, in the student's own time or for homework. This will include:

1. Screencasting with voice over
2. Interaction via email
3. Online Forums
4. Other tools introduced over time

Synchronous Online Learning

With regards to synchronous learning, this policy covers the use of the following synchronous Online Learning tools:

1. Live chat features
2. Online Forums
3. Screencasting with voice over
4. Phone conferencing with no videos
5. Live video conferencing with videos enabled
6. Interaction via email

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

Implementation

Online student behaviour will be monitored by the classroom teacher and breaches of behaviour will be subject to the College *Online Behaviour Management Policy*.

Teachers are permitted to deliver **synchronous** lessons through an **online class meeting** using [Google Meet](#) **during timetabled periods**. In addition, **online, live tutorial** meetings may also be used.

Students will be given secure access to join teacher-initiated meetings and communicate via voice and chat. Teachers need to record every Google Meet interaction with students. Students will not be permitted to initiate meetings or initiate chat. All student communication via chat within Meet will be recorded and archived. Lessons may be scheduled outside of class time but only between normal school hours Monday to Friday.

Online meetings can only run providing a **_minimum of three people are present at any time_** (eg; staff member, student and parent, or 2 students and a staff member, or 2 staff members and one student) unless permission has been given by the Principal. Teachers are required to terminate meetings if these minimum conditions are not in place.

Students may attend these online lessons and tutorials either at the i) family home or ii) on campus depending on the circumstances. If a student attends these online meetings from home, it is recommended they 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 staff are concerned that the background or location of home learning is inappropriate, they are to disable that student's access to Meet and contact parents to discuss a solution.

If students are directed to attend an online meeting on campus, they should be in a public area with teacher supervision using headphones, with the screen in full sight of supervisors. An example of such a location is the library.

All videos of lessons are to be kept secure on Google Drive and may be uploaded to the learning management system (LMS) for students who missed the lesson.

Staff code of conduct for synchronous Online Learning

1. Staff will do some live (synchronously) teaching/engagement using an online meeting in Google Meet.
2. **These online platforms** – G Suite (email, drive, meet, chat, etc.) and Learning Management Systems (LMS) – are the only forms of communication you should use with students. Under no circumstances should you phone a student on their mobile phone or use social media carriers like Facebook, Instagram, WhatsApp or Snapchat.
3. Staff are not permitted to create private Google Meetings or Chats with any student.

4. 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 the link via their LMS, email, and or Calendar. Teachers are only permitted to commence a meeting once the minimum of students and staff have indicated that they are present for an *online meeting*.
5. Staff must be dressed in their FCC staff uniform for all duties, including online.
6. Teachers are to ensure that all screen-casted content or video is appropriate for educational purposes, with age-appropriate conduct.
7. Teachers must conduct themselves according to the College Code of Conduct and the QCT Code of Conduct at all times, including in online environments.
8. Staff *may* (but are not obligated) elect to use their laptop's camera for periods of instruction.
9. Protocols, etiquette and conduct online, should be consistent with in class face to face teaching.
10. Staff should only communicate with students via video conference during school hours.
11. Outside of timetabled lessons, when booking an online tutorial, teachers must notify their Head of Faculty/Primary Coordinator and all parents in advance of the proposed date and time.
12. 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 are not permitted to record, transmit or distribute, any synchronous or asynchronous instruction in any form distributed from Freshwater Christian College, including but not limited to audio, video or images. Students must maintain the security of their device and ensure that no other individuals or parties access the device to perform these functions.
2. Students where possible will message the teacher using Meet Chat at the start of each timetabled lesson.
3. Students are only permitted to join a teacher-initiated online meeting for live synchronous teaching when there are two other people present online.
4. In the event that a student notices that there are two or less persons online in a meeting, they must inform the teacher and all other students that this is the case. They must then leave the online meeting.
5. Students *may* communicate with the teacher or other students only about educational matters using appropriate and respectful language.
6. Students are expected to uphold all elements of the College ICT Acceptable Use Policy.
7. 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 online learning.
8. Students are to never use Google Meet to video or audio call other students. All student interactions in Meet – via text, audio or video – are logged and monitored by teachers.
9. Any students that are in breach of any of the above will be contacted by their teacher and or Pastoral Care team or Head of School to discuss possible consequences and parents will be notified.

Expectations of parents in relation to synchronous Online Learning:

Freshwater Christian College is committed to student wellbeing, anti-bullying, child protection and high-quality delivery of education. With this commitment in mind, we wish to partner with parents and guardians in ensuring that online learning is safe, transparent and effective. Parents are asked to support synchronous 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 the College 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.
3. Where possible, observe the learning taking place in these online environments.

Status	Approved	Superseded	n/a
Version	v1	Authorised by	Principal
Last updated	30/03/2020	Reviewed	Every three years