



Child Safety Protocols for Online Learning

Introduction

With the introduction of full online learning as part of physical distancing to reduce the spread of COVID – 19 in the community it is appropriate to consider child safety and also staff student boundaries in this particular environment. Emmaus College has been proactive in preparing staff and students for full online learning using platforms such as;

- Emmlink: announcements, resources, learning tasks and submitting assignment tasks
- Microsoft Teams for virtual lessons
- School Email Communication
- One Drive for students for storing of files and sharing or collaborating resources.
- Email: please keep up to date with emails from your teachers

Every person has the right to be safe, comfortable and confident in their learning. Every person has the responsibility to respect and protect this for their classmates and teacher.

Expectations for Students

See Virtual Classrooms Learning and Wellbeing Online

As we commence the Home Learning Plan at Emmaus College, we need to remember that this is a different method of learning for all. Let us be tolerant and respectful of each other as we work in partnership through this process. We ask you to remember that what applies in the classroom applies online in terms of student behaviour participation and completion of work.

We must always treat one another with dignity and respect.

The following expectations have been set for students in the online learning environment.

Teachers will monitor students to ensure that they are following these guidelines.

All members of the Emmaus College community will conduct themselves respectfully and, in a manner, appropriate for school while communicating via Microsoft Teams and email.

Technology Tips

- Remember to mute your microphone as you enter the meeting.
 - Ensure your video camera is turned on at all times, this helps your teacher know that you are safe and engaged in the lesson.
 - During the lesson/meeting mute your microphone if you are not speaking as it can create a distracting echo for yourself and for other participants.
 - Check that your video and audio work correctly – it is good to use a microphone headset if you have one.
 - Remain calm if you experience a technology fail or feel frustrated, be patient with yourself and your teacher. Everyone is adjusting. You may need to shut the program down and start again.
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Some guidelines for creating and keeping a safe and respectful learning space:

Appearance

- All students and staff will dress appropriately for Microsoft Teams meetings. It is expected that your appearance and neat casual dress would be the same as on a 'uniform free' day. For example, smart, casual attire, comb your hair, no PJs.
- Clothing must not have inappropriate language or offensive imagery. T-shirts and tops should have sleeves and not be revealing.

Open and Appropriate Spaces for Learning

- You should only engage in audio and video classes from an appropriate workspace within your home.
- Minimise what is behind you – a blank wall is preferable or blur your background.
- Household members running around in the background are distracting and will disrupt learning for all. Prepare a sign letting household members know that you are currently in an online class.
- Be prepared by completing any pre-session tasks your teacher has set.

Communication during an online class

- The Emmaus College Code of Conduct for behaviour and language is expected.
- Behave appropriately in accordance with school rules, expectations and classroom agreements.
- All communication will be respectful, kind and considerate of other students and the teacher.
- The tone of your language needs to be appropriate to the task and the lessons you are completing. This is no different to a normal classroom.
- No eating during a virtual lesson.
- Students and teachers will treat the online learning space as a regular classroom, meaning normal classroom expectations apply.
- Do not have other programs, games, apps etc. running in the background, unless directed by your teacher to do so.
- Be on time joining the online class.
- Be prepared to participate in the online class through audio and other means.
- Note any questions you might have during the session and wait for the designated question and answer time, unless otherwise stipulated by your teachers.
- Make sure your class notes and other resources are accessible.

Online Safety

Planning for Safety

While learning online we will have spaces where every person has the right to be safe, comfortable and confident in their learning, and where every person has the responsibility to respect and protect this for their classmates and teacher. In this way, our learning technologies and platforms will be places both staff and students enjoy coming to for learning.

- Ensure your parents are aware of the school expectations when working online.
- Talk with your parents and develop family expectations for screen time, sharing working spaces, using security controls and boundaries for social media use.

- Refer to the **5 Internet Safety Tips for Kids** and consider developing a personal safety plan. Discuss this and share with your family.
- Use only credible sources for content searches online.
- All lessons will be recorded for the benefit of students who may be unwell
- Teachers may conduct one-to-one or small group meetings with their students – these will be recorded too.
- Students may make use of the Chat function to discuss their learning with their teacher or their peers, students are expected to use this function in a manner appropriate for school.

Child Safe Protocols

- Please remember to check in with your pastoral teacher at the requested time.
- Inform members of your family that you will be taking in a virtual lesson.
- Your learning space needs to be away from household noise and disruptions.
- Appropriate attire is to be worn.
- When communicating with Emmaus staff from home blur the background or use a background image to guarantee your privacy.

What to do if you feel unsafe online

- If you feel unsafe online or an incident occurs stay calm and don't try to deal with the situation alone.
- Let your parents / carers, teacher or another adult know as soon as possible. They will be able to assist you to report the incident to one of the school Child Safety Officers.

Respectful Online Participation for Learning and Wellbeing

- All video, chat and direct messages will be monitored. Please remember to act within school expectations.
- Whatever goes online stays online. Take pride in yourself as a member of the Emmaus College community
- You must not:
 - repost a message that was sent to you privately, without the permission of the sender.
 - take or distribute photos, sound or video recordings of anyone connected to Emmaus College or other people including background figures and voices without their express written permission.
 - upload, post or email images, video or sound, containing members of Emmaus College staff and students onto social media platforms (e.g. Snap Chat, TikTok, Facebook, YouTube) or any other website or app, without their authorization and the authorization of Emmaus College.
 - make deliberate attempts to disrupt other people's use of ICT.
 - make a request or respond to a request from teachers, counsellors, administrators and other school staff to be 'friends' on social media.

Privacy

Our school ICT Use Agreement requires you to take reasonable steps to protect the personal information that is held from misuse and unauthorized access.

Emmaus College reminds you to take responsibility for the security of your device (e.g. computer, iPad, phone) and not allow it to be used by an unauthorized party.

Tech Support

Email helpdesk@emmaus.vic.edu.au if you need technical support. Remember our IT Support staff are very busy during this time so try and fix the problem yourself first. Your teacher and or your parents might also know the answer or be able to help you.

Guidelines for Staff

- Ensure that you have read and understood the following documents.
 - a. **Child Safety Policy** (link to Complispace)
 - b. **Child Safety Code of Conduct** (link to Complispace)
 - c. **Staff / Student Boundaries** (link to Complispace)
 - d. **Email Communication Guidelines** (link to Complispace)
- Take a roll to ensure that all your students are present in a group lesson. You can check who is online in Microsoft Teams by clicking on the list of participants. You can mute students if you need to from this list.
- After the lesson communicate with students by email or through Emmlink (share the recording if they have missed the lesson or if students wish to review the lesson later)
- As far as possible only work with students online within school hours (8.30 – 3.30 pm)
- Communicate with students using your staff laptop (not your personal mobile number).
- Work with students using Microsoft Teams and their school email address as your main point of contact.
- When communicating with students online ensure that you record your meeting/conversation.
- Protect yourself by recording each session with students.
- Maintain strong staff/student professional boundaries at all times.
- Confine your comments to comments about student work and do not make any personal comments.
- Each morning login to Microsoft Teams and your school email.
- Follow email communication guidelines in responding to parent/student requests (see attachment)
- Follow our dress code to ensure professional dress at all times (particularly with video conferencing)
- No food allowed during professional interaction with students (we are asking them not to eat during a class)
- Consider blurring the background or using a virtual background during video conferencing to ensure your privacy.