



## Staff and Student Protocols for Online Learning

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### Introduction

To reduce the spread of COVID-19 in the community, online learning will be required when the Government announces a lockdown period. In this unprecedented environment, it is appropriate to consider child safety and staff/student boundaries.

Emmaus College has been proactive in preparing staff and students and has selected the following platforms for staff and student use during online/remote learning:

- *Emmlink* for announcements, resources, lesson details and submitting assigned tasks
- *Microsoft Teams* for virtual lessons and face to face meetings
- *Microsoft Outlook* for email communication between staff, staff and students, and when staff are communicating with parents via their nominated email address. **Only** school email addresses are to be used by staff and students. These end with @emmaus.vic.edu.au. It is important that staff, students, and parents keep up to date with emails during this time.
- *One Drive* for students to store files and for collaborating on documents, or the sharing of resources.

**Every person has the right to be safe, comfortable, and confident in their learning. Every person has the responsibility to respect their classmates' and teachers' rights.**

### Expectations for Students

*See Virtual Classrooms Learning and Wellbeing Online (on Emmlink and the College website)*

Learning and teaching from home will require flexibility and patience as processes continue to be refined and developed. As we navigate through this any lockdown period, it is important that all members of the Emmaus community focus on being tolerant and kind to one another.

While classrooms may, for the moment, be virtual, all normal classroom protocols regarding student behaviour, participation and completion of work still apply. At all times both staff and students participating in online learning must treat each other with dignity and respect, and in a manner appropriate for school.

**The following expectations have been set for students and staff in the online learning environment. Teachers will monitor students to ensure that guidelines are being followed.**

### Guidelines for creating and maintaining a safe and respectful learning space:

#### *Appearance*

- All students and staff will dress appropriately for Microsoft Teams meetings in line with the standard expectations on a 'uniform free' day. This means smart, casual attire with combed hair. T-shirts and tops should have sleeves, and the height of the neckline should be no lower than if wearing the school polo shirt, summer dress or summer shirt.
- Examples of inappropriate clothing include pyjamas and/or dressing gowns, and any item which displays offensive slogans or graphics.

#### *Open and Appropriate Spaces for Learning*

- Teachers, students, and their families are expected to arrange a workspace for audio and video classes which is a quiet space for working.
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- It is recognised that many members of your household may be learning or working from home during this time. Headphones, with or without a microphone, will help to make it easier for multiple members of your household to be working in the same space.
- It is expected that the camera is always on during the lesson or a meeting. To assist with privacy within your home, we encourage the use of a backdrop using Background Effects or Blur Your Background feature.
- The microphone should be on mute unless you are speaking or until you are asked by your teacher to turn it on. This helps to minimise distractions and disruptions caused by background noise and helps to maintain the privacy of your household.
- Prepare a sign that you can display to remind others in your house that you are in an online class.
- Prepare for each lesson by completing any pre-session tasks the teacher has set. This will enable everyone to make the most of the online class time available.

### *Communication during an online class*

- The **Emmaus College Code of Conduct** outlines expectations for classroom behaviour and language use. All staff and students are expected to adhere to the Code of Conduct during online learning.
- Students and staff are expected to abide by school rules, expectations, and classroom agreements as they would in a physical classroom.
- All communication will be respectful, kind, and considerate of other students and the teacher. The tone of language used needs to be appropriate to the task and the lessons you are completing.
- Punctuality is expected. Join online classes/meetings on time.
- Keep eating for recess and lunch breaks. Having a drink during an online class is acceptable but be very careful with liquids near electronic devices.
- Other than Microsoft Teams, programs, games, apps, websites etc. should not be running in the background, unless this has been directed by the teacher.
- Be ready to participate in the online class, through audio and other means, when called upon by the teacher.
- Teachers should determine an appropriate method for students to ask questions throughout a lesson. Where this is not arranged, students should make a note of any questions and teachers will designate question and answer time.
- Make sure class notes and other resources are accessible from the start of the lesson. This may include printing prior to the lesson if so instructed. If a student does not have a printer available, they should communicate this with the teacher so that alternative arrangements can be made.

## **Online Safety**

### *Planning for Safety*

Safety online is the priority of every member of the Emmaus community. All students and staff members should feel safe, comfortable, and confident while learning and working online and must take responsibility for ensuring that their behaviour does not impinge upon anyone else's rights to these things.

There are several things that students and staff can do to increase their personal safety while working online.

- Students should ensure that their parents/guardians are aware of the school's expectations when working online.
- Families should discuss and develop family expectations for screen time, sharing working spaces, using security controls, and setting appropriate boundaries for social media use.
- Families should refer to the [5 Internet Safety Tips for Kids](#) and consider discussing and developing personal safety plans.
- Students should only access credible sources when conducting searches online. These may include educational institutions such as universities, public institutions such as museums and galleries, well known media organisations, or significant scientific bodies. If a student is unsure of a site's credibility, they are encouraged to ask their teacher for assistance.
- All online lessons will be recorded for the benefit of students who may be absent.
- In situations where a teacher needs to conduct one-to-one or small group meetings with their student/s these will also be recorded.
- Students may make use of the Chat function to discuss their learning with their teacher or their peers, in line with any instructions from their teachers. All students are expected to use this function sensibly, in line with classroom expectations for appropriate conduct.

### ***Child Safe Protocols***

- Pastoral Teachers will check in with their students at set times and students are expected to reply in a timely manner. If you do not check in with your pastoral teacher your parents will be notified by SMS.
- Students must inform members of their family when they are taking part in a virtual lesson.
- Student learning spaces should be away from household noise and disruptions, but in a location where supervision is possible. If the bedroom is where your workstation is located, then the background blurring or picture function must be used, so that you can keep the camera on for all lessons.
- Students and staff must follow the guidelines regarding appearance during online school time each day.
- When communicating with Emmaus staff from home blur the background to guarantee your privacy.
- Communication between students and staff should only occur through approved Emmaus platforms. If a student communicates with a teacher via a non-Emmaus email account, the teacher will only respond via his/her school email address.
- Students should never communicate with people online that they do not know in real life. This includes verbal, written and visual communication such as sending or receiving images.

### ***What to do if you feel unsafe online***

- If you feel unsafe online or an incident occurs stay calm and do not try to deal with the situation alone.
- Let your parent(s)/guardian(s), teacher or another adult know as soon as possible. They will be able to assist you in reporting 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

- Under no circumstances should a person repost a message that was sent privately, without the written permission of the sender.
- Students must not 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. Any recordings of classes or conversations made by staff must be stored as instructed.
- Students and staff must not upload, post or email images, video or sound, containing members of the Emmaus College staff or students onto social media platforms (e.g. Snap Chat, TikTok, Facebook, YouTube) or any other website or app, without their authorization and the authorisation of Emmaus College.
- At no stage may students deliberately attempt to disrupt other people's use of ICT.
- It is not permitted for students to make a request or respond to a request from teachers, counsellors, administrators and other school staff to be 'friends' on social media. If a student receives such a request from a staff member, they must report it immediately to the Assistant Principal Students, or, the Director of Students, or another responsible adult.
- It is not permitted for staff to make a request or respond to a request from students to be 'friends' on social media.

### Privacy

The College ICT Use Agreement requires both staff and students to take reasonable steps to protect personal information that is held from misuse and unauthorized access.

Emmaus College reminds both students and staff to take responsibility for the security of their devices (e.g. computer, iPad, phone) and to not allow use by an unauthorized party. This is to protect the privacy of College information that may be on or accessible on your personal device.

### Tech Support

Anyone requiring technical support should email [helpdesk@emmaus.vic.edu.au](mailto:helpdesk@emmaus.vic.edu.au). It is important to remember that IT Support staff are very busy during this time so wherever possible it would be beneficial to try to fix the problem first or ask a family member or another staff member if they know how to troubleshoot. Once you have emailed the Help Desk, please be considerate and understand that a reply will not be instantaneous.

Teachers, and other staff members, should:

- login to Microsoft Teams and school email account each morning.
- as far as possible, only work directly with students online during school hours i.e. 8.30 – 3.30 pm.
- work to maintain strong **staff/student professional boundaries** at all times.
- only communicate with students using allocated staff laptops, desktops, or iPads.
- communicate with students using Microsoft Teams and their school email account so that communication is recorded. It is the teacher's responsibility to make sure Microsoft Teams sessions are recorded. This protects both staff and students.
- In most circumstances it is not appropriate to contact students via telephone, including using personal mobile or home numbers. Should a teacher need to contact a student directly by phone the teacher should consult with the student's House Leader or the Director of Students before doing so.

- take a roll to determine which students are present in a group lesson. In Microsoft Teams this can be done by clicking on the list of participants. (NB: Students can also be muted from this list).
- follow [email communication guidelines](#) in responding to parent/student requests
- always follow the same dress code as outlined for students to ensure professional dress, particularly when video conferencing
- refrain from eating during professional interactions with students. As in the classroom, having a drink of water is permitted.
- ensure their own privacy by considering blurring the background or using background effects to create a virtual background.

Teachers should:

- after each lesson, communicate with students by email. This may include sharing the recording of the lesson for those who have been absent or wish to review it.
- confine comments made to students to those relating to student work and/or understandings, and avoid making any personal comments. [Technology Tips for Students and Staff](#)
- Before each virtual class or meeting, ensure that your microphone and camera is working correctly. Headphones may be useful when working in a space with others. Microphone headsets can also be helpful if you have access to one.
- Remember to mute microphones as you enter a virtual classroom or meeting.
- Microphones should be switched off unless you are the teacher/presenter, or, contributing at the request of the teacher/presenter, as when multiple microphones are turned on it can create a distracting echo. It is okay to have a quick chat while you wait for everyone to join the class or meeting.
- In most circumstances, it is expected that the camera remains on, unless explicitly requested by the presenter.
- Remain calm if you experience a technology fail or feel frustrated, be patient with yourself and those you are working with. This is a new situation and dynamic for everyone and it will take some time to adjust. It can sometimes be a good idea to shut the program down and start again.

### Relevant Documents

Staff are required to read and understand the following documents. Any queries should be directed to the Human Resources and Compliance Manager.

- [Child Safety Policy](#) (link to CompliSpace)
- [Child Safety Code of Conduct](#) (link to CompliSpace)
- [OHS Tips for Staff Working from Home](#) (WorkSafe)
- [Staff / Student Boundaries](#) (link to CompliSpace)
- [Email Communication Guidelines](#) (link to CompliSpace)
- [Wellbeing Tips for Staff Working from Home](#)