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1. SCOPE

This Remote Learning Code of Conduct applies to Bunbury Cathedral Grammar School (BCGS) students and staff. It is to be read in conjunction with the BCGS Code of Conduct, the Connect agreement, and is supported by the Student Behaviour Guidelines set out above.

2. DEFINITIONS

Remote Learning is any learning conducted away from the traditional classroom setting and not conducted face to face. This will usually be supported by technology using email, file sharing, synchronous interactions (video, audio, chat, discussion board, live shared documents) and asynchronous interactions (email, discussion board, shared documents, video lessons). Remote learning can occur when one or more students are away from normal classes (blended learning for the teacher; remote learning for the student), or if normal classes are not run physically but online or remotely.

Currently at Bunbury Cathedral Grammar School, SEQTA Teach, Learn and Engage are the central point of truth for all lesson content. This is supported by Microsoft Office 365, specifically leveraging Class OneNote, OneDrive, PowerPoint recordings and Teams video, calls, chat and discussion boards.

3. CHILD SAFETY

Child safety during remote learning is of critical importance and it essential that it is prioritised at all times. Any concerns should be reported to the Head of School headofschool@bcgs.wa.edu.au

There is specific advice and information for schools, teachers, students and their families:

- https://www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online
https://www.esafety.gov.au/about-us/blog/covid-19-online-survival-kit-parents-and-carers

4. SHARING, RECORDING AND EXPECTED BEHAVIOURS

Remote learning will often involve sharing materials between participants, and often the session will be recorded by the teacher to enable others to review the lesson later. There is no excuse for lack of etiquette, manners, allowing plagiarism, or illegal activity, just because learning is occurring remotely.

As students and staff interact online, the normal respect and etiquette is expected. Failure to meet these expectations will result in normal behaviour management processes being applied:

- 1. All participants will respect everyone else’s privacy and security.
2. Only a teacher is permitted to record a remote learning session.
a. Students will be advised at the start of the session if it is being recorded.
b. Students who join a session late need to determine if the session is being recorded by the recording symbol and/or text warning in the session.
3. Students will respect others’ rights to learn by not disrupting the session. Examples of disruption include:
a. Taking control of applications (apps), resources or video when not asked;
b. Removing other people’s work, comments or content from shared collaborative spaces and/or activities; and



- c. Inappropriate comments, or noise during a remote learning lesson.
4. Chat and discussion boards will be used for on topic, lesson-based discussions. No person will post inappropriate images, text or other content in the chat or discussion boards.
5. Students will keep their microphone on mute as directed by the teacher unless they are contributing to the discussion or asking a question.
6. Students will not share images, video or text for a live-stream or video to others outside the class.
7. All participants in remote learning are reminded that all content posted by participants or provided during remote learning can be viewed by the School's IT department and teachers.

5. CONSIDERATIONS FOR LIVE INTERACTIONS (INCLUDING VIDEO)

Preparation for synchronous remote learning is important. Students and staff are expected to ensure that they set up at least ten (10) minutes before the session.

Some important considerations:

1. Ensure that you are dressed appropriately
 - i. School polo shirt
 - ii. Smart-casual attire
 - iii. Pants or shorts
2. Choose a public location
 - i. No live remote learning is to occur in bedrooms
 - ii. Choose a plain background
 - A blank wall behind is perfect
 - Consider taking down photos and paintings, and the like
 - Make sure lights do not cause discomfort
3. Video needs to be optimised
 - i. Camera angle that is not unflattering (e.g. no up-the-nose angles)
 - ii. Raise the laptop to eye level
 - iii. Know how to turn webcam off and on
 - iv. Only use video when you need to, turn off to maximise bandwidth when not needed
4. Audio needs to be clear
 - i. Choose a quiet room
 - ii. Use a headset with microphone or dedicated microphone if possible
 - iii. Know how to mute and unmute microphone
 - iv. Mute microphone when not teaching/learning
5. Test your video and audio
 - i. Restart your computer if something is not working, ensuring everything is plugged in when you restart.
6. Have a plan for others in the vicinity.
 - i. Make sure all people in your vicinity (e.g. your house) know when you are engaging in remote learning and what they can and cannot do.
 - ii. Make sure they know how to keep the noise to a minimum.
 1. For teachers, if your children are home with you, ensure you are regularly interacting with them.

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2. For students, if your parents or siblings are home with you, ensure you regularly check in with them.
 - iii. Pets should be kept away from the lesson.
7. Look after yourself
- i. Alternate between standing and sitting
 - ii. Take regular breaks
 - iii. Have a water bottle nearby
 - iv. Regularly mute and turn off the webcam to take care of personal dealings
 - v. If you need a bathroom break, excuse yourself without going into detail and turn off audio and video
 - vi. Block out morning tea and lunch and give yourself a screen break at these times.
 - vii. Use the normal school timetable to guide your day

6. ADDITIONAL REQUIREMENTS FOR TEACHERS

Teachers will maintain a **professional tone** in any online communication, whether it be via email, OneNote feedback, Team messaging or audio/video call. The language that teachers will use with a student online must be comparable to that used with a student sitting at a desk in their classroom.

- 1) **The four platforms** – SEQTA, email, OneNote and Teams – are the only forms of communication teachers should use with students. Under no circumstances will a teacher phone a student on their personal mobile phone or by using social media carriers like Instagram or Snapchat. Skype for Business is a good fall-back option for making calls to a family from home, whilst still using the School phone number and systems.
- 2) Microsoft teams or Skype are the preferred modes for **Instrumental Music Teachers** to conduct individual music lessons with students. Lessons will be scheduled by the tutors directly with families and the normal expectations of attendance and conduct will apply. Where a music teacher is using other specific software or platforms dedicated to music teaching, this will be communicated directly with the families.
- 3) When teachers make a **video call** to a student/small group/class, teachers will ensure the following:
 - i. Teachers are suitably attired in appropriate professional dress (smart casual).
 - ii. Teachers will situate their device within the home or workspace so that it has an appropriate backdrop that does not compromise a teacher's professional standing or expose any child to inappropriate imagery or conduct.
 - iii. Meetings will be 'arranged' with the student(s), setting up a time in advance so that students have time to ensure that they are suitably prepared. A timetabled class lesson time meets this requirement.
Teachers will not 'cold call' a student using the video functionality.
 - iv. Should any student within the meeting behave inappropriately or be situated in an inappropriate location, the teacher will end the conversation immediately and contact the student via email or parent (if necessary) to pass on advice as to how they might be better prepared next time.
- 4) Teachers will only communicate 'live' with students **between 8.30am and 4.30pm**. Should a teacher need to communicate an idea or explanation to a student outside these times, email or a recorded Teams meeting will be used. An exception will be for Residential Boarding Staff supervising evening prep and communicating with boarding students and their families. These will still need to be scheduled appointments or within pre-arranged hours.
- 5) Should a teacher discover any student(s) **misusing** any aspect of the platform, the teacher will challenge their behaviours and, if necessary, report the behaviour to the Head of House.
- 6) Microsoft Teams will be **monitored** by the teacher to ensure any 'chat' is subject focused and appropriate.

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- 7) The same **mandatory reporting requirements** are upheld in terms of student protection.
 - i. Any concerns about harm, including cyberbullying, self-harm or suicidality are to be reported immediately by phone and direct discussion to the Head of School or other member of the Staff Executive.

- 8) School provided confidential **counselling services** will continue during periods of remote learning, with the students making appointments as normal via email with the School Psychologist.
 - i. The counselling will be conducted using Skype for Business or Teams, and can be audio only or video.
 - ii. Due to the confidential nature of counselling, the student will need to be in a private location during the session.
 - iii. If the Psychologist believes the location that the student is not suitable or inappropriate, or if other elements of the code of conduct are not being followed, the Psychologist will end the session and reschedule.
 - iv. No remote counselling session will be recorded.

HEAD OF SCHOOL

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