Remote Classroom Environment and Safety Protocols - Families

**VISION AND MISSION STATEMENT**

At Rosary School we work in partnership to educate young people to take their place effectively in the Church and the world.

Our Mission, then, in the spirit of the Dominican tradition, is to:

* educate the whole child
* create a safe, happy and nurturing environment
* promote Christian values based on the life and teachings of Jesus
* develop strong links with the Parish community
* encourage students to live by the truth and with hope
* respect and honour the dignity and worth of each person
* promote justice and reconciliation

## Aims

The aim of the learning in an online classroom environment is to provide students and teachers with meaningful teaching and learning opportunities through a variety of online platforms. ‘Online classroom environment’ includes any interactions between students and teachers that occur in any way other than being face to face at school with each other. Online classrooms can be used for a variety of reasons such as temporary school closure or prolonged student absence. Online classrooms allow students and teachers to use and experience a range of technologies and provide for individual as well as collaborative learning experiences. The online classroom should operate in the same time frame as a usual school day. While staff and students may be undertaking work out of working hours, online interaction will only occur during the usual parameters of our school’s operating hours. At Rosary School, this will be 9am – 3pm and the online classroom program will be delivered via SeeSaw (R-4) and OneNote (5-6) with MS Teams as the platform for video conferencing.

Catholic education occurs in welcoming, inclusive, and connected communities. Maintaining genuine connection between students and teachers is a way to practise the theological virtues of faith, hope, and love at the heart of the Catholic Tradition. Faith is nurtured through opportunities for prayer and the Religious education program. Hope can be expressed through patience and continuity of learning. Love is experienced through the many interactions between schools and students, wherever they are located.

## **Staying safe in the online environment**

## Protective Practices

When conducting Online Classrooms staff must be aware of the need to maintain protective practices between students and teachers. The protective practice principles that teachers apply in their classroom are the same as those in an online Classroom.

Staff are reminded that the [*Protective Practices for staff in their interactions with young people*](https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-33040/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf) still applies to all interactions between students and staff. In that guideline, there are specifically prohibited behaviours and reporting obligations to which staff must adhere, whether they are at home, in the community or at school. Staff continue also to be governed by the *CESA Staff Code of Conduct*, which encompasses many of the principles and practices set out in the guidelines.

Maintaining protective practices in a remote, online environment

When using any type of video, pre-recorded or live format that occurs at a location other than at Rosary School, teachers/staff need to ensure that:

1. One on one student to staff video conferencing should not occur. Should a staff member need to make video contact with a student, then another staff member (or a parent in the case of younger students) should be present in the room or in the call.
2. Staff to student group video conferencing is used when possible
3. The student and the staff member are in an appropriate setting; no inappropriate background images should show in the video conference. Students should not be seen from their beds. The student and the staff member are appropriately dressed; attire should represent something similar to the expectations of a casual clothes day, maintaining school expectations relating to hair and jewellery. A student may under no circumstances record the conversation via screenshots, video, or audio, unless explicit permission is provided.
4. Staff members should ask permission to record the group or class conference call so that it can be posted later.
5. Video participants should enable ‘blurred’ backgrounds’ where possible.
6. Staff and students should turn off their email notifications and other applications during the conversation to ensure that no confidential information pops up on the screen.
7. The staff member and/or students private contacts are not shared, and personal email accounts should not be used.

If a student is seen to be at risk with reference to any of the above criteria, the staff member/student peer/parent should immediately cease the video conferencing with the student and report the matter to the Principal, Damian Weeks.

All other areas of protective practices in accordance with the document: ‘*Protective Practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings 2017*’ apply to online classroom environments.

Pastoral Care

In event of an extended school closure, the primary responsibility for the pastoral care of a student rests with the parents / guardians. However, class teachers will continue to monitor both academic progress and the general wellbeing of their students by being available to support parents and address any concerns during school hours. As Term 2 begins, parents should contact their child’s class teacher in the usual way (email or phone call) if they have concerns or require support. Class teachers will be expected to pass on feedback to the school leadership, particularly if there are concerns or a lack of communication.

Counselling and Wellbeing Services

Counsellors and other wellbeing/support staff will follow the *Protective Practices* protocols in contacting individual students at home.

Individual counselling sessions should be conducted by phone.

Video counselling or live streaming conversations are not recommended with individual students for child protection and online security reasons. Where counsellors are concerned about a student’s immediate health and safety, parents will be contacted.

Where Principals have a particular concern regarding an individual student and request counsellors to contact the student via video or through online conversation, counsellors will keep a written record of the conversation and all documentation will be stored in a secure and confidential manner.

## *Rosary School will be using the following platforms:*

The overall Platform is Office 365 which houses all apps such as Outlook, Word, PowerPoint, Teams, OneNote etc.

Learning Activities:

R-4 – SeeSaw for learning activities

5-6 – Microsoft OneNote

Video Conferencing: MS Teams

Microsoft Outlook for emails between staff and parents or for older children between student and teacher. These platforms are not for student to student connection. This must occur on non-school devices and platforms with parents maintaining and overseeing responsibility for this.

This link will take you to ‘Cheat Sheets’ on the Office 365 products: <https://support.office.com/en-us/article/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e>

This link is a Tutorial for families – SeeSaw <https://web.seesaw.me/parents>

## Safety information for Parents

Parents are encouraged to monitor and support their child in their engagement in online learning. Additional information for maintaining a safe home online environment can be found here:

<https://www.esafety.gov.au/parents>