


Our Lady's Primary School	System Update: 23.07.2020	
Version 0.3	Date of Next Review: 28.04.2021	

# Remote On-Line Learning Policy

## Google Meet, Google Suite and Seesaw

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Our Lady's school has organised for safe, remote, online learning to be implemented F-6 for the purpose of students' education continuing during the COVID-19 health crisis.

This guide explains the protocols when teaching and learning from home, for parents, students and teachers.

During this period of remote learning your child will be invited to participate in whole class, as well as small group learning opportunities if required.

If your child is invited to participate in a small group learning opportunity, for the purpose of their education, you will be informed by a staff member. Ideally, we would ask that a parent/adult/older sibling is present and in the same room as their child while the Google Meet is held.

## On-Line Safety Responsibilities:

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### Parents and Carers:

It is important for Parents & Carers to ensure that members of their family adopt and maintain safe 'on-line' practices at all times. This includes, but is not limited to:

- » Ensuring all family members are aware of the school expectations when working online and the school's Technologies Policy/User Agreement, in accordance with eSafety Commission ['Are They Old Enough'](#) guidelines.
- » Develop family expectations for screen time, sharing working spaces, using security controls and boundaries for social media use.
- » Refer to the [Top 5 Online Safety Tips for Kids](#) and consider developing a personal safety plan. Discuss this plan and share this with your family.
- » Use only credible sources for content searches online.

### Students:


Staying safe online:

- » Always remain SMART, SAFE and RESPECTFUL online.

If you experience anything, that makes you feel uncomfortable or upset, you can:

- take screenshots for evidence
- do not respond to anything unkind or disrespectful - Leave the program immediately.
- tell the adult in charge.
- Report the incident to your teacher.

## Google Meet Parents and Carer Responsibilities:

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### **Before the Google Meet starts:**

- » Set-up a device in a safe and quiet space using an internet enabled device, which supports your child's learning.
- » Make sure your child has everything they need for the lesson
- » Make sure others in your house know your child will be in a Google Meet so they are not interrupted.
- » Your child should be dressed ready for learning (e.g. not in pyjamas).
- » Remind your child that the rules used at school also apply in an online meeting classroom.

### **During the Google Meet:**

- » Make sure that your child remains on task and is using their device correctly. They should not be playing 'on-line' games or be watching videos unless this is an instruction for their teacher.
- » Your child should be engaged in the lesson by:
  - actively listening,
  - asking questions
  - completing online exercises

### **After the Google Meet:**


Parents and Carers please make sure that:

- » Your child completes tasks as best they can.
- » Your child contacts their classroom teacher if they are having difficulty in completing any activity.

If you have any difficulties please do not hesitate to contact their classroom teacher to discuss the possibility of alternative arrangements.

### **Google Meet Student Responsibilities:**

- Read all information/emails/instructions from your teacher.
- Complete set learning activities.
- Upload your work as requested by your teacher for feedback.
- Participate in Google Meets.
- Contact your classroom teacher if you are having difficulty in completing any activity or require classification or additional assistance.

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### **Before the Google Meet starts:**

- Make sure your devices are charged and connected to power and your home internet.
- Find a quiet place in your house.
- Place your device on a flat surface.
- Use headphones (if you have them).
- Bring a pencil and paper and any work you need for the lesson, as well as questions about your work.
- Go to the toilet before the meeting.
- Please eat before or after the meeting, not when the meeting is taking place.
- Be on time for your Google Meet. Enable your camera at the start of the meeting so that everyone can see you.

### **Logging in:**

Foundation -Year 1

- Make sure you are logged into your Seesaw account and your class google account

Year 2-6


- Make sure you are logged into your Seesaw account and your Google account

### **During remote online learning (Google Meet, Google Drive and Seesaw)**

- At all times show respect to others by showing your face on the screen. It is not acceptable to replace your face with a symbol during a Google Meet.
- Do not use any other device during Google meetings. There should be no texting to each other as this is disrespectful to others.
- Put your hand up and ask to leave the Google meeting. It is not polite to just leave without asking your teacher first.
- Keep your microphone on mute unless the teacher asks you to turn it on.
- Follow the school rules when learning online.
- Use polite and respectful language when communicating (speaking/writing messages) online with your teachers and your classmates.
- Use technology responsibly and follow the Student Technologies Policy/ Agreement
- Raise your hand to speak. Do not use the "Chat" feature unless instructed to by the person running the meeting.
- Stay calm if your technology does not work. Try re-joining the Google Meet.
- **When the meeting finishes all students should leave the meeting before the teacher does.**
- Stay comfortable and remember to stand and stretch regularly during your online learning.

### **Respectful Online Participation for Learning and Wellbeing:**

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To ensure the safety and wellbeing of all students participating in on-line learning and Google Meets the following provisions must be considered:

- » All Google Meets, chat and direct messages will be monitored. Please remember to act within school expectations.
- » All Google Meets will take place according to the Our Lady's School Remote Online Learning policy, The Our Lady's Technologies policy, the school rules and Gospel values.
- » Whatever goes online, stays online. Take pride in yourself as a member of the school community.

### **Privacy:**

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The Our Lady's School Technologies Policy /User Agreement requires all users to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

Our School Lady's school stresses that you take responsibility for the security of your device (e.g. computer, iPad, phone) and not allow it to be used by an unauthorised party.