

Distance Learning

Guidelines and Expectations

Glebe National School





Distance Learning Guidelines and Expectations

We have compiled a list of guidelines and expectations for members of our school community to engage safely and respectfully online.

Students

- If you have any questions/difficulties in relation to work please contact your teacher to seek help, as you would do in a normal classroom-based lesson.
- Students may receive additional support/guidance from their teacher and SEN team if required.
- The online platforms Google Meets/ Seesaw, which facilitate 'live' online classes or video conferencing style classes may be used to facilitate greater engagement between students and teachers and to enhance the quality of teaching and learning during the school closure. There may be circumstances where live classes are not possible; pre-recorded material may also be used in these instances.
- Invitations/information about scheduled classes will be shared with students in the normal way on Google Classroom/ Seesaw (e.g. the time of online class, materials required by students, etc.).
- If a student is invited to attend a 'live' class online the student must join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, other resources). Teachers will have overall control over who is permitted to join or be removed from the class.
- If a student is invited to attend a 'live' class online, the student must be appropriately dressed for class and in a public room, with no interruptions, even if the online class includes screen sharing and/or audio only.
- In 'live' online classes, students must follow agreed protocols, and must not interrupt the teacher during the lesson. Questions should be sent to the teacher via the messaging/chat function on the platform.



- Students must adhere to the settings that the teacher has in place and should generally keep their microphone muted throughout the lesson, must ensure their camera function stays off (unless asked by the teacher to turn them on), and should minimise any movement/distraction during the lesson.
- Students may use the messaging / chat functions for questions/discussions about the work and not for any other purpose. Any on-mic contributions must meet Glebe's code of behaviour.
- Please note, the messaging/chat function should only be used for questions/discussion about the work and not for other unnecessary communication.
- Students should not initiate any online live classes with their teacher. Students should communicate with their teachers via Google Classroom.
- Recording of a live lesson (audio/video/photographs etc.) by students is strictly prohibited.
- The recording and posting of any video/live lessons on any social media platform are strictly prohibited.

Parents

- By facilitating your child's 'live' online lessons in your home, your child's lessons may feel very different but the same rules of communication apply as if this were a regularly taught lesson in school. This means that the interaction during these lessons is to be between the teacher and students only.
- Parents/guardians may request additional support from the School if required. Initial contact will be made with parents by email and (if possible) appropriate follow-up and supports will be examined. However, contact should not be made with teachers through Google Classroom.
- Parents/guardians will be able to keep a track of your child's engagement through checking in with them and supporting them with their Google Classroom work.



Teachers

- Teachers may use a variety of online applications to share work and will follow correct policies and procedures for all online activity including GDPR.
- The online platforms Google Meet and Seesaw facilitate 'live' online classes or video conferencing style classes and may be used as an additional tool to facilitate greater engagement between students and teachers and to enhance the quality of teaching and learning during the school closure. There may be circumstances where this is not possible or where the use of pre-recorded material is most appropriate.
- Teachers should ensure that all other windows are closed on their desktop.
- Teachers should explain class protocols at the start of each 'live' class, e.g. muting of microphones, turning off cameras, use chat function to ask a relevant question, etc.)
- The recording and posting of any video lessons to any social media platform are not permitted.
- Teachers will provide whole class or individual feedback as appropriate on Google Classroom/ Seesaw.
- Teachers will provide any necessary updates on engagement to the Principal, as appropriate for follow up.
- Teachers will endeavour to respond to Classroom messages from students in a timely manner.
- All teachers will follow normal referral and communication systems if they are concerned about a student's engagement, wellbeing, welfare, etc.