

Flexible Teaching and Learning Program beginning 27/4/20

- ❖ **School Behaviour Management Policy**
- ❖ **Computer Network Acceptable Use Policy**
- ❖ **Online protocols: Ms Teams and Daymap**

School Behaviour Management Policy

The School Behaviour Management Policy applies, regardless of whether students are accessing the program from home or at school.

Computer Network Acceptable Use Policy

- Seaton students must continue to abide by the Computer Network Acceptable Use Policy as stated in the school diary.
- The full policy is available on our website, in the 2020 Information Handbook. Parents/Caregivers agreed to abide by these standards on enrolment.
- All students and parents who have signed up to the laptop program have signed the Computer Network Acceptable Use Policy.

Microsoft Teams (MS Teams) is an online chat-based collaboration platform where students can post questions to each other or to the teacher and share answers. This avoids teachers receiving emails with the same question from all of their students and having to respond to each student. This way the answers can be shared with the whole class. Students can see the questions being asked and don't need to repeat a question that has already been posted.

MS Teams is also the forum where teachers may conduct online lessons or video conferences. These may be face to face in real time or pre-recorded so that students can choose when they view the lesson.

Many teachers, in particular teachers of SACE subjects, have been using some features of MS Teams in their teaching over the last few years. As we implement the flexible teaching and learning program, MS Teams will become a more prominent feature of the teaching and learning program as both teachers and students become more confident users.

Just as there are protocols for appropriate conduct in classroom discussions and for collaborative learning, there are strict protocols for the use of MS Teams. These protocols protect both the staff member and the student. Students who choose not to use the online forum appropriately may be blocked from the team until such time as they are able to be a productive and positive team member. Additionally, there will be a range of consequences for more serious breaches of the online protocols. Our behaviour management policy is built on the school's values of **respect, responsibility and achievement**, and disruption to the teaching and learning will not be tolerated, regardless of whether the student is accessing the program from home or at school.

Daymap is the communication platform that students and many families are already familiar with. Whilst Daymap does not have a video conferencing feature, teachers and students can engage in online discussion/question and answer sessions, and so many of the protocols below also apply to Daymap.

The following protocols will help ensure everyone's safety and the success of the flexible teaching and learning program.



On-line protocols: Ms Teams and Daymap

TEACHERS

Before a lesson teachers will

- schedule online lessons as per the timetable for that subject, to avoid clashes with other subjects
- consider carefully the need and purpose of online lessons
- advise students at the start of each week of a scheduled online lesson
- send lesson content or pre-reading in advance and will expect students to have engaged with this before an online lesson
- give clear start of lesson instructions (eg, all microphones off, video on/off (student choice), blurring of background).

During a lesson teachers will

- protect their privacy by ensuring a professional or blurred background
- be professionally dressed
- advise students if a lesson is being recorded
- not deliver one-to-one online lessons
- not engage in conversations of a more personal nature or about matters of wellbeing
- be vigilant and ensure that only students who are members of the class are involved in the lesson
- remove/mute students from online lessons if they are behaving inappropriately.

After a lesson teachers will

- advise parents/caregivers of inappropriate online behaviour
- follow the school's behaviour management processes in the event of inappropriate online behaviour.

STUDENTS

Before a lesson students will

- ensure they alert a teacher if they are unable to attend a scheduled online lesson
- have completed any pre lesson work set by the teacher.

During a lesson students will

- follow normal school rules and expectations
- follow start of lesson instructions
- not invite other people, who are not members of that class, to join an online lesson
- be dressed appropriately (school uniform if accessing the program at school and preferably a Seaton top if accessing the program from home)
- join an online lesson from an appropriate location, if accessing the program from home. This may be an office or shared space in the home (ie, not a private space eg, bedroom)
- protect their privacy by ensuring an appropriate or blurred background, if accessing the program from home
- not record or photograph or share any part of an online lesson
- engage respectfully in discussions.

PARENTS

Parents/caregivers will

- encourage and support their child's learning including providing a suitable environment at home for an online lesson when required
- not participate in video conferences or online discussions
- contact the teacher outside of video conferences or online discussions (eg, email/phone call), if their child requires additional support.