

SAINT MAROUN'S COLLEGE



COVID-19 HOME LEARNING POLICY

1. INTRODUCTION AND PURPOSE

The Saint Maroun's College COVID-19 Home Learning Policy (**Policy**) outlines the process staff, students and parents are to follow when undertaking home learning during the Coronavirus (COVID-19) pandemic or other public health related concern. The purpose is to minimise, as far as practicable, risks associated with undertaking home learning and provide clear information regarding their obligations.

2. SCOPE

This document applies to all staff members, students and parents who are involved in temporary home learning and outlines the roles and responsibilities of all parties.

This document is not exhaustive and does not identify every possible scenario that may arise during home learning.

3. REQUIREMENT FOR HOME LEARNING

Due to the current COVID-19 pandemic, there may be a number of reasons why home learning may take place, including but not limited to:

- The requirement to be in isolation in circumstances where one has been in 'close contact' with a confirmed case of COVID-19
- Lockdown as issued by the State Government

4. RESPONSIBILITIES

Staff

- Teachers will work normal school hours 8:30am to 3.15pm.
- Day to day lessons will be through Google classroom and Google meets.
- Provide clear instructions to students on how they can access the online classroom.
- Be careful when using screen sharing – it can be easy to accidentally share confidential information. Shut down any email programs during the lesson.
- Teachers can use live video conference with students with cameras enabled but must not record students or take photos.
- The video conference room is a classroom and the same school behaviour and discipline policies apply to this environment.
- Abide by the College's Technology Code of Use Policy and Acceptable Use of Digital Communications agreements.
- All invited guest adult speakers should have a current Working with Children Check (WWCC) before being admitted into an online room.
- Teachers are asked to dress in appropriate professional attire.
- Teachers should be in a well-lit, quiet space with a simple background behind them which should not include thoroughfares or active spaces that might accidentally lead to inappropriate vision or distractions. The bedroom or other private areas must not be used.
- A teacher should enter the room before the start time. Students should not be in the online room without a teacher who is the host for the lesson.
- It's important to start with the teacher's camera turned on. This reinforces to students this is a live session and establishes a more personal connection with students.
- When a student turns on video acknowledge them and any features of their background that may be visible. This allows the teacher to raise awareness that the environment of the student is visible to all the class.

- The classroom teacher needs to be the manager of this online environment as they would be in a face to face classroom.
- Ask students to mute video and audio if this has not already been done unless they are answering, demonstrating or asking a question.
- While most students will have reliable online access at home and the necessary devices to shift to distance learning, others will not. Teachers should remember that each family's circumstances will vary. In these instances, alternative methods are recommended such as telephone calls to stay in contact and maintain engagement with students and families.
- Teachers should remember that while many students will thrive with distance learning, others will struggle.
- The day will be as per the normal timetable and a roll will be marked at the start of each lesson on Engage. Contact parents if student participation becomes a problem.
- Before diving into the curriculum, take the time to assess students' mental, physical, and emotional wellbeing. Continue regular check-ins with students.
- Prepare learning intentions and success criteria for each lesson to provide students with a clear idea of how the class will progress.
- Learning experiences should reflect a pedagogy that learning is relevant, engaging and differentiated. A range of explicit, open-ended and experiential tasks should be included.
- Take time to promote questions, comments, and interactions from your class.
- Restrict the length of a video lesson to no more than 30 min to maintain student focus.
- When on class you are expected to be available to the students for the duration of the lesson. If you are unable to attend, please post work on Google classroom and follow normal staff leave processes.
- Do not allow any unauthorised access to the video conference room. This includes parents unless they have been authorised to attend by the teacher prior to the class.
- Only whole class or group sessions are allowed. Teachers should not conduct 1:1 video, audio or chat sessions with a student.
- If you need to have a private discussion with one student, make sure that there is a parent/carer and another teacher present.
- Student work may transition to online submissions where you will check or mark work.
- Feedback is a valuable part of this process, so students know how to continue on with work.
- When the live online session is finished, you should wait for all students to exit the meeting before leaving. This ensures that students do not continue chatting without the teacher present.
- Continue contact with the KLA Coordinator and collaborate with peers where possible.
- Please be mindful of your own wellbeing.
- Refer to the following website for further information on online usage - <https://www.esafety.gov.au/educators/training-for-professionals/teachers-professional-learning-program>

Class Teacher

- Provides work for each lesson and maintains class roll.
- Communicates to Year Advisor any student who may need some support/not managing remote learning.
- Communicates with KLA Coordinator regarding any student concerns.

Year Advisor

- Monitors student attendance.
- Follows up vulnerable students and students of concern as raised by class teacher.
- Liaise with student reception.

- Proactive contact of parents when required.

KLA Coordinator

- Supports their faculty and ensures all class work is uploaded on Google classroom.
- Consults with their staff and Director of Teaching and Learning, regarding online assessment tasks.

Students

- Be on time and prepared.
- Download learning materials to be used in the classroom, before the lesson commences.
- Read the daily notices, check emails and Google classroom notifications.
- Participate in lessons in a well-lit quiet space with a simple background which should not include thoroughfares or active spaces that might accidentally lead to inappropriate vision or distractions. The bedroom or other private areas must not be used.
- Ensure you are dressed appropriately.
- Cameras on, microphones muted, unless advised otherwise or contributing to the lesson.
- If you are unable to attend lessons, notify the teacher.
- Assessments and exams will be modified where appropriate. You will be advised of any changes to assessment in due course.
- For Years 7-12, illness and misadventure procedures still apply.
- Guidance for Year 12 Major Works will be provided when advice is received from NESA.
- Staff will be available to you during normal school hours.
- Students will be required to self-manage their time.
- Please be mindful of your own wellbeing.
- If you have any IT issues contact the IT department via helpdesk@stmarouns.nsw.edu.au
- Refer to the following website for further information on online usage - <https://www.esafety.gov.au/kids>

Parents

- Parents can help their child set up devices but should not join any group/class chats being moderated by the teacher.
- Ensure your child follows acceptable use of digital communications.
- Do not record or take photos or share any images on any social media platform during online learning sessions.
- Students are in the care of parents during this time.
- Parents should check in with their children at the start and end of each day.
- Refer to the following website for further information on online usage - <https://www.esafety.gov.au/parents>

5. FURTHER INFORMATION

Further information about this document can be sought from the Principal on 02 9559 2434.

Policy	COVID-19 Working from Home Policy
Last reviewed	29 June 2021
Next review	Term 1, 2022