

RED HILL SCHOOL PROTOCOLS FOR REMOTE LEARNING

Recommendations for maximising learning and being safe while learning online

How Might We Prioritise What Matters Most in a Time of Uncertainty?

“The consensus advice to parents and caregivers seems to be: create a bit of structure, make a little time for formal learning and more time for play and exploration, and help kids feel safe and secure. Above all, keep it simple and make it work for your family — there is no one best way.” (Childress, S. cited in Martin, K., March 2020)

MANAGING THE HOME LEARNING ENVIRONMENT

- Please acknowledge the wellbeing of yourselves and your children. If any of your family are struggling on a particular day, for whatever reason, be kind to yourselves. Allow the children time to play and have a break from learning if this is required. Get back to it later in the day or even the next day. Many of us are parents too and know how hard it is to juggle working and parenting. (The ACT government has been proactive in reminding managers and staff that we cannot expect to be able to manage the same workload whilst at home.)
- Brain breaks, movement breaks and water/fruit breaks are vital to student learning and wellbeing. Please allow your child/ren to have frequent learning breaks throughout the day (just as we do at school) to run and move. A day of learning at home is likely to look very different to a school day. Your child may do 20 minutes learning and then have a 30 minute break. This is okay.
- We also encourage you to acknowledge the vital importance of creativity and play in the development of your child, even older primary age children. Teachers will be ensuring these opportunities are being provided and we ask that you also recognise the importance of this for your child/ren.
- Making mistakes is an important part of learning and develops a growth mindset. Let your child make mistakes, don't do too much correcting of their work.



Parent responsibilities

- Parents are encouraged to monitor their children when they are working on a device. Even our oldest students are, at most, 12 years old and are not yet mature enough to completely manage their own learning without guidance and reminders about how to behave online. Be mindful of who your child is online with and what they are doing. We recommend setting up a home learning space where you can walk past your children and easily see their screens. This way you can redirect them as needed and have a quick chat about what they are learning as you walk past.

- In setting up home learning spaces consider including your children in the process. Have a conversation with them about what makes a good learning space that meets the needs of everyone.
 - The bedroom is not the best learning space. However if that is the only space available then ensure that your child is working in an appropriate setting and not engaging from their bed.
 - The space should have a table and chair and the child should be comfortable.
 - Remove any personal items that may not be appropriate for viewing and to protect a students' privacy.
- When we begin our virtual lessons and class check-ins you can help us by making sure your child is dressed appropriately (e.g. no pyjamas), reminding them of appropriate behaviour in the online classroom and keeping your child as focussed as possible for that 30-45 minutes:
 - finding a quiet place they can be seated in one place for the entire session
 - having a snack before or after the session (not during)
 - making sure they have been to the toilet before the session, and
 - moving away any distractions e.g. a toy or pet.
- We anticipate there may be many questions, particularly in the first few weeks of remote learning, and have put several communication tools and opportunities in place to address this.
 - Access to remote learning will be through the Home Learning tab on our school website. Students from year 2 to 6 will use Google Classroom, whilst younger students will use Seesaw. Teachers will monitor all parent communication about learning and respond as promptly as possible.
 - Please email your child's teacher for any questions related to your child and their learning that you do not want to ask in a public forum. Attendance related matters should also be emailed. Seesaw and Google Classroom are both platforms for students to share work and for parents and teachers to give feedback. They are not appropriate forums for messaging concerns to teachers.

Communication about technical difficulties

- If you are having technical difficulties with a device or with getting on to google classroom etc., firstly check the fact sheets in the Parent Resource section of our school website. If you continue to have difficulties please email Nathan James nathan.james@ed.act.edu.au. He will either organise a time to call you to see if he can help over the phone, or he will redirect you to a person who can help.

Staff responsibilities

Teachers will :

- provide suggested daily structures for home learning
- upload the following week's learning plan by 3pm each Friday
- endeavour to respond to parent emails about student learning or other issues within 24 hours of the question being asked. Please be patient with us because we may experience a high volume of contact.
- ensure students participate appropriately and safely when online and act promptly when students are not compliant with teacher requests. If a student behaves inappropriately the teacher may take one of the following steps.
 - Cease video availability where a student is dressed inappropriately or displaying a lot of personal material.
 - The teacher may give the student a positive reminder about inappropriate verbal behaviour and if the behaviour continues, may 'mute' the student.
 - Where inappropriate behaviour continues, the student may be asked to leave the session or the teacher may remove the student from the session.
 - Where inappropriate behaviour continues over multiple sessions the teacher may discuss this with parents and executive staff, and remove the student from synchronous online learning sessions for an agreed period of time.
- make themselves aware of the consents provided by families for their students and manage their classroom (and individual student involvement) in accordance with the specific consents provided.

Student responsibilities

- Google classroom is a learning tool; however, students enjoy using it as a communication tool with their peers, particularly at a time when they are unable to socialise in other ways. Teachers will remind students about appropriate use of google classroom but you can support us in this area by having discussions with your child/ren about appropriate times and ways to communicate with their friends. What opportunities are available to them to catch up with friends that sit outside of the formal learning platform?
- Teachers frequently have conversations in school about looking after their own and other's equipment while at school. Responsibility is one of the PYP learner profiles. We suggest encouraging students to take responsibility for their learning space at home, tidying it at the end of the day, making sure there are no food scraps left around and that the space is ready for the next day's learning. We also want students to take care of any device they are using, whether it belongs to the family or to the school.

The following guidelines were written by teachers and senior students. We encourage you to use them at home.

I, the student, agree to:

- only use my device with my parent's permission
- take responsibility for the safety and care of my device - handle it carefully, keep food and drink away and store it safely when I am not using it, and
- be principled in my use of the device, using it appropriately for my learning:
 - only access websites that my teachers and parents have given me permission to use
 - behave in a respectful and caring way towards others when online
 - report offensive and/or inappropriate material to my teacher or parent, including material which may be considered bullying
 - not use my device to search for, view or save material that is offensive or inappropriate
 - not use my device in a way that breaches another person's right to privacy e.g. not upload photographs of students/teachers to the internet
 - not share my passwords and google classroom codes

PARENTAL ENGAGEMENT AND INVOLVEMENT

As Google and Seesaw 'guardians', parents and carers are provided with access to view their students online learning. This is an important feature that allows parents/caregivers to support their child when learning from home.

In general, parents/caregivers/caregivers should not be participating in their child's online learning, nor using their child's log on. However it may be appropriate for parents/caregivers to engage in the class when:

- parents/caregivers need to provide some level of support to their child when using online tools e.g. assisting a very young child to log in; or
- parent participation would be part of the ordinary course in classroom teaching e.g. as a guest reader or where a parent has been identified as a presenter.

PROHIBITED ONLINE ACTIVITIES

- Students are not permitted to record online learning activity, unless authorised by the teacher.
- Photographs of teachers during the delivery of online learning are not permitted.
- Disrespectful verbal or written communication is not permitted.

USEFUL LINKS

BEING SAFE ONLINE

[E-SAFETY COMMISSIONER](#)