



## 1.Virtual classroom Policy

Due to the situation with COVID-19, CLV SCHOOLS is implementing Working/Teaching/Volunteering from Home arrangements in order to continue teaching the Languages to students, we hope to:

- minimise the workplace risk to the health and safety of our teachers and students, and the wider community; as well as
- ensure that, as far as reasonably practical, privacy and confidentiality obligations continue to be met.

This policy will apply until CLV advises staff/volunteers of changes to, or termination of, these arrangements.

As far as reasonably practicable:

- all current school policies will remain in force including those relating to child protection, social media, bullying, harassment and discrimination.
- CLV will consult with SCHOOLS with respect to the application of this policy. Any concerns or queries should be discussed with the principal of the school.

### **Applies to:**

- All committee
- All students
- All parents and guardians
- All teachers

### **Objectives:**

The main objective of this Code of Conduct Policy is to keep all children and teachers who engage in remote learning during the Covid 19 pandemic safe.

Its purpose is also to guide parents, students and teachers to prevent online incidents, such as cyber bullying, stalking, 'zoom-booming' etc. by taking necessary precautions.

**Schools need to be super clear that staff and volunteers cannot contact kids out of hours/session times and the school must make sure the kids and parents know this and what to do if the rules are broken.**

## 2.Working Hours

Unless otherwise agreed all staff/volunteers are to maintain the same working hours that they would normally work.

As it is important that SCHOOLS is aware of your attendance you will need to comply with any directions such as regularly attending meetings, assigning activities to students.



## Notice of Inability to Work

If you are unable to work for any reason, including sickness or caring responsibilities, we ask that you advise the principal as soon as possible.

### 3. Digital Teaching Platform

Teachers are to use zoom app or Google classroom to communicate with students and parents. Teachers must give constructive feedback to the students. If teachers are unable to login to Zoom, they must inform the Principal immediately.

Other communication methods can be used such as WebEx, ClassDojo, Moodle, etc. A consent form must also be signed by the parents to allow their children to participate in a video conference.

All Zoom classes/meetings schedules must be discussed with the principal first for approval.

### 4. Working from Home - workplace health and safety

When you work from home, your work area becomes your “workplace” and it is important that we ensure, as far as reasonably practicable, that your workplace is safe.

If there is any immediate danger to your personal safety by working from home, please advise the Principal immediately. Work should not proceed until this danger has been effectively controlled or removed.

When working from home you are responsible for taking all reasonable measures to look after your own health and safety and that of anyone who may be affected by your work activities.

### 5. Maintaining Privacy and Confidentiality

All staff/volunteers are reminded of their privacy and confidentiality requirements. Care should be taken to ensure that:

- Hardcopy confidential and personal information is kept secure.
- Privacy and confidentiality are maintained when making work-related phone calls, participating in online meetings
- You remain vigilant to cybersecurity concerns
- If you suspect that there has been a data breach whether as a result of lost devices or hacking, phishing, or another external event, you must immediately notify the Principal or the Child Safe Officer.
- **Make it clear for all students, they are not to share meeting invites with others.**

### 6. Important Notifications

You must immediately notify the principal if:

- You, or someone in your household contracts COVID- 19
- You are placed in self-isolation as a result of contact with a person with COVID-19
- There is a personal safety hazard.
- There is a personal information data breach
- You become aware of a child protection incident or situation



### 7. Managing screen time and online safety

It's important you keep a balanced approach to home learning. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often.

It's also important that during this time of remote learning we maintain safe and responsible use of information and communication technologies. This includes:

- the appropriate use of digital platforms, privacy and information protection
- respectful online communication.

### 8. Student responsibilities during remote learning

You should adjust these responsibilities according to the age and stage of your child.

#### 9. Student responsibilities include:

- regularly monitor digital platforms for announcements and feedback from teachers
- do their best work by completing tasks with integrity and academic honesty
- do their best to meet timelines and due dates
- communicate openly with their teachers and proactively raise any concerns or issues
- collaborate and support their classmates
- continue to abide by their school's behaviour guidelines

### Schools launching virtual learning platforms and online classrooms should review their existing policies and consider implementing specific guidelines.

These might address, for example:

where students and staff or teachers **should be located** when they join virtual classrooms. For example, you might want to ensure where possible that individuals do not join virtual sessions from their bedroom, and school students are located in a common space in their house within earshot of parents unless they are having a confidential session (see below)

how staff, teachers and students interact with each other online, what are the do's and don'ts around language, sharing of any personal contact details and sharing of material during virtual classrooms

what staff, teachers and students should do if they are worried about someone or something they witness in an online platform? For example:

- are students able to report easily to a nominated person at the school?
- do staff and teachers know what to do and who to contact if a student becomes distressed during a session?



- for schools, are teachers able to contact parents if they are worried?
- are staff and teachers able to block a user if that user starts sharing inappropriate material in a virtual break-out session?
- do your staff and teachers know how to report any illegal content that might be shared online, both internally within your organization and externally to law enforcement?
- are managers or designated staff able to enter virtual classrooms to monitor lessons on an ad hoc basis?
  
- is the school storing messages so that it can review material afterwards if necessary, and is this being done in accordance with relevant privacy laws?

if it is necessary to have one-to-one counselling sessions virtually, how is the school or teachers protecting both the student and the counsellor? The same broad principles that apply to *in-person* sessions should also apply to *virtual* sessions, including around letting parents know about sessions in advance (for schools), behaviour and boundaries, recording and reporting. Specific considerations include:

- do you have a safety plan in place for each student, which sets out what action teachers should take if they think that a student is at significant or immediate risk of harm?
- can your teachers report to someone if they feel that a student might be developing a crush on them or if they feel that their behaviour might have been misunderstood?
- for schools, can you have a parent be present at the start of the session and be nearby in case the student needs support, whilst still maintaining the confidentiality of the session?