PRESCOTT COLLEGE

Online Lesson Protocols for Students 23/03/2020

In the event of the College closing for a period of time, lessons will be run online. Online lessons may also be available to students who are in self isolation while the College is still open.

Running lessons online presents numerous challenges in terms of:
- The type of work and assessment that is possible;
- The nature of interactions between students and teachers;
- Student attendance, engagement and motivation; and
- Student behaviour and management.

Fundamental Principles

1. The actions of the College and its teachers will be aimed entirely at making the most of an unprecedented situation. Any ongoing teaching and learning opportunities are considered better than none, even if they may, in some circumstances, be less effective than what would normally be possible.
2. The protocols described in this document aim to protect both students and teachers by providing guidance of acceptable conduct.
3. The College will do its best to present lessons or students to attend online. Student attendance will be expected and recorded in SEQTA. However, the College will not be able to compel attendance. This is the responsibility of parents and guardians.
4. The nature of classes may vary, depending on the subject being taught and the year level. Therefore, curriculums may be changed, SACE has communicated that no student should be disadvantaged. Teachers are particularly focused to ensure that this takes place.
5. Teachers will have a limited ability to view and manage student behaviour. However, if it becomes apparent that a student's behaviour online is inappropriate, they may be excluded from theonline lessons. They will still be able to interact via SEQTA, MyEdOnline, email and other methods.

Overview of Process

Face to Face Interaction

- Teachers will host Online meetings using the Zoom video conferencing app. All students have had the opportunity to access and download this app to their laptops at the College.
- Lessons will follow the student's normal timetable with the following exceptions:
  - Lesson 8 on Friday will move to Lesson 5 on Thursday; and

- There will be no Service Learning (Tuesday lessons 7 and 8). However, the College may schedule other activities during these lessons. Students will be notified by email if this occurs.
- Lesson start and end times will be the same every day. These times are listed in the [Zoom Lesson Schedule](#) (which is a google sheets document) that has been shared with students.
- Zoom meetings will be scheduled for each subject taught and other platforms such as SEQTA may be used concurrently.
- Teachers will initiate the online meeting for each lesson.
- Students will be required to obtain the link (URL) for each lesson from the Zoom Lesson Schedule and then join the meeting.
- Links for each subject for each class will be posted in the Zoom Lesson Schedule.
- Links may also be listed on the cover page for each course in SEQTA.
- The online lessons will be used primarily for verbal instruction to be given and for students to ask questions. Even if students are working quietly, with no teacher interaction required, the lesson will continue. The teacher will be standing by to provide assistance as required, similar to the situation in a physical class.

Tasks, Homework, Resources and Submission of Work

- Task sheets will be distributed to students through SEQTA in the manner usually followed by each teacher.
- Homework will be set in SEQTA in the usual manner and must be completed by the due date.
- Resources may be provided through SEQTA, either on the subject cover page or attached to the day's lesson.
- Students must submit work for feedback or assessment through SEQTA in the usual manner by the due date
- Email may also be used for any or all of the activities above, but this should be in addition to SEQTA.

Independent Learning

- It is unlikely that teachers will talk for the full duration of any lesson. Students will need to work independently at times.
- Teachers may set tasks using MyEdOnline Google Classroom or other online resources.

IT Requirements

- Students should use their normal laptops
- Earphones may be beneficial, especially when students are in a common area at home.
- A microphone would be beneficial for speaking with the teacher, but this may be optional.
- Webcam is not required. Students *must not* transmit video images, except in specific circumstances *if* they are asked to. Aside from privacy and child safety considerations, this will reduce the amount of data transmission and usage.

- A reliable Internet connection is required. Please consider the amount of data available on your plan. If you hotspot from a mobile device with an unlimited data plan, please clarify your data provider's "fair use" policy.
- The Internet content filters that the College applies when students access the Internet through the College network will not be in place. It is the parent / guardian's responsibility to monitor for and, as far as possible, block inappropriate content.

Location Requirements

- Students should be in a common area of the house at any time while using their laptop. The College strongly suggests and recommends that students do not use their laptops in their bedrooms.
- Students require a reasonable desk or table and chair, where they can be comfortable for the duration of an entire lesson (40 minutes). Keep in mind that there could be up to seven 40-minute classes per day.
- Students should power their laptop from a wall socket when necessary, being mindful of trip hazards when extension cords are used and being sure not to overload any single socket with multiple devices.

Conduct Expectations

General Conduct

- Online lessons are an extension of everyday College activities. As far as is practicable, all College rules and policies shall apply.
- Specifically:
  - Students are expected to attend and to be engaged in lessons;
  - During lessons, students are not to be viewing any material or engaging with any software or online websites except as directed or permitted by their teacher.
  - Students are expected to be respectful in their interactions with teachers and other students. In particular, refer to the sections below about microphone usage and chat.
  - Teachers will determine the "classroom practices" for their lessons. This should generally include an outline at the beginning of each lesson of the intended progress of the lesson.
  - Students are expected to follow the classroom procedures that are described by the teacher.
- Students should only join lessons that they are meant to be in.
- Students shall not invite anybody from outside the class to join the lesson.
- When a student launches Zoom to join a lesson, they will initially be placed in a "waiting room".
- In the instance of a total school closure, the teacher will admit students to the lesson providing there are at least two students waiting.
  - If a situation should occur where only one student attempts to join a lesson, the lesson will not take place. The teacher should notify the waiting student by email.
  - If a situation should occur where students leave or lose their connection to the lesson and only one student remains, the lesson shall be suspended and the

remaining student placed in the waiting room. If the teacher subsequently cancels the lesson, that student should be notified by email.

- For students who are unwell or need to self-isolate while the College is open, the teacher may admit a single student to the lesson when taking the roll call with the students who are physically present.
  - o Depending on the type of work being undertaken in class, particularly for practical work requiring the student to be physically present, the teacher may elect not to schedule an online lesson. The teacher will communicate this to the student either by email and on the SEQTA lesson outline for the day.
  - o The online lesson will be ended at the conclusion of the lesson time, before the students who are physically present are dismissed.
- Within lesson times, students will contact teachers through the online Zoom lessons. Outside of lessons, students may contact teachers by email using the College email accounts.
- The College recommends that students dress in a manner that is conducive to learning. The Code of Conduct for Mufti is suggested for dress standards.

Zoom Etiquette

- Students must display their name in Zoom. Specifically:
  - o They may change their first name to the name by which they are typically known to the teachers. For example, a student named Daniel may change his first name to Dan.
  - o They must display their surname (last name).
  - o They may not do anything to obscure their identity from being visible and legible by the teacher.
- Students must not change their profile pictures. The Zoom default must be used.
- Students will not communicate between themselves during a lesson, either using the chat feature inbuilt to Zoom or by any other means, except as directed by the teacher.
- Students will not unmute their microphones during a lesson, except as directed by the teacher.
- Students may not annotate or otherwise interfere with shared screens or whiteboards, except with the express permission of the teacher.
- Students may not share any window or part of their screen, except as directed by the teacher.
- Students will not record and save video, audio or still images of any person who participates in the lesson.

Zoom Protocols

Recording of Lessons

- Zoom video conferencing software allows recording of online lessons.
- All lessons will be recorded by the College
  - o The purpose of doing this is to ensure child safety and to provide protections for both students and staff.

- The video recordings will initially be stored in cloud storage provided by Zoom. They will be transferred at a later date either to the College's Google Drive or to an equivalent long-term storage system.

  - There is no current intent for these videos to be used for other purposes. If that should change at any point, parents will be notified and permission sought, as appropriate. Measures will be taken to protect the identity of students.

- Students are not to record video or audio or take screenshots of any person who participates in the lesson. Any distribution of such images, whether modified in any way or not, may lead to level 3 disciplinary measures being applied by the College.

Webcams

- As a rule, webcams must be switched off.
- If a student switches on their webcam without permission:
  - The teacher will switch it off in a manner that prevents it from being turned back on during the lesson.
  - The occurrence of such an event will be noted in SEQTA and parents may be notified.
  - Students may face level 3 disciplinary measures if any inappropriate images are displayed. This includes if the student is dressed inappropriately.
- If there is a circumstance where a teacher requests a student to switch a camera on for any reason, the following precautions must be taken.
  - Prior arrangements should be made between the teacher and parents. Permission will be sought from parents either in writing by email, or by a recording of a Zoom conversation between the parent and teacher;
  - Students *must* be in a common area of the house, *not* the student's bedroom.
  - The wide angle of the webcam lens must be considered to ensure that there are no items in the background that are visually distracting.
  - Cover or remove personal belongings, photographs, posters or artwork.
  - Ensure adequate lighting is available.
  - Students are to dress appropriately. This may include: mufti according to the College Code of Conduct, sports uniform or full school uniform. No makeup or jewellery should be worn. Hair styles should be in accordance with College rules.
  - Ensure there are no noisy disturbances in the background such as a tv, radio, washing machine, fan, etc.
  - Have a sign or indication that the webcam is in use so that other members of the family are aware not to make unnecessary noise and also so that they do not walk into or through the field of view of the webcam.

Microphones

- When lessons commence, student microphones may be muted automatically by Zoom if the teacher has chosen for this to happen.
- Except in specific circumstances, students will be able to unmute their microphones at any time.
- Students should not unmute their microphone except when given permission to do so. They obtain permission by either using the "raise hand" feature, or by typing a request in the "chat" pane.

- If a student repeatedly causes disruption to the lesson by unmuting their microphone without permission, the teacher may move them out to the "waiting room" for a period of time. If disruptive behaviour continues after this, the teacher may remove the student from the lesson. This behaviour will be recorded in SEQTA.

Chat

- Zoom provides a "chat" pane for interaction between students and teachers.
- Teachers will be able to chat with either the whole class or individual students.
- Students will be able to chat with the teacher.
- Students may be able to post chat messages that are visible to all other students in the class at the discretion of the teacher.
- Students will not be able to chat directly with other individual students.
- A record of all chat messages will automatically be saved by Zoom along with the video recording of the lesson.

Final Notes

Please remember this is an abnormal situation, that is as new to the teachers as it is to the students and their families. Therefore, this process is subject to change as we progress.
If you have any difficulties please contact the Deputy Principal who will seek to find a resolution.