



Remote Access Learning Policy

*This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2*

(See also Policies on Code of Conduct, Social Networking, Behaviour Management, Student Welfare)

Purpose:

The purpose of this policy is to set out accepted uses of digital devices and online platforms for remote learning.

Introduction

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student learning. Al-Faisal College Remote Access Learning Policy provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. This policy sets out the shared expectations and responsibilities of school staff, students and parents/guardians.

School approach

Al-Faisal College is committed to supporting our staff, students and families.

To provide Remote Access Learning we will be using the following platforms:

- **Zoom** - a video conferencing platform. Zoom is a virtual meeting room and video conferencing system ideal for online classes.
- **Seesaw** - a platform used by students to create, reflect, share, and collaborate work. Students are able to view and upload photos, videos, drawings, text, PDFs and links.
- **Google Classroom / Hangout** - a communication software. Students will be able to view recorded lessons.
- **Edmodo** - Edmodo is an educational platform offering students the ability to communicate and collaborate in an online classroom.
- **Discord** - a real-time teaching environment where lessons can be shared with students.

The remote access provided to students is designed to simulate a traditional school day, where students will be expected to continue with their regular school routines online. Students will have access to a number of teaching and learning modes and will be expected to take ownership of their work by completing all assigned tasks. Assessments across K-12 will follow guidelines provided by NESA.



Responsibilities of Staff

Staff are issued with a unique username and password. Staff are solely accountable for all actions performed under their username and password.

Staff will:

- a) K-6: Send plans / communicate to parents
- b) 7-12: Send plans / communicate with students
- c) Support student learning by establishing an online classroom: setting up tasks/work, uploading content, materials, recordings, links, webinars, setting up video conferencing etc
- d) Track student participation online and task completion
- e) Mark and provide feedback to students in a timely manner

Responsibilities of Students

The online platform follows the rules and guidelines that are set out in the Social Networking, Behaviour Management and Student Welfare policies.

Students are expected to:

- a) establish and/or follow a daily routine for learning
- b) identify a safe, comfortable, quiet space in the home where they can work effectively and successfully
- c) complete tasks with integrity and academic honesty, doing their best work
- d) submit work that is authentic and their “own” adhering to fair use of copyright material and plagiarism regulations.
- e) do their best to meet timelines, commitments and due dates
- f) communicate proactively with their teachers if they cannot meet deadlines or require additional support
- g) collaborate and support their classmates in their learning
- h) dress in modest clothing
- i) Years 4-12 girls are expected to wear a long sleeve top and a scarf as per uniform
- j) for Videoconferencing “Live” lessons: web camera is to be adjusted to allow the student to display themselves in front of a plain background. (family members should not be displayed during the conference)
- k) use live recording and recorded lessons for intended use. Students are not to record or upload lessons onto social media or share with others.
- l) use digital devices and engage in online lessons in a safe, responsible and respectful manner (etiquette), following the rules and guidelines that are set out in the Remote Learning, Social Networking, Behaviour Management and Student Welfare policies.

Students must **not**:

- a) share passwords or login details with others
- b) reveal personal information or contact details about themselves or others (eg names, addresses, telephone numbers etc)
- c) upload photos or content that are inappropriate



Responsibilities of Parents/Guardians

Parents can support their child by:

- a) establishing routines and expectations
- b) defining a quiet space for the child to work in
- c) monitoring communications from teachers
- d) beginning and ending each day with a check-in
- e) taking an active role in helping their child process their learning
- f) encouraging physical activity and/or exercise
- g) monitoring how much time the child is spending online
- h) ensuring the school's dress code requirements are adhered to
- i) reporting any concerns to school
- j) ensuring lessons are not used for other purposes other than the intended use and lessons are not shared with others
- k) take responsibility for their child's use of digital devices and online services at home

Please note: By using any of the software recommended by the school, the parent has agreed to the age restriction per platform.

Consequences of Breaching this Policy

Use of School Systems in a manner or behavior in an online / virtual classroom that is deemed as inappropriate or inconsistent with this policy, may result in the school taking disciplinary action in line with the College's Code of Conduct policy.

Revision History

Version	Policy Date	Review date of policy	Notes
1.0	January 2024	January 2025	<i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i>
2.0	January 2025	January 2027	<i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i>