



Online Communication Protocols

Expectations of Student Behaviour

1. Opening **every** online meeting, the teacher reads the script:

'I wish to acknowledge the traditional owners of the land on which we are gathered, and pay our respects to elders past, present and emerging.'

All of the participants in this meeting agree to uphold our class expectations, which address the CEPS school values of Courtesy, Respect, Cooperation, Responsibility.'

2. All participants are expected to practice responsible online behaviour at all times. When in an online chat or video conference, participants are responsible for anything said, posted or contributed during the lesson.

3. All issues of online bullying during the lesson or inappropriate conduct by others are to be reported to the classroom teacher.

4. To support a positive learning environment, participants should ensure that there is minimal background noise i.e. TV and music are switched off.

5. When participating in video conferencing, you must:

- Be appropriately dressed
- Be in a suitable location, with the laptop positioned appropriately (i.e. ideally not a bedroom)
- Have the microphone muted unless asking a specific question
- Contribute positively to the class
- Not engage in any behaviour that would distract others from their learning
- Use appropriate language
- Ensure there should be no recording of other people online (video or audio)
- Keep conversations focused on the task at hand and avoid side discussions that may distract others



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6. All aspects of the school's ICT Safety Agreement, ICT Policy, eSmart Policy and the Student Wellbeing & Engagement Policy, continue during remote learning
7. If a teacher requires a private discussion with one student, the teacher must request evidence of a parent/carer being present at the start and end of the communication.
8. Parents can help their child set up devices, but will not join any group/class chats being moderated by the teacher.
9. When a live online Meet session is finished, the teacher will wait for all students to exit the meeting before leaving. This ensures that students do not continue chatting without the teacher present.
10. It is recommended that teachers pre-record lessons and use the live sessions for feedback from the teacher and discussion. Most sessions should be no more than 20 minutes each.
11. One of the tools within the school approved G-Suite is Google Chats. This is a text based chat system, which is restricted to approved users with the Cheltenham East email address. As such, used responsibly, it is a worthwhile tool for students to use, as a safe way of communicating with their classmates about their learning tasks and to maintain connection with each other. However, when students use this chat to talk to each other, CEPS staff are not supervising these conversations. *The responsibility for supervising students using this chat tool remains with the parents/carers at home.* We expect parents/carers to provide their child with the support required to learn to use Google Chat in a way that reflects our school values of Courtesy, Respect, Cooperation and Responsibility.
12. Any participant found not to be following our protocols will face penalties in the online space. These will include communication from School Leadership with the student's family/carer and the likelihood of a ban from the online platforms in which the offence took place. Details of the penalty and length of time will be determined by School Leadership. The ultimate decision rests with the Principal of Cheltenham East Primary School.

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