



BUNGAREE PARISH SCHOOLS
PARISH PRIEST: Fr Sajan Mathew
INTERIM PRINCIPAL: Mrs Inez French



St Brendan's School
1 Ti Tree Road, Dunnstown 3352
Tel: 0353 347604 Fax: 0353 347042
www.sbdunnstown.catholic.edu.au

St Mary's School
131 Powells Road, Clarkes Hill 3352
Tel: 0353 345280 Fax: 035334 5445
www.smclarkeshill.catholic.edu.au

BUNGAREE PARISH SCHOOLS

Learning Guidelines Staff Utilising Remote Policy

Ratified: May 2020

Review May 2024

Learning Guidelines Staff Utilising Remote

As partners with parents in Catholic education and open to God's presence, Bungaree Parish Schools pursues fullness of life for all its students and the school community. The school ensures the care, wellbeing and protection of its students in keeping with the Catholic tradition, which celebrates the sanctity and unique dignity of each person.

St Example's is committed to providing a safe and supportive environment for people of all ages, with special concern for children and young people. Child safety policy and practices support a proactive role in the care, wellbeing and protection of children and the provision of child safe environments.

Principles:

Your role is to partner with your students and their parents to create and maintain a safe learning environment. It is important to mitigate risks and follow all child safety practices that are currently in place at School.

If you form a reasonable belief that a child is in need of protection from physical injury or sexual abuse you must make a report to Child Protection as soon as practicable. It should be noted that although it is not mandatory to report suspected incidents of emotional abuse or neglect, mandatory reporters should make a referral to Child FIRST where they have a significant concern for a child's wellbeing, or a report to Child Protection where they form a reasonable belief that a child is in need of protection.

Please ensure that your mandatory reporting module is up-to-date and that you are aware of your legal

responsibilities to report child abuse and neglect to Child Protection. All information regarding reporting must be communicated with your school Principal or the Canonical Administrator.

All schools should be undertaking learning continuity contingency planning. This means using or adapting important features of your school to support and enable remote curriculum delivery. This includes working out:

- *how teachers will design and plan, individual and collectively*
- *what curriculum content you'll deliver*
- *how you'll deliver curriculum content during the day and across the week(s), which may include using technologies*
- *how you'll assess student learning*
- *which cohorts are likely to need additional support, and how you'll support them*
- *what school and other leaders' roles and responsibilities will be*
- *what existing structures, processes and resources in the school you might leverage*
- *the relationships the school currently has that you might successfully leverage, including relationships with other schools and with community and/or industry partners.*

(Taken from <https://education.vic.gov.au/school/teachers/teachingresources/Pages/coronavirus-home-learning.aspx#link72>)

Remote learning is a beneficial tool for learning and provides opportunities to:

- Collaborate and connect staff in your own school and with staff across schools.
- Connect staff in your school with students in your school.
- Connect students with other students in your school and across schools.
- Reach students who cannot get to school due to pandemic, illness, hospitalisation or isolation.
- Record your lesson for playback later.
- Allow students to review recorded lessons after the fact. Must seek teacher permission and view with an adult.

- Bring experts into the classroom.
- Connect with other schools to collaborate across schools.

General guidelines

These guidelines have been developed to assist the staff as they develop, implement and maintain remote learning opportunities for the students of the Bungaree Parish schools and as they communicate with parents/care givers of these students.

- Ensure the school Acceptable Use of Devices Policy is up-to-date, outlines expectations regarding behaviour and participation in online learning, and includes parental agreement to the use of online learning.
- Inform parents of the tools and services that will be used for remote learning, including information regarding data hosting and the possibility of the recording of audio, video of students.. If this information is to be communicated to parents via SMS, PAM or Newsletter schools are advised to include an opt out clause.
- Seek specific parental permission to use online tools and services where data is stored offshore. This may have already been sourced via the school ICT Policy.
- Schools should make students and parents aware of the Student & Parent/Care Giver Remote Learning Responsibilities. School to create hyperlink.
- If you notice that a student is in a private or unsupervised space for example a bedroom, request that they move to a shared space during online video conferencing.
- Staff should ensure any Videoconferencing (VC) between teachers and students is recorded.
- Recordings should be stored in the appropriate school/team file shares as approved by the school.
- Staff should not engage in a 1:1 VC meeting with a student unless it is recorded.
- Consider your surroundings, remembering students will likely be viewing this space on their devices. Ensure that the remote learning environment that you establish is appropriate and that you are dressed appropriately.
- Staff should consider disabling student audio when managing student participation
- Staff should adhere to their school's ICT/Social Media and Privacy Policies.
- Staff should refer to adhere to all school and VIT Code of Conduct and Child Safety policies and procedures.
- Regularly remind students to adhere to their Responsible Use of ICT/Social Media Agreement and Guidelines
- Schools should recommend correct ergonomics for teachers and students.
- The [Esafety Commissioner resources](#) has a range of resources for online safety awareness.
- Staff should adhere to [copyright policy](#).

CEOB preferred VC systems

- There is a range of suitable video conferencing systems that schools may utilise for delivery of remote learning. Google Meet, Office 365 apps (eg Teams, One Note) and Zoom and are VC platforms used by schools of the Ballarat Diocese. Some schools may access other VC platforms
- The use of online learning systems are only as secure as the protocols that are adopted by users of the systems and should ensure they meet privacy and safeguarding standards,
- While each school has a high level of security protocols all staff working at home must ensure that they maintain appropriate online security eg filter, a school endorsed security provider.

Other options for schools

- Schools should also consider asynchronous options such as creating screencasts or recording videos to support student learning. Screeencastify is the preferred option for CEOB schools.

Best practice in Video Conference settings

- Add all VC meetings with students to your school's calendar (Google Calendar, SIMON etc.)
- Ensure recording is enabled in settings. Click here to find out how to do this.

Reflective Material

Catholic Education Office Ballarat HIVE <https://hive.ceob.edu.au/>

Department of Education and Training, Victoria

<https://education.vic.gov.au/school/teachers/teachingresources/Pages/coronavirus-home-learning.aspx#link72>

Catholic Education Diocese of Parramatta

<https://sites.google.com/parra.catholic.edu.au/continuityoflearning/home>