

21 July 2021

Dear Students and Parents/Caregivers,

RE: Student Protocols for Online Learning

To support continued curriculum delivery and student learning, teachers and students will be working and connecting collaboratively online.

While working online *everyone has the right to feel safe and we all have a responsibility* to behave online in ways that do *not bring the school into disrepute*.

The online learning environment might include video conferencing, online chats and messaging, the sending of emails and a range of other online learning experiences.

For all online learning, it is expected all students follow the guidelines below.

Not Negotiable

- The school behaviour and discipline policies apply to any online learning environment.
- Students are to follow and apply school values and expectations.
- Do not allow any unauthorised access to video conferences; this includes parents, siblings or students from another class or social connection.
- Students are not to film, record or share content without permission previously granted.
- Students are reminded to wear appropriate attire.
- Respecting others and not make inappropriate comments.
- Only use the online tools and services provided by the school.

Expectations

- Students (and parents/caregivers) are to keep themselves informed of the required learning by communicating regularly with their teachers.
 - Reading communications (emails, Daymap, Seesaw, Google Classroom notifications)
 - Requesting further information (if required)
- Students are to continue to observe all assessment notifications and due dates.
 - These will be available on Daymap, Seesaw and/or Google Classroom
- Students are to attend video conferences and other learning opportunities as provided by their teachers.

Checklist for setting up your work space

- Ensure the space is suitable for anyone to view.
- Ensure background noise is minimised (no TV/Music). Set up in a quiet space.
- No inappropriate content or private photos in the background.
- No one else is in camera view.
- Ensure you maintain a productive work environment, free from distractions.
- Organise pen and paper in case you need to take notes and refer back to them later.

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Cyber Safety Behaviours

- Think before you share. Be careful with any personal information you share, and only post what you are happy for anyone in public to view.
- Protect yourself online – do not post or digitally share private and sensitive information. This includes full name, date of birth, address, mobile numbers, school location, hobbies or other personal details about yourself.
- Be a positive digital citizen – report inappropriate content or unsafe behaviours of others.
- Identify when your online usage becomes excessive and ensure you have regular breaks. Move around (a brief stretch) or look away from your screen every 20 minutes (For example, try looking at another point in the room around you, or taking a deep breath and counting to 20).
- Be aware of the legacy of your digital footprint and reputation. If you post inappropriate content, this could follow you for life.
- Be aware of the legal ramifications of online usage, know what is allowed and what is not.
- Do not share passwords.
- Only share content with people you trust such as teachers and parents/caregivers. Best friends change, as do the levels of trust.

Links for further information

For further information about keeping safe online, visit the [eSafety Commissioner](#) website.

Consequences

Students who do not follow their ICT and Cyber Safety User Agreement will have their online learning disabled or revoked and the school behaviour guideline will be implemented by the school. Please refer to the attachment, 'Behaviour Guidelines for Students Online Learning' for further details.

Should you have any further queries, please do not hesitate to contact the relevant teacher or school leader.

Yours sincerely,

Tony Hall
A/Principal



Government of South Australia
Department for Education

T/A SA Government Schools CRICOS Provider 00018A

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