Department of Education Guidelines for the Delivery of Online and Distance Learning

Education is Open.

Every student, every lesson, every day, anywhere.

Joseph Banks Secondary College is well placed to move into an online learning environment. It is important that as a College, we factor in the online safety of staff, students and the wider school community.

We understand that these are unprecedented times and we will be drawing on our strengths of innovation and creativity more than we ever have before. To support staff in the move to online delivery of learning, we have pulled together some tips and resources.

Online Tools

Policy, Procedures and Code of Conduct
The usual Department of Education procedures and codes of conduct apply in an online learning environment. Take particular note of the following policies:

- Students Online Policy
- Code of Conduct Guidelines
- Staff Conduct and Discipline Policy

Online Collaboration

Staff will use school-authorised accounts or platforms when corresponding with students and families, for example:

- Webex, SEQTA, OneNote and Microsoft 365 for the delivery of lessons and meetings
- School email addresses will be used for all written communication.
- Staff will check emails and SEQTA at least once per day

Setting up for online lessons

In the context of a working-at-home arrangement, staff will ensure that appropriate actions are taken to set up a safe online learning environment:

- Staff should maintain professional dress standards at all times, including in a working-at-home arrangement
- Students will be encouraged to wear appropriate casual clothing when operating in an online environment
- Staff and students will engage in online learning from an appropriate learning space in the home.

- Staff will be mindful of video and sound during online lessons. Students may be asked to mute cameras and microphones.
- Staff will respond to inappropriate behaviour in accordance with school policies: https://jbsc.wa.edu.au/enrol-at-jbsc/policies/.

Professional boundaries

- Staff will maintain professional boundaries on social media and online, and avoid sharing personal contact details or accepting or requesting students or parents/carers as 'friends' on personal accounts.
- Staff will enable privacy settings when making phone calls to parents and/or students.
- Staff will obtain permission from parents before calling students.
- Staff will log all telephone communication with parents and students on SEQTA

Duty of Care and Reporting/Referral Procedures

Concerns for student safety

It is important for staff to understand the Department of Education's reporting and referral procedures for disclosures and duty of care concerns.

Staff should take particular note of the following policies which continue to apply in an online learning environment:

- Duty of Care Policy
- Child Protection Policy
- School Response and Planning Guidelines for Students with Suicidal Behaviour and Non-Suicidal Self-Injury

Any concerns for the safety of a young person should be reported immediately to the Leading Teacher or a member of Executive for further action. The Principal will determine whether the incident will be recorded through the Online Incident Notification System (OINS).

Concerns for student wellbeing

Families have been sent a communication regarding wellbeing support for students, including: common reactions and responses from young people, strategies to cope with stress and anxiety, and how to access support through agencies external to the school.

The Department of Education has also released a section on wellbeing support through the 'Learning at Home' website: https://www.education.wa.edu.au/learning-at-home/support-for-children-and-young-people

If you are concerned about the wellbeing of a student, speak with the Leading Teacher in the first instance. The Leading Teacher may seek further consultation with Executive and the Wellbeing Warriors and/or external agencies to ensure the student is supported.

Concerns for staff safety

Any display of inappropriate behaviour from a student or a family member in an online setting should be immediately reported to the Leading Teacher and a member of Executive for further action. This includes behaviour that may compromise the professional safety and integrity of a staff member. The Principal will determine whether the incident will be recorded through the Online Incident Notification System (OINS).

Records Management

Record keeping responsibilities

School staff should comply with their usual recordkeeping responsibilities (see Records Management Policy and Procedures):

- All interactions with students or family members relating to wellbeing concerns should be recorded on SEQTA as a pastoral care note (this includes emails and Direqt messages through SEQTA)
- This will enable Leadership to keep track of all pastoral care communications for individual students.

Storage of confidential information

- Student information and documented plans should be kept strictly confidential and accessed through SEQTA. Do not store physical copies of confidential documents at home.
- If absolutely necessary, digital copies should be stored on a password-protected device or hard-drive.

<u>Students with Additional Needs</u>

Documented plans will still apply in the online learning environment. This includes. IEPs, IBSPs, RMPs, Attendance Plans and Support Plans. Strategies may need adjusting to suit the context of online learning.

Students at Educational Risk

Staff should understand the Department of Education's policies and procedures for students at educational risk. Take particular note of the following policies:

- [Students at Educational Risk](#)
- [Guidelines for Implementing Documented Plans](#)
- [Student Attendance Policy](#)

Documented plans

The strategies in documented plans will still apply in an online learning environment. Some strategies may need adjusting to suit the context of online learning.