



# Remote Learning Guide

ORANGE ANGLICAN GRAMMAR SCHOOL



The  
Anglican  
Schools  
Corporation

# Introduction

As your child transitions from face to face learning on the school campus, to remote learning, via the school's online learning platform (Canvas), we recognise that it would be helpful to provide parents with some information that is consistent with the policies and practices that teachers use at Orange Anglican Grammar School.

This guide is designed to support parents in the important task of supervising their child's remote learning and covers relevant topics that relate to safety and responsible participation in the online learning environment. These include:

1. Use of Technology
2. Video Conferencing
3. Recording of Lessons
4. Receiving, Sharing and Storing Student Work
5. Recording of Individual Pastoral Care and Academic Support Sessions
6. Digital Etiquette
7. Mobile Phones
8. Healthy Remote Learning Habits
9. Caring for your Wellbeing

## Use of Technology

In the event of remote learning, the use of technology in the home will be a requirement for students to use as they engage in learning activities in order to continue their education. Due to the remote nature of teaching and learning, student devices may not have the same level of web-filtering as they would normally experience when accessing the internet via the school network. We would encourage parents to use this opportunity to check on the filtering provided by their home network and to consider adjusting their restrictions as they see fit. Please [watch this video](#) from the Office of the eSafety Commissioner, or [visit this website](#) for more information.

Subsequently, students will spend more time than they are used to in accessing devices at home. Wherever possible, we advise that this happens in the presence of a parent or responsible adult, and that school work is carried out in a common area of the house rather than in an isolated space. An area with some degree of foot traffic and supervision, even in the case of video conferencing, is preferable to being alone in a room in order to be more sure that students are accessing appropriate content. The positioning of the student's device should be such that it is easily visible to the supervising parent (i.e. facing the parent, not the wall).

## Video Conferencing

In order to maintain personal connection to the school as well as to maximise opportunities to continue learning, your child may be requested to participate in video conferencing through the

use of Zoom.

Students may require some guidance in understanding the etiquette surrounding participation in video conferencing. Examples of this include:

- Being appropriately dressed for engaging in conferencing with teachers and peers. Students must be dressed for the day.
- Eating and drinking is not appropriate when participating in calls. Students should be focused on the learning and discussion. Just as they would not eat and drink in class, they should not be doing so when engaging remotely.
- Being polite and respectful to peers and teachers - the dynamics of a video conference may be different to those that students are used to in the normal classroom environment, but engagement and communication will be expected to meet the same high standards as face to face interactions at school.
- Secondary Students notifying a teacher if they are unable to participate - just as students would be expected to communicate with their teacher if they are unable to attend a class or activity, the same will be expected for video conferencing.
- Locate yourself appropriately - finding a relatively quiet space will enable students to focus on engaging with their teacher and peers.
- If you have been muted by the teacher, keep yourself muted.
- Refrain from social chat comments in the video conference - this is distracting from the core purpose of the video conference.

## Recording of Lessons

From our experience in 2020, we found that not all students can join the same lesson at the same time. To ensure all students can continue to receive the lessons they would ordinarily receive as well as the effective supervision and monitoring of teaching and learning, we need for our lessons. By recording a lesson, effectively the school will be collecting personal information of students and, potentially, other household members who are unintentionally recorded. Personal information may also be visible in a student's background. Some of this information may be sensitive information (e.g. if a student informs their teacher, they are ill).

The recording of a lesson will be provided to students who would normally participate in the particular lesson (and their parents, if the student needs assistance accessing the recording). Recordings will be saved on the School's secure information technology (IT) systems, and deleted when they are no longer required.

We understand the recording of lessons which may contain student's, and other household members',

personal information may cause some concern. We wish to assure you that the recordings will be protected in the same way we protect all personal information.

For more information about the schools handling of personal information, including how to request access to or correction of personal information, or make a privacy complaint (and how we deal with complaints), please see the schools privacy policy.

Please ensure that all members of your household (excluding young children) have understood the above information.

### **IMPORTANT, PLEASE READ**

The Zoom video conferencing platform we use allows you to blur your child's background or replace it with a picture. This feature can be accessed and modified once your child has joined the video conference. We recommend you take advantage of this.

If you do not wish for your child (and potentially other household members) to be recorded, please let us know. We will need your help to achieve this and ask that you turn off your child's video and audio. If you require assistance with this please let us know. If either your child's video or audio remains on (and we cannot otherwise exclude it from the recording), we may need to ask your child to leave a lesson if we need to record it for one of the purposes outlined above.

You consent to the School collecting any sensitive information that a student provides, or that is visible in a student's background, during a recording of a lesson. If you need to provide the School with any sensitive information and you do not wish to provide this during a recorded lesson, please call the School.

Where your child is 15 years or over, please ensure they have read the above and understand that they can choose not to be recorded (even if you are happy for them to be).

## **Receiving, Sharing and Storing Student Work**

We will be sharing student works for the same reason we would normally, for the educational purposes of the School and our students. However, this will now happen through the use of new technologies rather than in class. For example:

1. students may be asked to upload their work to a platform where it can be viewed, or emailed to the teacher in order that it can be view by the teacher and/or other students;
2. the teacher may wish to show the work to other students by way of example. To achieve this, the teacher may show it to other students during a video conference, canvas lesson activity, email it to other students, or print it out to show in a lesson; and
3. the digital copy of the student work will be stored on the schools secure email and IT systems, and deleted when it is no longer required. The School's IT systems are provided by third party IT service providers, who are located outside Australia.

It is important that you read and understand the notice below. If your child is 15 years or older, you must ensure they read and understand it to.

Please be assured that nothing has changed in terms of a teacher's decision as to which works to share. All that has changed is the technology they use to receive, share and store the work.

### **IMPORTANT, PLEASE READ**

By submitting, or allowing your child to submit, any work to the School (including to your child's teacher) in hardcopy or digital form, including via email or through the use of a learning management system or digital platform, you grant the School a royalty-free, non-exclusive licence to use, reproduce, perform and communicate the work in hard copy and digital form for the educational purposes of the School for the remainder of the school year. If you do not wish to grant such a licence, please contact the school.

## **Recording of Individual Pastoral Care and Academic Support Discussions**

The School's Code of Conduct and Child Protection Policy discourages staff meeting with students in locations where their interactions cannot be observed by others. When we are on the School's campus, there are many times during the year when students may need to have private or relatively private (although observable) conversations with members of our pastoral care team or teachers. The current COVID-19 situation makes it difficult for students and staff to have those individual discussions whilst ensuring the conversation remains observable by others.

It is therefore our intention, for the safety and wellbeing of our staff and students, that wherever a student requires one to one support with a teacher via Zoom and it is not possible to include the student's parent or another member of staff in that conversation that the Zoom session will be recorded.

Similarly, where a student requires one to one support from a member of our pastoral care team via Zoom, and it is not possible for a parent or another staff member to be present, the Zoom session will be recorded.

The recording will only be retained by the school in accordance with the School privacy policy. If parents have any concerns about this process, or wish to have their child(ren) opt out of individual Zoom discussions with teachers or pastoral care staff, please contact the school.

## **Digital Etiquette**

- It is expected that teachers and students will respond to online communications in a timely manner. In a Zoom video conference this will be immediate, however on Canvas or via email, it is not appropriate to expect instant responses. In a remote learning environment it is expected that (unless there are extenuating circumstances) this will occur within a 24 hour time period. It is not reasonable to expect responses outside of normal school hours.

- Be a good digital citizen: treat others with respect, kindness and consideration. Your actions and behaviours in the online world, should be no different to the way you would conduct yourself in the physical world.
- Significant time and energy has been invested in ensuring that all student learning occurs inside the Canvas environment. There should be no reason to join digital platforms other than Canvas.
- If you experience any kind of bullying or negative behaviour with our learning environment, don't hesitate to reach out to your Classroom Teacher (Primary School) or Pastoral Care Teacher (Secondary School) - they will be happy to help follow up any behaviour of this kind. It is helpful to capture a screenshot should this occur.
- Ensure that you don't post your personal details online, except where required within Canvas.
- The content on Canvas remains the Property of the Anglican Schools Association and is not to be reproduced without permission in accordance with Australian copyright legislation.
- Respect content shared with you by your peers; do not share outside of your designated classroom digital space, even within school.

## Mobile Phones

Mobile phones provide a convenient means of communication for parents and children during transit to and from school, as well as increased safety and peace of mind for families. However because of the issues connected with their use and the disruption they create within the learning environment, upon arrival at school each day, mobile phones are required to be turned off and left inside each student's locker.

Having the child's mobile phone in close proximity whilst they engage in remote learning will negatively impact their ability to concentrate and establish healthy study routines. The school strongly recommends that parents discuss this with their child, and that together, they establish a practice at home that mirrors the routine that students follow at school.

For students in lower Primary school, under the support and guidance of a trusted adult it may be necessary to use some features on the mobile phone (e.g. camera) to capture images of your child's work for uploading onto Canvas.

## Healthy Remote Learning Habits

Below are some key remote learning habits for your child to adopt.

### 1. Establish a routine

Start to establish a routine as soon as you can; this will help you to adjust and to keep up with your

learning workload. Start by checking your Canvas Calendar in Secondary and your Stage Roll Call Canvas Course in Primary to see what is scheduled.

It's a great idea to make use of a diary or even to write a schedule each morning; take particular note of any scheduled Zoom video conferences as these are live; you can always fit other tasks around these Zoom Sessions.

## **2. Use good digital work habits**

Avoid emailing files to your teacher, who will likely have a huge volume of emails from students; instead, upload your file to Canvas. Your teacher will be able to view your work once you have submitted or completed your activity.

## **3. Ask questions, seek advice, request feedback**

'There is no such thing as a stupid question unless you never ask it.' If you're not sure how you're going in a subject or are unsure if you correctly understand the content, ask! It is surprising how many students never ask a question and regret it later.

Your teachers are there to help you learn. Their job is to ensure you are understanding your subject content. However, they're not mind readers, nor can they anticipate every possible question. Make use of them!

# **Taking Care of Your Wellbeing**

## **1. Find a balance**

Once you've worked out your routine, make sure that you build in time to move away from your screen and your school work. Whilst you'll need to keep on top of your learning, you also need to take care of your wellbeing and find time to switch off and engage in leisure activities. Avoid further screen time during these breaks and make time to go outside and get some fresh air or an alternative activity as much as possible.

## **2. Connect with your peers**

Stay connected with your peers however you see fit; give them a call, stay in contact via social media in your leisure time (with parental permission) or schedule a video chat with a group of friends. Remember that they're in the same position as you, which can be a comfort if you're finding remote learning a challenge for any reason.

## **3. Reach out for support**

Your teachers and mentors will be more than happy to help if you're starting to feel overwhelmed or are struggling to manage in this new situation. It's normal to feel uncomfortable in this situation; it isn't a normal one, and being relatively isolated from your peers can have an impact on your wellbeing. Reach out to your parents or peers for support as well, and remember that you can access support from the school counsellor.

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