



Spatzenschule

VIRTUAL CLASSROOM POLICY

Due to the situation with COVID-19, Spatzenschule will continue language classes online and avoid face to face teaching. With these home arrangements, we hope to:

- minimise the workplace risk to the health and safety of our teachers and students, and the wider community; as well as
- ensure that, as far as reasonably practical, privacy and confidentiality obligations continue to be met.

This policy will apply until Spatzenschule advises staff/volunteers of changes to, or termination of, these arrangements.

As far as reasonably practicable,

- all current Spatzenschule policies will remain enforced including those relating to child protection, social media, bullying, harassment and discrimination.
- Spatzenschule will consult with Toorak Primary School with respect to the application of this policy. Any concerns or queries should be discussed with the Spatzenschule Board Chair.

Policy applies to:

- All committee
- All students
- All parents and guardians
- All teachers

Objectives:

The main objective of this Code of Conduct Policy is to keep all children and teachers who engage in remote learning during the Covid 19 pandemic are safe.

Its purpose is also to guide parents, students and teachers to prevent online incidents, such as cyber bullying, stalking, 'zoom-booming' etc. by taking necessary precautions.

The Spatzenschule is very clear that staff and volunteers cannot contact children out of hours/session times without parent/carer' consent and Spatzenschule must make sure the children and their parents/guardians know this and processes to follow if these rules are broken.

Working Hours

Unless otherwise agreed all staff/volunteers are to maintain the same working hours that they would normally work.



Spatzenschule

VIRTUAL CLASSROOM POLICY

As it is important that Spatzenschule is aware of your attendance, you will need to comply with any directions such as regularly attending meetings, assigning activities to students.

Notice of Inability to Work

If you are unable to work for any reason, including sickness or caring responsibilities, we ask that you advise the Board Chair as soon as possible.

Digital Teaching Platform

Teachers are to use Zoom app to communicate with students and parents. Teachers must give constructive feedback to the students. If teachers are unable to login to Zoom, they must inform the Board Chair immediately.

Other communication methods can be used such as Seesaw and emailing parents/carers relevant work and links. Social media is not an appropriate means of interaction between staff and students/families.

All Zoom classes/meetings schedules must be discussed with the Board Chair first for approval.

Working from Home - workplace health and safety

When you work from home, your work area becomes your “workplace” and it is important that we ensure, as far as reasonably practicable, that your workplace is safe.

If there is any immediate danger to your personal safety by working from home, please advise the Board Chair immediately. Work should not proceed until this danger has been effectively controlled or removed.

When working from home you are responsible for taking all reasonable measures to look after your own health and safety and that of anyone who may be affected by your work activities.

Maintaining Privacy and Confidentiality

All staff/volunteers are reminded of their privacy and confidentiality requirements. Care should be taken to ensure that:

- Hardcopy confidential and personal information is kept secure.
- Privacy and confidentiality are maintained when making work-related phone calls, participating in online meetings
- You remain vigilant to cybersecurity concerns
- If you suspect that there has been a data breach whether as a result of lost devices or hacking, phishing, or another external event, you must immediately notify the Board Chair or the Child Safe Officer.
- Make it clear for all students, they are not to share meeting invites with others.

Important Notifications

You must immediately notify the Board Chair if:



Spatzenschule

VIRTUAL CLASSROOM POLICY

- You, or someone in your household contracts COVID- 19
- You are placed in self-isolation as a result of contact with a person with COVID-19
- There is a personal safety hazard
- There is a personal information data breach
- You become aware of a child protection incident or situation (also notify the Spatzenschule Child Safe Officer)

Managing screen time and online safety

It's important you keep a balanced approach to home learning. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often.

It's also important that during this time of remote learning we maintain safe and responsible use of information and communication technologies. This includes:

- the appropriate use of digital platforms, privacy and information protection
- respectful online communication

Parent/Student responsibilities during remote learning include:

- regularly monitoring digital platforms for announcements and feedback from teachers
- do their best work by completing tasks with integrity and academic honesty
- do their best to meet timelines and due dates
- communicate openly with their teachers and proactively raise any concerns or issues
- collaborate and support their classmates
- continue to abide by Spatzenschule's behaviour guidelines
- not share log-in details and meeting invitations with others
- participate in Spatzenschule remote learning program in a common space in the home where adult supervision is available (not from a bedroom)
- take reasonable steps to protect the privacy of others in the home whilst on Zoom calls



Spatzenschule

VIRTUAL CLASSROOM POLICY

Practical Considerations in the Use of ICT

Now that we are spending much more time sitting down and in front of a small screen, it is worthwhile reflecting upon our practices. We can be affected in many ways and sometimes these can hurt ourselves and others around us.

1. All interactions online should conform to the guiding principles of RESPECT, INTEGRITY and CARE for others. The Spatzenschule will ensure safety for all staff and students utilising digital technologies for continued remote learning.

2. Screen time is a potential problem

a. All of us will be spending more time sitting passively in front of a screen. This can impact upon mood, health and fitness. It can also reduce your readiness for learning.

i. Make sure you get up and move every 45 min – 1 hr (set a timer).

ii. Make sure you change location whenever you can (if some of the work is not online, move to a different location as the change can refresh the brain and body)

iii. Keep a watch out for headaches, tired eyes or failing concentration – these signal a good time to take an active break.

b. Try to get no more than 6 hrs in front of a screen in one day (for learning).

c. Check your chair and desk arrangement to ensure you have a good ergonomic arrangement.

d. Check that the lighting is behind you and not glaring on the screen.

e. Use as big a screen as possible and sit a bit further away if you can.

3. Relax your muscles.

a. We may be doing much more typing than normal and these repetitive movements can cause tiredness and even pain. Stretching your larger muscles as well as flexing your arms, hands and wrists should be part of a regular routine.

b. Sitting also puts unbalanced strains on our musculature so ensure you plan for some regular stretching and exercise of those muscles little used while at your desk.

4. Appropriate Staff Contact:

a. As part of remote learning, you will be able to interact with your teacher via messaging, recordings and web-conferencing. Some considerations to keep in mind:

i. Staff will be working in their usual hours and will respond to emails in a timely fashion during these working hours

ii. Contact with your teacher is similar to the conversations you would be having with them in on-site classes, to participate in learning tasks, discuss any challenges you are having and seek input.

iii. If students or parents/guardians have questions or concerns about progress or difficulties with remote learning, please seek an appointment with your class teacher.

iv. If students are feeling worried, down or stressed please talk to an adult at home, seek support from your family GP or contact the Kids Helpline: 1800 55 1800.

v. Please alert Philippa Ziegenhardt as the Spatzenschule's Child Safety Officer of any inappropriate comments or cyber-bullying concerns at: pziegenhardt@gmail.com or 0405 332 848.

Using Web Conferences Effectively

Version 1.2 2022

Page | 4



Spatzenschule

VIRTUAL CLASSROOM POLICY

Zoom can be a very useful tool that allows for instruction, discussion and general communication. It is not a platform for social media discourse and should be treated as if you were in the classroom. It is Spatzenschule's expectation that children are supervised by a parent or other adult in the household whilst using web conferencing and other remote learning tools such as Seesaw. This is as much to do with being present to provide guidance should it be required, but also in managing cyber-security whilst on Zoom. More information on cyber-safety is available from e-Safety commission: <https://www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers>

All links and passwords to access web conferences are for current Spatzenschule students only and are not to be shared beyond your class year level. Keep in mind, Spatzenschule curriculum is not to be shared with any other party beyond students enrolled in the same year level.

All Zoom calls will have strict safety precautions in place. Zoom calls may be recorded by the Spatzenschule and archived for training use and child-safety purposes. Students and parents/carers agree to give consent to these recordings. Students and other third parties are not permitted to record Zoom calls to their own devices or share the content thereof. This includes sharing images, footage or screenshots of others on the call without their permission from the relevant parent/carer.

Zoom calls will be in group format. Any individual learning sessions or assessments with the teacher will require parent/carer supervision. The Board Chair has access to and the right to enter Zoom calls at any stage in order to monitor teaching and ensure appropriate practice.

There are a number of considerations to plan for before you join a Zoom call.

- Signing in – Students must use their full name when signing on to Zoom to ensure that students can be accurately identified and the security of classes maintained.
- Location – Conduct the web conference in a “work” location. If at home, this could be a home office, kitchen table or dining room table. Bedrooms are not appropriate places for Zoom calls, even if your main desk/workspace is there. Note that this doesn't mean you can't work at your desk for remote learning, just that any Zoom call where you share video must be done elsewhere. If no other suitable location at home can be found, you must keep the door open and have a parent or other adult monitoring for safety for the duration of conference.
- Noise – All Zoom calls will use an audio stream so try to be in a location where you can reduce any outside noise or distractions. Headsets or ear buds with a built-in microphone can improve audio quality and reduce background noise. If you are using your microphone, ensure that family speech or other sounds are not inadvertently recorded (while having your dog barking in the background is annoying, having your parent or siblings' private conversations being broadcast is a breach of their privacy). Always join any Zoom call with your microphone turned OFF. Your teacher will decide if/when to bring your sound on. If you have a question, please raise your hand until you are seen on screen.
- Other distractions – try to remove as many possible sources of distraction. Visual and audible distractions should be minimised so that you can give your full attention to what is happening during the conference. Phones should be put somewhere out of sight and hearing.



Spatzenschule

VIRTUAL CLASSROOM POLICY

- If using Video:
 - Clothing – Be wearing neat casual clothes that would be suitable to wear to school.
 - Eye contact – It can be hard initially as the normal social cues of body language, movement and physical presence are missing. Make sure that people in the conference can see your eyes as these provide much of the non-verbal communication (so no sunglasses, caps or other things that could get in the way). Try to look directly at the camera occasionally as this will make you appear to be looking directly at the other person.
 - Positioning your device and camera – Try to set up your device/camera so that it is at, or close to, eye height. Make sure your device isn't in danger of being knocked or sliding off an uneven surface.
 - Lighting – ensure your room is well lit, without glare and that you are not positioned so that light is coming from behind as this puts you in a dark shadow (i.e. not with your back to a window, or close the curtains if you are).
 - Background – check what will also be seen in the room around you (avoid posters or other personal / family items) or use a virtual background if your teacher permits this
 - Resources – assemble any equipment or resources you think you will need well before the conference. Make sure you have a full bottle of water close by. If there is a particular page from a textbook or something you have handwritten, make sure you have it next to you ready for the Zoom call.

- Chat function – follow your teacher's instructions regarding the use the Zoom chat feature to ask questions or raise issues. Any use of the chat should be appropriate, respectful and related to the content being taught in the Zoom call. Any inappropriate or illegal content shared will be removed immediately, the user blocked and parents/carers and the Board Chair notified.

Finally, Zoom calls can provide a personal contact many of the other online tools cannot, but don't rely them alone. One bonus of off-site learning is that you can work to a pace and at a time that suits your focus and mood and develop your autonomous learning capacity.