



### Remote Learning Protocols:

Millthorpe school has chosen to use Google as a platform for providing remote learning. This gives teachers and students access to Google Mail, Google Classroom and features such as Google Meet. Teachers, parents and students should note that the same expectations outlined in the school's Code of Conduct and Home School Agreement apply to all elements of remote learning.

Google Accounts for staff and students has a number of advantages. This includes:

- Providing a secure platform for remote learning
- Features that allow for greater interaction between peers
- Multiple opportunities for communication between students and their teacher
- Providing opportunities for direct teacher input and/or instruction to a class

In order to uphold the same expectations in remote learning as we would in school, there are certain protocols that must be followed.

Teachers/Millthorpe Staff	Students	Parents
<ul style="list-style-type: none"><li>● Only use school accounts for communicating with students.</li><li>● Always maintain professional relationships with children and young people. All communication should remain professional at all times.</li><li>● Monitor students' work, questions and comments.</li><li>● Teachers have the right to remove comments and students from the 'Classroom' or 'Meet'</li><li>● If recording or conducting a live 'Meet', it is at teachers' discretion whether to have their camera</li></ul>	<ul style="list-style-type: none"><li>● Only use school accounts for communicating with teachers and peers.</li><li>● Only access their own 'Classroom' and not share their account details with any other student</li><li>● All communication (with teachers and peers) should be appropriate and respectful and uphold the rights, values and expectations of the school</li><li>● Complete all work set to the best of their ability and attend all timetabled lessons.</li></ul>	<ul style="list-style-type: none"><li>● Take responsibility to ensure your child engages with remote learning and follows the guidance in this document.</li><li>● Help your child access their Google Account and only access the resources/'Meets' available in their Google Classroom. Please contact the school if there are any problems.</li><li>● Help your child follow their timetable and be ready to move on to the next 'lesson'.</li><li>● Ensure your child has an appropriate and quiet working environment in a space that can be monitored by a</li></ul>

switched on, so students can see them, or off. If it is switched on, ensure the background is fully blurred where nothing can be seen in the background. Also ensure that nothing personal can be heard.

- When conducting Form Tutor Welfare checks, cameras should be on (staff and students) so that we can check on the students and they can see their Form Tutor.
- If you have invited a student to a Welfare Google Meet and they fail to attend, please make contact with the student via email or the parents/carers via phone, asking to speak to the student directly. Tutors must have had contact (Google Meet/phone/email) with each of their tutees at least once a week.
- Only teachers can start a 'Meet' and invite students via the 'Classroom'
- On starting a 'Meet', ensure that all students are on mute and remind them of the expectations.

- Ensure that you attend all Google Meets you are invited to by your Form Tutor in the Welfare session at the end of the day. If you are invited to a Welfare Google Meet and you do not attend, your Form Tutor will call you instead.
- Start every lesson on mute and only unmute if your teacher asks you to.
- Find an appropriate and quiet working environment.
- If taking part in a 'Meet', your camera must be off. The only exception is during the Welfare Form Time at the end of the day and at this time, your background must be fully blurred.
- Must leave the 'Meet' immediately when asked by their teacher. Students should use good online habits by closing down applications and devices at the end of the session/day to ensure nothing is left on.
- Must not record, 'capture' or 'grab' any content from the screen when in 'Classroom' or 'Meet'
- Ensure that you are appropriately dressed (as you would for a non-

responsible adult. This should be in a shared part of the house (i.e. not a bedroom or bathroom). If your child is taking part in a 'Meet', their camera should be switched off. The only exception is during the Welfare Form Time at the end of the day and at this time, your child's background must be fully blurred.

- Discuss with your child the appropriate way to communicate and behave (i.e. as they would in school) using Gmail, 'Classroom' and 'Meet'. If your child behaves inappropriately, the teacher may remove them from the 'Classroom' and/or 'Meet' and the school may suspend their account.
- Ensure that your child is appropriately dressed (as they would for a non-uniform day in school) before they take part in any 'Meet'.
- Ensure any other family members are appropriately dressed and use appropriate language if they can be seen/heard in your child's 'Meet'.

<ul style="list-style-type: none"><li>● Must ensure that all students have left the 'Meet' (or remove all) before leaving it</li><li>● Should not arrange or remain in a 'Meet' for one-to-one tuition or discussion unless agreed by the Head of School or Senior Leadership Team.</li><li>● Must record all 'live' teaching and all Form Tutor Welfare checks in Google Meet. This can be uploaded on to Classroom and should be saved in teachers' Google Drive.</li><li>● All live visual and/or audio delivery will begin with the Millthorpe standard expectations slide.</li><li>● Ensure that you are appropriately dressed (as you would for a non-uniform day in school) before you take part in any 'Meet'.</li></ul>	<p>uniform day in school) before you take part in any 'Meet'.</p>	
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