Williamstown High School Learning Online Rights and Responsibilities

The school will continue to comply with relevant legislation and Department policies when using Department-provided software in schools. These include:
Information and privacy
Safe use of digital technologies
Using Digital Technologies to Support Learning and Teaching

All students have the right to feel safe and secure within the online learning platforms. Williamstown High School will continue to embed and adhere to the following in our learning community during this time:

- School Wide Positive Behaviour Support Framework,
- Child Safe Standards
- Rights, Resilience and Respectful Relationships initiative

It is required that students will work within **WHS Acceptable Use Agreement** when using the Google suite. A copy of this agreement can be found on our school website.

The following outline the expectations, roles and responsibilities for all school community members while learning online:

- Students and staff will wear appropriate clothing (smart casual).
- Parents and guardians will support children to determine an acceptable physical space at home that will support learning throughout the school day, taking in considerations what can be visible to others.
- Parents and guardians will support children to decide on a space for online learning that is not in a bedroom.
- Students will automatically mute the microphone when entering a Google meet online session and remain muted unless indicated by the teacher. This will minimise background noise and avoid class distractions.
- We strongly recommend that students use headphones and or ear pieces with inbuilt microphone capability. This will minimise the noise disruptions for students, the online environment and others in shared spaces in homes.
- Students are encouraged to drink water during classes and eat snacks and lunch during allocated break times.
- Parents and guardians and other family members will not, record or have a visible presence on screens when classroom streaming is in progress.
- Parents and guardians and other family members will not interrupt the teaching and learning for teachers and students in online classrooms.
- Parents and guardians will not communicate, ask questions or seek clarification through online classrooms. Parents and guardians are required to use the "email classroom teacher" function in Compass.

When learning online, students are expected to engage in all learning and academic work and understand that the learning may come in different forms. Therefore students will need to:

- Actively participate in their scheduled classes and lessons including homegroup sessions. Attendance will be monitored throughout this period of time.
- Ensure they are actively participating in the learning.
- Complete all learning and homework tasks in a timely manner.
- Use the Google suite platform to communicate with teachers and staff as required.
- Engage positively and appropriately with all online learning platforms.

The following actions and behaviours will not be acceptable when learning online at Williamstown High School:

- Using digital technologies for purposes other than legitimate school use during scheduled school time.
- Authorising and sharing to the Williamstown High School learning platform with others.

- Unauthorised interference with system software, files or data. This includes the instillation or removal of applications on all IT systems.
- Using, sharing or distributing staff or student images without the appropriate permission.

Student engagement, regular attendance and positive behaviours will be supported online through a relationship based School Wide Positive Behaviour Support practices, including:

a. Establishing predictable, safe and respectful online environments.
b. Providing personalised learning programs where appropriate for individual students.
c. Acknowledging and recognising the positive behaviours of all students.
d. Empowering students by creating multiple opportunities for them to take responsibility and be involved in decision making.
e. Providing safe online environments that foster positive behaviours and effective engagement in learning.

Inappropriate behaviours, including irregular attendance, will be responded to through a staged response that has a preventative, early intervention and data based focus, including:

a. Understanding the student's background and needs.
b. Ensuring that a clear understanding of the key expectations for students, parents and guardians and teachers exists.
c. Providing explicit reteaching opportunities to students who exhibit inappropriate behaviours.
d. Engaging, involving and supporting parents and guardians to promote positive educational outcomes for their child.
e. Convening student support group meetings (SSG) to develop individualised and flexible support plans which may include scaffolding the student's learning program and/or learning, behaviour or attendance plans.
f. Actively involve the student engagement and wellbeing team to support students when required.
g. Linking students and families with community support, health agencies, mentoring opportunities and/or counselling.

A student may be withdrawn from collaborative online learning for some time in situations where all other measures have been applied without success. The staged Interventions used prior to may include:

a. A range of positive behaviour interventions.
b. Learning plans, behaviour support plans and return to online learning plans.
c. Parent and guardians contact through email, telephone conversations and meetings.
d. Referral to Student Wellbeing Coordinator, Leading Teachers, Assistant Principals and DET personnel.
e. Referral to school based positive behaviours, preventative and intervention wellbeing programs.
f. Use of Compass to monitor and track students at risk in order to provide appropriate early intervention.
g. Convening of a Student Support Group (SSG) and SSG meetings.

It is important to understand that the use of collaborative media in structured interactive learning is completely different from the use of social media. School rules apply to all communication sent by students to other members of the school community during on-line learning activities (and after hours as well). Students who make inappropriate posts of any kind, whether written, oral, in still images, or video may be excluded from the on-line interactive learning environment