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## Online learning protocol

### For Students

1. I will remember that all the normal school rules apply when I am learning online. If these are not followed, school sanctions will be applied and parent/carers informed. I may be removed from the virtual classroom if not adhering to the rules.
2. I will not record or take photos of my classmates or teachers during a live lesson/ tutorial. I will only engage in video or audio conversations when my teacher/ tutor invites me to do so.
3. I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
4. I am aware that when in a live lesson or tutor time that this is an extension of the classroom and I should conduct myself as I would in a classroom.

These specific protocols focus on:

1. Using comments in Google Classroom
2. Students participating in live lessons via Google Meet

### **1.Using Comments in Google Classroom.**

Google comments are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that every student follows the Google comments guidelines:

- Use academic English in your comments to your teachers.
- Do not make comments to other students; please only comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask.
- Any inappropriate comments will be recorded in a screen shot and sent to your Learning Coordinator who will communicate with parents.
- Where there are behaviour concerns, these will be recorded and reported to the Learning Coordinator. Parents/guardians will also be notified.
- If students are not following the school's expectations, they may be 'muted' in Google Classroom, by their teacher, so they can no longer make comments. Persistent refusal to follow the rules will result in removal from the classroom.

## **2. Live Lessons/Streams via Google Meets**

Live lessons via Google Meet can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow our live lesson guidelines. Teachers will guide students in whether to have video and audio on OR just audio.

If only audio is turned on:

- Students must have their microphones set to mute and only unmute when asked by their teacher
- Students can signal they have a question by writing 'question' in the comment box.
- Students must speak in a respectful academic way and must keep the topic of conversation on the work.

If audio and video are turned on, the following protocols must also be in place:

- Students and any parent in view must be in appropriate clothes and have a neutral background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).

If students are not following the protocol:

- They may be 'muted' by their teachers and they will be removed from the classroom. If this happens the Learning Coordinator will be made aware and parents and guardians notified.

Lessons delivered through Google Meet may be recorded for safeguarding purposes. This information will be securely stored and available for school use only.

### **Parent/student agreement.**

I/We understand and have discussed the above protocol for online learning. We agree to abide by the protocol at all times.

For further clarification or to opt out please contact:

[enquiries@st-ignatius.enfield.sch.uk](mailto:enquiries@st-ignatius.enfield.sch.uk)