



IPSWICH

ADVENTIST SCHOOL

Christian Education Now and For Eternity

ONLINE LESSON PROTOCOLS

OVERVIEW OF PROCESS

Face to Face Interaction

- Teachers will host Online meetings using the Zoom video conferencing app.
- Teachers will schedule and initiate the online meeting for lessons.
- Students will be required to obtain the Zoom link for scheduled meetings from Seesaw and then join the meeting.
- The online lessons will be used primarily for connection/check in, verbal instruction to be given and for students to ask questions.

Tasks, Resources and Submission of Work

- Task sheets will be distributed to students via Seesaw, Parent Email and Hardcopies available at the office.
- Resources (eg. video links) will be provided to students via Seesaw and Parent Email
- Students must submit work for feedback through Seesaw

Independent Learning

- It is unlikely that teachers will talk for the full duration of a normal lesson. Students will need to work independently at times.
- Teachers may set tasks using other online resources.

IT REQUIREMENTS

- Students will need access to a computer, laptop or iPad (please contact our office for support)
- Earphones may be beneficial, especially when students are in a common area at home

- A microphone would be beneficial for speaking with the teacher, but this may be optional
- Webcam is not required. Students *must not* transmit video images, except in specific circumstances *if* they are asked to. Aside from privacy and child safety considerations, this will reduce the amount of data transmission and usage.
- A reliable internet connection is required. Please consider the amount of data available on your plan. If you hotspot from a mobile device with an unlimited data plan, please clarify your data provider's "fair use" policy.
- The internet content filters that the School applies when students access the internet through the School network will not be in place. It is the parent / guardian's responsibility to monitor for and, as far as possible, block inappropriate content.

LOCATION REQUIREMENTS

- Students should be in a common area of the house at any time while using their devices. We strongly suggest and recommend that students do not use their devices in their bedrooms. If there is a need to do so, the door should be open and the screen easily viewed by the parent looking in.
- Students require a reasonable desk or table and chair, where they can be comfortable working for the day.
- Students should power their devices from a wall socket when necessary, being mindful of trip hazards when extension cords are used and being sure not to overload any single socket with multiple devices.

CONDUCT EXPECTATIONS

General Conduct

- Online lessons are an extension of IAS activities. As far as is practicable, all IAS rules and policies shall apply.
- Specifically:
 - Students are expected to attend and to be engaged in lessons and complete learning as directed;
 - During lessons, students are not to be viewing any material or engaging with any software or online websites except as directed or permitted by their teacher.
 - Students are expected to be respectful in their interactions with teachers and other students. In particular, refer to the sections below about microphone usage and chat.
 - Teachers will determine the "classroom practices" for their lessons. This should generally include an outline at the beginning of each lesson of the intended progress of the lesson.
 - Students are expected to follow the classroom procedures that are described by the teacher.
- Students should only join lessons that they are meant to be in.
- Students shall not invite anybody from outside the class to join the lesson.
- When a student launches Zoom to join a lesson, they will initially be placed in a "waiting room".

- Teachers will admit students to the lesson providing there are at least two students waiting.
 - If a situation should occur where only one student attempts to join a lesson, the lesson will not take place. The teacher will contact the student/parent.
 - If a situation should occur where students leave or lose their connection to the lesson and only one student remains, the lesson shall be suspended and the remaining student placed in the waiting room. If the teacher subsequently cancels the lesson, that student/parent will be notified.
- IAS recommends that students dress in a manner that is conducive to learning.

Zoom Etiquette

- Students must display their name in Zoom. Specifically:
 - They may change their first name to the name by which they are typically known to the teachers. For example, a student named Daniel may change his first name to Dan.
 - They may not do anything to obscure their identity from being visible and legible by the teacher ie. using the name of a celebrity or another student
- Students are to use the default Zoom profile picture.
- Students will not communicate between themselves during a lesson, either using the chat feature inbuilt to Zoom or by any other means, except as directed by the teacher.
- Students are to keep their microphones muted during a lesson, except as directed by the teacher.
- Students are to refrain from annotating or otherwise interfering with shared screens or whiteboards, except with the express permission of the teacher.
- Students will not record and save video, audio or still images of any person who participates in the lesson.

ZOOM PROTOCOLS

Recording of Lessons

- Zoom video conferencing software allows recording of online lessons.
- All lessons will be recorded by teachers where possible
 - The purpose of doing this is to ensure child safety and to provide protections for both students and staff.
- Parents and students are not to record video or audio or take screenshots of any person who participates in the lesson. Any distribution of such images, whether modified in any way or not, may lead to disciplinary measures being applied by the School.

Webcams

- As a rule, webcams must be switched off, until directed by the teacher.
- The following precautions must be taken
 - Students must be in a common area of the house, not the student's bedroom.
 - The wide angle of the webcam lens must be considered to ensure that there are no items in the background that are visually distracting.

- Cover or remove personal belongings, photographs, posters or artwork.
- Ensure adequate lighting is available.
- Students are to dress appropriately.
- Ensure there are no noisy disturbances in the background such as a tv, radio, washing machine, fan, etc.
- Have a sign or indication that the webcam is in use so that other members of the family are aware not to make unnecessary noise and also so that they do not walk into or through the field of view of the webcam.

Microphones

- When lessons commence, student microphones may be muted automatically by Zoom if the teacher has chosen for this to happen.
- Students should not unmute their microphone except when given permission to do so.
- If a student repeatedly causes disruption to the lesson by unmuting their microphone without permission, the teacher may move them out to the “waiting room” for a period of time. If disruptive behaviour continues after this, the teacher may remove the student from the lesson. This behaviour will be recorded in SEQTA.