Catholic Regional College St Albans

Learning from Home

Be a responsible user of technology
Online etiquette and expectations for students

As we have commenced the Learning from Home Program at Catholic Regional College, St Albans we need to remember that this a new method of learning for all.

Let us be understanding, tolerant and respectful of each other as we work in partnership through this process.

We ask you to remember that what applies in the classroom, applies online in terms of your behaviour, participation and completion of work.

Our Building Positive Relationships (Bullying Prevention) Policy reminds us that we always treat one another with dignity and respect.

Online etiquette and expectations for students

1. **You are attending classes**
- It is expected that your appearance is neat. Casual dress would be the same as when you attend Sunday Mass.
- Clothing must not have inappropriate language or offensive imagery. T-shirts and tops should have sleeves and not be revealing.

2. Open and appropriate spaces for learning
- You should only engage in audio and video classes from an open, quiet and appropriate family space outside of your bedroom.
- Minimise what is behind you - a blank wall is preferable.
- Household members running around in the background are distracting and will disrupt learning for all.
  - prepare a sign letting household members know that you are currently in an online class.
- Check that your video and audio work correctly – it is good to use a microphone headset if you have one.
- Be prepared by completing any pre-session/homework tasks your teacher has set.

3. Communication during the online class
- Use appropriate language when communicating (speaking/writing messages) online with your teachers and your classmates.
- Behave appropriately in accordance with school rules, expectations and classroom agreements.
- The tone of your language needs to be appropriate to the task and lesson you are completing. This is no different to a normal classroom.

'love one another as I have loved you'

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- Do not have other programs, games, apps etc. running in the background, unless directed by your teacher to do so.
- Be on time in joining the online class.
- Make sure your class notes and other resources are accessible.
- Mute your microphone prior to commencing the class and activate as required.
- Be prepared to participate in the online class through audio and other learning tools and resources as prescribed by your teacher.
- Note any questions that you might have during the session and wait for the designated question and answer time, unless otherwise stipulated by your teacher.
- Remain calm: if you experience a technology fail or feel frustrated, be patient with yourself and your teacher. This is new. Everyone is adjusting.

4. Online safety

a. Planning for safety
- Ensure your parents and family members are aware of the school expectations when working online.
- Talk with your parents and develop family expectations for screen time, sharing working spaces, using security controls and boundaries for social media use.
- Refer to the Top 5 online safety tips for kids and consider developing a personal safety plan. Discuss and share this with your family.
- Use only credible sources for content searches online.

b. What to do if you feel unsafe online
- If you feel unsafe online or an incident occurs, stay calm and don't try to deal with the situation alone.
- Let your parents/carers, teacher or other adult know as soon as possible. They will be able to assist you to report the incident **following school procedures** or by making a report to the eSafety Commissioner.

c. Respectful online participation for learning and wellbeing
- All video, chat and direct messages will be monitored. Please remember to act within school expectations.
- Whatever goes online, stays online. Take pride in yourself as a member of the Catholic Regional College community.
- **You must not:**
  - re-post a message that was sent to you privately.
  - take or distribute photos, sound or video recordings of anyone connected to Catholic Regional College or other people, including background figures and voices.
  - upload/post/email images, video or sound, containing members of Catholic Regional College, St Albans staff and students onto social media platforms (e.g. Snapchat, TikTok, Facebook, YouTube) or any other website or app, without written authorisation of Catholic Regional College, St Albans.
  - make deliberate attempts to disrupt other people's use of ICT.

- o make a request or respond to a request from teachers, counsellors, administrators and other school staff to be 'friends' on social media.

5. Privacy

Our school *ICT Use Agreement* requires you to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

Catholic Regional College stresses that you take responsibility for the security of your device (e.g. computer, iPad, phone) and not allow it to be used by an unauthorised party.

6. Tech Support

Technical support can be obtained from Simon via email between 8:30 am and 3:30 pm.

His email address is: skoenders@crcstalbans.com.au