



MACKAY CHRISTIAN COLLEGE

a place where you belong

Online Learning at Home Policy

The purpose of this policy is to provide direction and guidance on the acceptable use of supported online platforms for teachers and students at Mackay Christian College.

The intent of the policy is to assist teachers and students in building and maintaining a positive online learning environment where students and teachers may be engaged in learning at school and at home.

This policy addresses the use of school supported online platforms for learning. MCC supported learning platforms are MS Teams, OneNote, ClickView, Live Event, Meet Now, PowerPoint and YouTube. No other platforms are acceptable without the explicit permission of the Principal.

Guidelines

1. Online behaviour should at all times reflect our CLEAR Values of Christlikeness, Learning, Excellence, Attitude and Respect.
2. The Child Protection protocols and policies of Mackay Christian College must always be observed.
3. Teacher and student online learning must be congruent consistent with the usual expectations of Mackay Christian College classrooms as outlined in the College Code of Conduct.
4. When participating in a video conference, the minimum dress standard for Staff and Students is the College Free Dress standard. If in doubt any college uniform is acceptable. No Pyjamas or Singlets.
5. Students and teachers must be aware of the environment around them where video conferencing will take place and take steps prior to participating in a video session to ensure:
 - a. backgrounds are neutral and comply with the College Values
 - b. others in the location are aware a video conference is taking place and don't distract or disturb the communication.
 - c. the work area is free of distractions for student and others like eg. mobile phones, food and drinks.

Note: students are encouraged to use headphones with a microphone when participating in Meet Now sessions.

6. Students will not use other communication tools during MS Teams Sessions other than the Team application in use for the session. Use of any other online messaging service is prohibited during conference sessions.
7. Post made in Posts using MS Teams must be related to the subject content of the Team. Irrelevant post posts will be deleted by the teacher. Inappropriate comments will be reported (as per point 18) and deleted.
8. Students and teachers must be aware that video or online video events (Live Event or Meet Now) may be recorded for the instruction of students not present in the lesson. If necessary, they will be used as evidence in disciplinary procedures.
9. Meet Now and Live Event may be booked by teachers for one lesson a week and will be expected to last no longer than 20 minutes. During the remainder of the allocated lesson times students will work from material loaded to OneNote under the tab 'Online learning'. Learning-at-home students will be able to communicate with their class teacher through posts and email during this time.

10. Teacher and students will not meet one to one on approved or unapproved platforms unless approved in each case by the Principal or his their delegate.
11. Online connections through video and text will only be conducted during timetable lessons except where point 10 applies with the approval of the Principal or his their delegate.
12. Up to A maximum of one tutorial lesson may be conducted per subjects subject at the discretion of the classroom teacher based on student demand. These tutorial lessons will be conducted outside normal school hours at the discretion of the teacher in consultation with students and with parent consent.
13. Teachers will be expected to respond to email sent before 3pm by the end of the next working day.
14. Posts made outside of normal lesson time in Teams will be responded to prior to the start of the next timetable subject lesson in Senior School and by the end of the next working day in Junior School.
15. It is acknowledged that individual teachers will work within their personal work plan and preferences, however email and post communication from teachers to students will only occur between 6am and 9pm weekdays. Please note, response times outlined in point 11 and 12 apply.
16. All material produced by a third party will be thoroughly reviewed by the teacher prior to transmission and only shared if it meets with the college CLEAR values.
17. Teachers will not contact student phones. If it is necessary to call a student, teachers will do so from school or with their personal phone set to private and call the listed Parent contact number only.
18. When a student's behaviour or dress in the online learning environment does not comply with the College Code or Dress Standards the student's parent / carer will be notified and they will be excluded from the next Online Learning event. If this behaviour is repeated the college reserves the right to withdrawn access to the online learning environment and students will be provided with email or mailed paper versions of the work to be completed and submitted each week.
19. Under no circumstances is material produced or recorded at Mackay Christian College to be shared in part or as a whole with any other person or platform without explicit permission of the Principal or their delegate. This included includes screenshots shared on social media. In addition to the action in Point 18. These matters will be referred to police.

I, _____
Name of Student

have read and understood the Mackay Christian College Online Learning at Home Policy.

Student Signature

Date