



Our Lady of the Way Catholic Primary School

At Home Learning Online Communication Policy

It is acknowledged that during this period of at home learning, there may be online written, voice and video communication that can occur between a teacher and an individual student and/or groups of students.

This is an essential part of our student wellbeing and at home learning set up and will be delivered in our major online, secure spaces utilised at Our Lady of the Way- IXL and G Suite for Education.

Communication may involve scheduled weekly video meets with students, and voice calls with parents to discuss learning and wellbeing matters.

These conversations will only occur within the school hours of 9am – 3:30pm.

As per normal protocols, all emails between a staff member and a parent will be facilitated via official school emails and will be kept as a record. These procedures are in place to protect the safety of our students and staff and will allow personalised ongoing conversations during this time.

To support home learning our school will be using Google Meet to facilitate live video calls. These calls will be scheduled by the school. Any online videoconference conversation involving groups of students will be recorded by the teacher present in the videoconference.

Google Meet is part of G Suite for Education core services (which also include Google Drive and Classroom) and is therefore subject to a privacy policy very different to a regular Google (Gmail) account. To read further please check out the FAQ at Google for Education [Google for Education Privacy and Security Centre](#)

Students will be invited using a link in Google Chrome that the teachers have set up. Instructions on how to access this link will be provided for students.

To ensure child safety is paramount, Google Meet allows us to have the following in place:

- Meets can only be created by a teacher and therefore no unsupervised Meets are possible using a school Google account.

Our school has chosen to have the following **expectations** for all who join a Meet:

- **Microphones** to be muted before joining the call. Teachers will call upon students to talk and at that time they are able to turn on their microphone.
- **Video** is on and has a safe and suitable background, free of distractions.
- **Dress:** whilst school uniform is not expected, students should be dressed in appropriate clothing for learning (ie. no pyjamas)

Related Policies and Documents:

- Information, Communication & Technology (ICT) Policy signed by parent on enrolment at the school
- Wellbeing Policy
- Student Equipment Loan Agreement
- Google Meet expectations

Our Lady of the Way Primary School	System Update: 22.04. 2020
Version 0.1	Date of Next Review: 30.06.2020