



# Waverley College Online Learning Protocols

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## WHEN COMPLETING ONLINE LESSONS

- Refer to the Social Media Policy and Guidelines in the College Diary.
- Engage fully in the online work without any background distractions.
- Utilise break times with a healthy and mindful focus.
- If unwell, parents are to contact the relevant sick line or Skoolbag app.
- Advise your subject teacher if finding the work challenging or requiring further support.
- Continue to observe all Assessment Notifications. These will be available on email.
- Family zone protocols are to be used to help lessen distractions during online learning.

## VIDEO CONFERENCING PROTOCOLS

- The College understands that there are a number of platforms available, all with advantages and disadvantages. The College's preferred video conferencing tool is Google Meet as it provides protection and privacy for the teacher and student in the online environment.
- Google Meet provides teachers with peace of mind by allowing them to record the content of their Meet. This feature is strongly recommended by the College.
- Any case of inappropriate student behaviour during a Google Meet will be reported to a student's Head of House or Deputy Principal for immediate action.
- Teachers and students will be conferencing in a public area of your house such as the lounge, kitchen or study (never in a bedroom).
- The Campus remains open for any staff (classroom) or student (Senior School Library) who, for whatever reasons are unable to access Google Meet in a public area of their house or have weak or no internet access. Social distancing will apply.
- It is an expectation of the College that each subject in Years 7-12 will host a Google Meet at the beginning of every period.
- A Google Meet will be scheduled by the class teacher in line with your adjusted timetable if we move to Off-Campus Learning. You will not receive email notifications of this.
- A Class Google Meet may last for 15 minutes as a check-in tool or for the entire period in the case of a complex learning tutorial.
- All Wellbeing Groups will meet with their Mentors on Google Meet each Monday (12:05 - 12:20).
- Heads of House will meet this way with Year 12 House members each Thursday during Period 6.

- A roll will be taken of attendees and HoH will monitor if a student fails to log in without prior consent from the class teacher/Mentor.
- There is to be no filming, recording or sharing content (you cannot take screenshots or record staff members presenting information to you).
- Only students invited to the Google Meet should be permitted into the session. If you are prompted to allow a user access DECLINE. If they are a genuine Waverley user they will not need to ask to enter.
- Students are to be appropriately dressed in your House or PDHPE shirt.
- Students are to inform all members of your household that you will be joining a Google Meet and that they can be seen (if your camera is on) and heard (if your mic is on).
- Students are to always have their Google Meet mic muted unless you are contributing to the conversation.
- To access, open the Calendar invitation from your teacher or Head of House, - if there is an option to "Join Google Meet", then click it.