



Dandenong Ranges Steiner School Online, Remote Learning Policy

Date	April 9, 2020
Signed	College of Teachers & Management Team
Review	annually

Statement of Purpose

At Dandenong Ranges Steiner School, we are proud to deliver a high-quality Steiner education. We are also proud that we will continue to do so under the exceptional circumstances we find ourselves in now. In such circumstances, our commitment is to provide an alternative means of education in the form of Online Remote Learning. Our teaching staff can deliver instruction that allows students to meet expected standards. We will continue to provide rich, appropriate curriculum content, tasks and activities to ensure that students are progressing with their education.

The success of our Online Learning plan is dependent on careful planning and delivery by our faculties, appropriate student motivation and engagement, and strong parent support.

The purpose of this document is to outline how Dandenong Ranges Steiner School will deliver online learning according to the year level and the development of the child.

For students in Classes Three, Four, Five and Six this will include both an Asynchronous Learning Environment as well as Synchronous real-time engagements. An Asynchronous Learning describes the part of an educational program in which participants do not require teachers or fellow students to be online at the same time. Synchronous learning refers to the real-time online participation of students and educators in timetabled classes. This includes one to one music tuition.

This Remote Learning Policy will outline the following:

- An Implementation Procedure to conduct school remotely until resumption of normal operations
- The expectations required of both teachers and families for the successful continuation of student learning and family communication

Remote Learning Platforms at Dandenong Ranges Steiner School

The following Online Platform supports both remote learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:

- DRSS Google Accounts*
- Microsoft Teams

Roles and Responsibilities (School)

Management Team and College of Teachers

1. Create developmentally appropriate plans for remote learning
2. Communicate with faculty/staff and parents
3. Support faculty/staff and parents during remote learning
4. Ensure effective implementation of remote learning plan and accountability for student learning

Specialist Teachers

1. Collaborate with class teachers to design remote learning experiences for students
2. Develop high-quality student learning experiences
3. Communicate with and provide timely feedback to parents where necessary

Administration

1. Support staff and parents with the delivery of remote learning
2. Central communication centre for all Staff
3. Provide support and assistance to Class teachers and specialist teachers as requested

Roles and Responsibilities (Parents)

- Ensure that your child can dedicate appropriate time to learning as guided by your teacher/s
- Designate a place where your child will work on his/her/their assigned tasks where appropriate and provide an environment conducive to learning (access to technology where appropriate, safe and quiet space during daytime)
- Provide supervision during all times where a student is required to use a device for Online Learning
- Ensure that parental controls/filters have been applied to all devices used for the purpose of online learning
- Support your child as needed in submitting work
- Check online platforms for information on assignments and resources daily where appropriate
- Enable and support your child to attend, as much as possible, the regular synchronous engagements offered by each of your teacher/s, including music instructors
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and both indoor and outdoor play
- Monitor email updates and support your child daily with the learning tasks and activities they are working on

For any questions please contact your Class Teacher.

Guidelines for the Use of Digital Resources

General Guidelines

- Online communication (through online platforms, email, social media, SMS etc.) must be done in a way that is ethical, lawful and respectful
- Parents and students must never photograph or record any person without their permission
- Distribution, by forwarding, posting or sharing, of another person's images, video and/or personal information must not occur without their permission
- It is a criminal offence to use a mobile phone or other devices to menace, harass or offend another person. It is not a matter of the intention of the perpetrator, but the perception of the recipient as to

whether something is menacing, harassing or offensive

Appropriate Use of Technology

- Respectful and safe use of technology is required. Students are expected to access and use technology in a manner that is respectful and courteous
- Any person who uses vulgar, derogatory, or obscene language while using any online forum will have their access to the platform removed
- Students/parents/staff may not engage in personal attacks, harass another person, or post private information about another person using any online platform and/or by SMS messages, taking/sending photos or objectionable images, and phone calls
- Students/parents/staff using any online platform to bully other students will face disciplinary action in accordance with the school's Bullying Policy

The Management Team and teachers will endeavour, with due regard to practical considerations, to:

- follow procedures for fairness and due process where there is an alleged misuse or breach of this policy including investigating any reported misuse and, where possible, accurately retracing misuse to the offender
- tailor disciplinary action taken in relation to students/parents/staff to meet specific concerns related to the breach, and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and,
- promptly address the online publication of defamatory material about staff members or students

Specific Guidance for School-based platforms

- Microsoft Teams Chat feature is for parental use only
- Any posting using the Microsoft Teams chat feature must follow the above guidelines, and in addition:
- Only questions and comments related to the topic under discussion are allowed in the discussion thread
- If engaging in person to person chat, the discussion must relate only to

teaching and learning

Live Class Participation & Recordings:

- All live classes and one to one tutorials must be recorded by the teacher to ensure that our Child Safe policies are being adhered to and in some cases, at the discretion of the teacher, to allow those who are unable to attend the class due to illness, to access the material
- Students must be in a quiet space equipped with a desk and keep all required materials in the one place where work is to be carried out
- Students must dress appropriately for live classes e.g. not in pyjamas
- Microphones are to be muted during live classes unless otherwise directed by the teacher
- The teacher will be using their camera to facilitate online learning.
- Only the teacher may record classes and recorded classes are not to be downloaded or posted anywhere outside of the original team (for example, YouTube)
- All material contained in the Online Learning Platform of Dandenong Ranges Steiner School is subject to copyright and intellectual property rights and must not be shared in any way. Video material must only be viewed by parents and/or children of the Dandenong Ranges Steiner School and only by those for whom it is intended

Email

- Parents are expected to check email at least once a day when remote learning is occurring
- Dandenong Ranges Steiner School Gmail accounts are to be used for education purposes only and are subject to the guidance above

Dandenong Ranges Steiner School Online Learning Plan

Timetable and Work Requirements

Prep: For the Early Childhood students, a list of poems, stories and activities will be sent home by the Prep Teacher. It is important that parents and carers spend time reading and telling stories to the children, this will inform their play and artistic activities such as drawing, painting and modelling. Where possible recorded audio will be accessible, and the teacher will communicate how this may be accessed. We request that children have access to a variety of materials for artistic activities, i.e. pencils, crayons, paint and bees wax. The teacher will contact parents to outline availability for ongoing communication with parents.

Classes 1 – 3: For students in classes 1- 3 Remote learning materials will be prepared by the Class Teachers. These will include main lesson, literacy and numeracy content along with artistic activities. Where appropriate video and audio recording of story content, and other learning opportunities will be shared by the Class Teacher via the Online Learning Platform, Teams. Class teachers will contact parents to outline their availability for ongoing communication and feedback regarding student work.

Classes 4 – 6: For students in Class 6 direct teaching on a Microsoft Learning Platform will be offered at the teacher's discretion. Children are expected to be available for this wherever possible between 8:45am and 1pm each day, Monday to Friday. Remote learning materials will be prepared by class teachers and specialist teachers. These will include main lesson, literacy and numeracy content along with artistic activities. Where appropriate video and audio recording of story content, and other learning opportunities will be shared via the learning platform. In addition, all associated material, including (but not limited to) drawing, painting and modelling will be included in the learning package.

Class Teachers at Dandenong Ranges Steiner School intend to avail themselves for communication with parents by email, telephone and the 'chat' feature on Teams on a daily basis, Monday to Friday. Teachers will be available on the 'chat' feature of the learning platform or by phone at a designated time for parent communication. Your Class Teacher will inform you of their availability for each of these modes of communication. Specialist Teachers will be available during their time they would usually be

classroom teaching.

Work Submission and Teacher Comments – Primary Classes 1-6 All set assignments must be marked 'completed' by the parent as soon as they have been completed. This feature is in the Assignments tab, in Teams.