



Distance Learning Policy

1. Esker ETNS recognises that online collaboration is essential in providing distance learning and may provide access to a variety of online tools that allow communication, sharing and messaging among staff, students and parents.
2. Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline in a face to face setting at school.
3. Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, for example See Saw, Google Classroom or Zoom.
4. These services, although not owned by Esker ETNS, form part of our web services and all content that is placed on these services falls under this policy.
5. Any electronic forms of communication will only be used for educational and informational purposes.
6. When using these communication forums, parental permission for the child is implied, as the links for lessons are being communicated through parents. Essentially, by virtue of the children logging into the resource, permission is assumed. Parents will be sent individual log ins for children for these platforms.
7. It is the duty of the parents to supervise the children use of the online platforms at home.
8. Usernames and passwords will be issued to each individual child.
9. Esker ETNS cannot accept responsibility for the security of such online platforms in the event that they are hacked.
10. Each staff member has been issued with a dedicated email address which they can use to make contact with parents. Teachers are available to answer any queries from parents from 10am – 12pm Monday – Friday.
11. Any queries from children regarding work assigned must be done so through the online platform used. (J1 – 5th class – See Saw. 6th Class Google classroom). Any queries from parents can be e mailed directly to the teacher or can be asked on the online platform.
12. For face to face communication (video conferencing) the initial contact will be set up using the staff member's email and the parent e mail, which can be obtained from Aladdin. For this kind of communication, the teacher will contact the parent first by telephone to ask permission.
13. Communication using a mobile phone is discouraged, but in the rare exception where it is necessary, staff members should change their settings on their phone, so the recipient of

the call sees “no caller ID”. Teachers will contact parents. There will be no direct contact between a teacher to a child’s mobile phone.

14. Any devices provided by the school to families are the property of Esker ETNS. The devices will be recalled when physical attendance in school is possible.

When using the video conferencing app, Zoom, the teacher will follow the following guidelines:

- The teacher will use their school e mail address when setting up the Zoom account for class video conferencing. Similarly, a SET teacher will use their school e mail address when sending a conference invitation. These invitations will be sent to the parent.
- Class teacher will be in charge and responsible for muting participants and sharing screen during a session.
- At the beginning of each session a protocol will be mentioned by the host (teacher) regarding online chat etiquette. If this etiquette is not adhered to participants will be asked to leave the session. (see Zoom rules below)
- For one to one sessions via Zoom with a SET teacher, parental permission will be sought via Aladdin connect. One parent will be asked to remain in the room or the vicinity of the call during the length of the video call to an individual child.
- For whole school assemblies, parental permission is assumed as parents are logging their children in. (codes for live assemblies are sent directly to parents 15 minutes prior to start time to ensure security)
- If at any point the teacher is uncomfortable with the call or inappropriate content is shared by a participant, the teacher will end the meeting immediately. This will be shared with the principal and the parents of the participant will be contacted directly.
- For security reasons a new meeting ID and password will be generated for each zoom meeting held.

Rules for children using Zoom

1. Set up the device in a quiet space with no distractions in the background.
2. Join the meeting with your microphone muted.
3. Only unmute your microphone if you are asked to do so
4. In a group setting raise your hand if you would like to speak, just like you would in the class room. In a one to one meeting just speak normally as you would face to face.
5. Kind words to be spoken at all times either orally or written.
6. Speak in your normal voice
7. Listen to others when they are speaking and respect all views.
8. No sharing of your screen unless you are specifically instructed to by the host teacher.
9. No writing on the screen when the teacher is sharing his/her screen.
10. For one to one meeting calls, parents should be in the same room as the child.