Remote Learning: Student Code of Conduct

1. Introduction

Penola Catholic College recognises that its students use technology for personal and educative reasons, and that this will increase as all students start to study remotely. In particular, we are now at a point when students are required to engage in remote learning instead of traditional face-to-face learning. This could include online lessons, communication with teachers, staff members and other students online in an educational environment, using school technology and completing assessments online (**Remote Learning**).

This Remote Learning Student Code of Conduct sets out standards of behaviour and expectations that apply to all students when they are using:

(a)   school associated online platforms such as MyPenola, the school email system or other online school platforms such as Microsoft Teams used in respective classes.

(b)   school provided laptops or other technology such as school internet or Wi-Fi, including on their own personal devices.

This Code of Conduct applies to students when they are using any school digital platform or technology both at school and outside of school.

It should be read in conjunction with other student policies and guidelines including:

- Acceptable Use of Information and Communications Technologies Policy

- Social Media Policy

- Student Wellbeing and Personal Responsibility Policy

2. General Principles

When students are engaging in Remote Learning, they are expected to behave in the same manner as if they were at school. During school hours, students should remain focused on school work and avoid distractions such as using their phones. Failure to engage with scheduled online lessons or submit online assessments will be followed up with students and/or a parent. **Students must ensure that they confirm their attendance on MyPenola during each scheduled lesson or they will be marked absent.**

When using school platforms or technology, students are expected to act respectfully and politely towards all staff members, students, external educators and other members of the school community. Students must continue to comply with all other relevant student policies, guidelines and expectations.

Students should be aware that the school can access and keeps records of communication that takes place on school platforms or technology. The school also reserves its rights to access a student's school accounts if it believes that there has been a breach of this Code of Conduct or any other school policy. Students are expected to cooperate with any investigation by the school or regulatory authority.

3. Expectations of behaviour

In relation to Remote Learning, all students must:

(a)   use school platforms for school purposes only

(b)   comply with all reasonable directions provided by school teachers and other staff members;

(c)   attend and participate in the required school lessons and classes that take place online;

(d)   ensure that the proper school platform (MyPenola) and technology required to attend online classes are working satisfactorily; and complete school work online or notify relevant teachers and school staff if unable to do so;

(e)   continue to complete all homework and assessments online as directed by teachers and staff members;

(f)   regularly monitor MyPenola and school email to remain updated on developments, tasks, lessons and school communication;

(g)   not engage in disruptive behaviour when participating in online lessons such as excessive background noise;

(h)   log off from any school platform after use, especially being mindful to turn off any video or voice recording capacity;

(i)   when participating in online classes with video:

　　(i)   be properly clothed in appropriate attire;

　　(ii)   be in an appropriate location where possible (e.g. students should be seated at a desk, not lying on their bed); and

　　(iii)   ensure that there is no inappropriate background or material present in the video; and

(j)   only use approved school platforms (MyPenola and school email) to communicate with teachers and school staff members.

4. Prohibited behaviour

Students must **not** engage in the following behaviour:

(a)   any form of cyberbullying, harassment, discrimination or vilification; (encourage or incite others to hate people because of sexuality, race or gender)

(b)   use school platforms or technology to access or distribute inappropriate, sexual or graphic material; the college has mechanisms to identify what has been searched

(c)   access social media during the scheduled class time;

(d)   use any school platform or technology for any act which could be a breach of law;

(e)   allow an individual not associated with the school (e.g. a student of another school) to access the student's school accounts, including through sharing passwords;

(f)   share school links (e.g. Teams invitations or internet links related to school or school work) with an individual not associated with the school;

(g)   record or take photos of any online communication, video, lesson or recording, including screenshots, unless permission has been granted by the school;

(h)   use of any school platform or technology that is not in accordance with the school's values or causes harm to another individual; and

(i)   access a staff member or another student's school accounts.

5.   Consequences of a breach

Students that breach this Code of Conduct may be subject to disciplinary action, revocation of access to School Platforms and Technology or exclusion. This will be dealt with on case by case basis..