Digital Learning Environments and Online Learning

A. PURPOSE

The purpose of these guidelines is to safeguard all students and staff while they take part in any digital learning environment or online event.

This document sets out the responsibilities of everyone who takes part in any digital learning environment or online event, including leadership teams, teachers or event facilitators, students, and their families, guardians or responsible adults.

These guidelines should be read together with the school's Safeguarding Policy.

B. SCOPE

This document applies to all iSP schools and to iSP central and regional teams. It also applies to the leadership, staff, students, and parents and/or carers of Instituto Thomas Jefferson Guadalajara.

C. ROLES AND RESPONSIBILITIES

Head of School

The Head of School will ensure that:

- These guidelines are given to everyone responsible for events, to staff on the K–12
- teaching team, to parents or guardians, and to participating students.
- Teachers and event facilitators communicate with students only through learning
- platforms, institutional email accounts (K–12), and/or parents' or guardians' email
- addresses.
- When accessing any digital learning space, students use their institutional email
- account, in line with the guidelines in the Student Handbook.
- Whenever possible, live sessions are recorded, monitored and supervised by a
- member of the academic leadership team of the relevant section.

- Teachers, students and parents know how to report a concern safely if they observe
- any inappropriate behavior during recorded and/or live learning sessions.
- When accessing any digital learning space, minors use their institutional email
- account and identify themselves only by their first name and the initials of their
- middle name and/or surnames. This may be supplemented with additional
- information, such as their class name, grade level or iSAMS ID. Examples: José AB Year 1; José AB Lions Class.
- Staff and event facilitators clearly understand that no minor is shown with their full name during online events, classes and communications (or when these are shared).
- Follow-up is carried out on reports of unsupervised sessions in which no parent, guardian or responsible adult was present, and a Safeguarding Plan is agreed with families if their presence will not be possible in the future.

The Teacher

Teachers must ensure that:

- Their surroundings do not display inappropriate images (see the Teacher Handbook) or sensitive documents that could be seen by students or parents during a live and/or recorded learning session.
- Their clothing meets the requirements of the school's dress code for teachers.
- Their conduct meets the school's requirements and the standards set out in the
- Teacher Handbook (e.g., use of appropriate language with students).
- Any contact with a student is appropriate and consistent with what is required for the session being delivered.
- During the session, students use their institutional email account and identify
- themselves only by their first name and the initials of their middle name and/or
- surnames. This may be supplemented with additional information, such as their class name, grade level or iSAMS ID. Examples: José AB Year 1; José AB Lions Class. If the name is not set up correctly, the student must not be allowed to take part in the session.
- At the start of the session, students are reminded that they must not take screenshots or recordings of the session.
- If there is any disagreement with a student or parent about something that happened during a learning session, the teacher reports it to the relevant Head of Section.
- Any safeguarding concern, inappropriate conduct or illegal action (actions against the law) by a student identified by the teacher during a learning session is reported directly to the Designated Safeguarding Lead, following the school's Safeguarding Policy. (See the document "How to Raise a Concern Online.")
- For learning sessions streamed live, the essential requirement that a carer or adult be present to accompany the student is met. While the adult or carer does not need to sit next to the student, they should be nearby to monitor the student. If no carer or adult can be involved, the student will not be able to take part in that session. Parents must contact the Head of Section to follow up and agree a safety plan.

- Whenever possible, live sessions are recorded and supervised by a member of the relevant academic leadership team.

The Student

- Students must not join live-streamed learning sessions without a parent or accompanying adult present, unless a plan has been agreed with the leadership team.
- During learning sessions, students are expected to behave appropriately, as set out in the school rules, using appropriate language during work sessions and showing respect toward the teacher and their classmates.
- Students must be appropriately dressed for learning sessions in which they need to be seen. School uniform is preferred.
- Students must use online learning platforms appropriately and follow the instructions of the teacher or school authority.
- If a student needs to submit a video of themselves as evidence of learning, they must wear the school uniform or be appropriately dressed.
- When accessing any digital learning space, students must use their institutional email account and identify themselves only by their first name and the initials of their middle name and/or surnames. This may be supplemented with additional information, such as their class name, grade level or iSAMS ID. Examples: José AB Year 1; José AB Lions Class.
- During the session, students do not take screenshots or screen recordings.
- Students do not contact teachers or event facilitators outside the session, except
- through the school's/iSP's secure learning platform or the school email system, or through their parents or guardians, who will use their own email address.
- The institutional email account ########@itjgdl.edu.mx is to be used only to log in to the school's educational applications and resources. It may not be used to send or receive personal information, or to access sites or platforms that have not been previously authorized by the school.
- Any disagreement with a teacher during a live learning session must be reported to the relevant Head of Section.
- As far as possible, live sessions will be recorded and supervised by a member of the relevant academic leadership team.
- Students report any conflict or inappropriate conduct by a teacher or event facilitator to a parent, guardian or responsible adult, and it must then be reported to the Leadership Team.

Parent/Carer/Responsible Adult

Parents/responsible adults must:

- Be present during any live-streamed learning session. While the adult or carer does not need to sit next to the student, they should be nearby to monitor the student. If this is not possible, the parent or carer must contact the relevant Head of Section to agree a protection plan for accessing online sessions without their presence; the decision will rest with the leadership team.
- Be responsible for the student's physical environment, making sure it is safe and appropriate for work sessions. It is recommended to use a space where adults have free and continuous access so they can supervise learning sessions. Bedrooms must not be used for online work sessions.
- Make sure students are appropriately dressed. School uniform is recommended.
- Make sure the student behaves appropriately during any live-streamed work session, in line with these guidelines.
- Make sure communication between students and teachers takes place only through school platforms, parents' email addresses and/or institutional email accounts.
- As far as possible, live sessions will be recorded and supervised by a member of the relevant academic leadership team.

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