

SAFEGUARDING GUIDANCE FOR DISTANCE LEARNING

A. PURPOSE

The purpose of this guidance is to safeguard all students and collaborators while participating in online learning through video conferencing, learning platforms, and online classes.

- This document outlines the responsibilities of all individuals involved in online learning, including teachers, students, and parents and/or caregivers.
- This guidance must be read in conjunction with the School Safeguarding Policy.

B. SCOPE

This document applies to collaborators, students, and parents and/or caregivers of Instituto Thomas Jefferson Zona Esmeralda.

C. ROLES AND RESPONSIBILITIES

General Directorate

The School's General Directorate ensures that:

- This guidance is distributed to all collaborators who are part of the K–12 teaching staff, as well as to parents and students.
- Teachers acknowledge that any communication with students must take place exclusively through learning platforms, institutional email accounts (K–12), and/or, in the case of Early Years, through parents' email accounts.
- Students may use their institutional email account solely to access the school's educational activities, in accordance with the guidelines established in the Institutional Code of Conduct.
- Teachers, students, and parents are informed of the procedures for safely reporting any concerns should they observe inappropriate behaviour during online learning sessions.

Teachers

Teachers must ensure that:

- Their working environment does not display inappropriate images or sensitive documents that could be viewed by students or parents during an online learning session.
- Their attire complies with the School's Dress Code for teachers.
- Their conduct meets the School's expectations (for example, the use of appropriate language when communicating with students).
- Any contact with a student is appropriate and strictly limited to what is required for the delivery of the learning session.
- Should any disagreement arise with a student or a parent regarding a situation that occurs during an online learning session, the teacher reports the matter to the Deputy Section Head / Grade Leader / Personalised Education Department.
- Any safeguarding concern, inappropriate behaviour, or illegal action carried out by a student that is identified during an online learning session is reported directly to the Designated Safeguarding Lead, in accordance with the School Safeguarding Policy (see the document *How to Raise an Online Concern*).
- For live-streamed learning sessions, the presence of a caregiver or adult is mandatory to accompany the student. While it is not necessary for the adult or caregiver to be seated next to the student, they must remain nearby to monitor the session. If no caregiver or adult is available, the student may not participate in the session. Parents must contact the Grade Leader for follow-up.

Students

Students must:

- Not access live-streamed learning sessions without the presence of a parent or a supervising adult.
- Demonstrate appropriate behaviour during online learning sessions, in line with the Institutional Code of Conduct, including the use of appropriate language and respectful behaviour towards teachers and peers.
- Dress appropriately for learning sessions in which they are visible on camera. The use of the School uniform is required.
- Use online learning platforms appropriately and in accordance with the instructions provided by the teacher or school authority.
- Wear the School uniform or appropriate attire when submitting video evidence of learning activities.
- Use their institutional email account (e.g. *MXZE202115@itj-ze.edu.mx*) exclusively to access the School's educational applications and platforms. It must not be used to send or receive personal information, nor to access websites or platforms that have not been previously authorised by the School.
- Report any disagreement with a teacher during an online learning session to the Grade Leader as soon as possible.

Parents / Caregivers

Parents or responsible adults must:

- Be present during live-streamed learning sessions. While it is not necessary for the adult or caregiver to sit next to the student, they must remain nearby to monitor the session. If this is not possible, the parent or caregiver must contact the Grade Leader to establish appropriate arrangements for the student to participate without their presence. This will be determined at the discretion of the Grade Leader.
- Be responsible for the student's physical environment, ensuring that it is safe and appropriate for online learning sessions. It is recommended that learning take place in an area that allows adults free and continuous access to supervise sessions. Bedrooms should not be used for online learning sessions.
- Ensure that students are dressed appropriately. The use of the School uniform is recommended.
- Ensure that students behave appropriately during live-streamed learning sessions, in accordance with the Institutional Code of Conduct.
- Ensure that communication between students and teachers takes place exclusively through School platforms, parents' email accounts, and/or institutional email accounts (K-12).

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