

Safeguarding Guidelines for Distance Learning

A. PURPOSE

- The purpose of this guide is to safeguard all students and staff members while participating in online learning through videoconferencing, learning platforms, and virtual classes.
- This document outlines the responsibilities of all individuals involved in online learning, including teachers, students, and parents and/or caregivers.
- This guide must be read in conjunction with the school's Safeguarding Policy.

B. SCOPE

- This document applies to all staff members, students, parents, and/or caregivers of Thomas Jefferson Institute, Guadalajara campus.

C. ROLES AND RESPONSIBILITIES

Head of School

The Head of School will ensure that:

- This guide is provided to all teaching staff (K–12), parents, and students.
- Teachers communicate with students exclusively through school-approved platforms, institutional email accounts (K–12), and/or through parents' email addresses.
- Students use their institutional email accounts exclusively for school learning activities, following the guidelines established in the Student Handbook.
- All live sessions are recorded, monitored, and reviewed by a corresponding member of the Academic Leadership Team.
- Teachers, students, and parents receive instructions regarding how to report any concern safely if inappropriate behavior is observed in live or recorded sessions.

Teacher

Teachers must ensure that:

- Their physical background does not display inappropriate images (refer to Teacher Handbook) or sensitive documents that may be visible to students or parents during live or recorded sessions.
- Their attire complies with the school's Teacher Dress Code.

- Their conduct aligns with the school's standards and expectations detailed in the Teacher Handbook (e.g., appropriate and professional language with students).
- All communication with students remains appropriate and strictly aligned to the educational purpose of the session.
- Any disagreement with a student or parent that arises during a virtual learning session is reported to the corresponding Division Director.
- Any safeguarding concern, inappropriate behavior, or illegal action identified during an online class is reported immediately to the Designated Safeguarding Lead, following school Safeguarding Policy procedures. (Refer to "How to Report a Concern Online.")
- For live sessions, it is mandatory that a parent or caregiver be present in proximity to the student. Although they do not have to sit beside the student, they must remain nearby. If no adult can be present, the student will not be permitted to join the live session, and parents must notify the Division Director.
- All live sessions must be recorded and monitored by a member of the corresponding Academic Leadership Team.

Student

Students must:

- Not access live learning sessions without the presence of a parent or adult caregiver nearby.
- Maintain appropriate conduct during all online learning sessions, following the Student Handbook, using respectful language toward teachers and peers.
- Dress appropriately when appearing on camera. Wearing the school uniform is recommended.
- Use all online learning platforms responsibly and follow teacher instructions.
- When submitting video assignments, students must wear the school uniform or dress appropriately.
- Use their institutional email account (#####@itjgdl.edu.mx) exclusively to access school platforms and learning tools. It may not be used to send or receive personal content or to access unauthorized platforms.
- Report any disagreement with a teacher during a live session to the corresponding Division Director.
- Understand that all live sessions will be recorded and monitored by a member of the Academic Leadership Team.

Parent / Caregiver

Parents or adult caregivers must:

- Be present during any live learning session. Although they do not need to sit next to the student, they must remain nearby to supervise. If this is not possible, they must contact the corresponding Division Director.
- Ensure that the student's learning environment is safe and appropriate. It is recommended that students work in a common household space where parents have free and direct access. Bedrooms should not be used for online learning sessions.
- Ensure that students are dressed appropriately. Wearing the school uniform is recommended.
- Ensure that students behave appropriately during live sessions, following established expectations.
- Ensure that communication between teachers and students occurs only through official school platforms, parent email accounts, and/or student institutional email accounts.
- Acknowledge that all live sessions will be recorded and monitored by a member of the Academic Leadership Team.

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Updated: September 2025