Safeguarding Guide for Online Learning
2025 - 2026

A. PURPOSE

The purpose of this guide is to safeguard all students and collaborators while they take part in online learning through video conferencing, learning platforms and online classes.
- This document contains the responsibilities of everyone who is taking part in online learning, including teachers, students, and parents and / or caregivers.
- This guide should be read in conjunction with the school's Safeguarding Policy.

B. SCOPE

This document applies to collaborators, students and parents and / or caregivers of the Instituto Thomas Jefferson Campus Querétaro.

C. ROLES AND RESPONSIBILITIES

General Director

Director of the school ensures that:
- This guide is delivered to all collaborators who are part of the K-12 teaching team, parents and students.
- Teachers recognize that any communication with students can only occur through learning platforms, institutional emails (K° -12 °), and / or through emails from parents.
- All live sessions will be recorded, monitored and supervised by Academy Leaders and / or Project Leaders.
- Students will be able to use their institutional email account for accessing school's educational purposes only, in alignment with schools "acuerdo de convivencia" .
- Teachers, students and parents will have information about how to report a situation safely, should they observe any inappropriate behavior during recorded and / or live learning sessions or in any of the school's learning platforms.
- All staff members will use school devices and institutional accounts in a secure, professional and focused manner for the work needs of the section to which they belong.
- All school devices are monitored using Smoothwall.

Teachers must ensure that:
- Their environment does not display inappropriate images or sensitive documents that can be viewed by students or parents during a live and / or recorded learning session.
- Their attire meets the requirements of the school's Dress Code for teachers.
- Their behavior meets the school's requirements (eg, use of appropriate language with students).
- Any contact with a student will be appropriate and complying with what is required for the session being provided.
- If there is any disagreement with the student or the parent regarding any situation that occurred during the learning session or in a learning platform, the teacher will report it to the Academy Leader / Project Leader.
- Any issue related to safeguard, misconduct or illegal action by a student who is identified by the teacher during a learning session or in a learning platform is reported directly to the Designated Safeguarding Lead, following the school's Safeguarding Policy guidelines (Review the document on How to raise a concern online)
- For those learning sessions that are broadcast live, the presence of a caregiver or adult during said session is essential. While it is not necessary for the adult or caregiver to be seated next to the student, it will be important that they be nearby to monitor the student. In case of not being able to involve any caregiver or adult, the student will not be able to participate in said session. Parents should contact the Academic Leader / Project Leader for follow-up.

- All live sessions will be recorded and supervised by the Academy Leader / Project Leader and Section Directors team.

Students
- The student will not access learning sessions that are broadcast live without the presence of their parents or an adult is present.
- During the learning sessions, the student is expected to have appropriate behavior, as established in the Code of Conduct, using appropriate language during the work sessions and being respectful towards the teacher and other colleagues.
- The student must dress appropriately for learning sessions where they need to be seen. The use of the school uniform is preferable.
- The student must use the online learning platforms appropriately and following the instructions of the teacher or school authority.
- If the student must include a video of his as evidence of learning, he must wear the school uniform or dress accordingly to do so.
- The use of the institutional email "########@itjqro.edu.mx" is only to access the school 's applications and educational resources. It can't be used to send or receive personal information, or for entering other sites or platforms that have not been previously authorized by the school.
- Any disagreement with a teacher during a live learning session or regarding the use of a learning platform should be reported to the Academy Leader / Project Leader as soon as possible.
- All live sessions will be recorded, which will be supervised by the Academy Leader / Project Leader and Section Directors team.
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Parent / Caregiver
Parents / responsible adults of the student should:

- Be present during a learning session live broadcast. While it is not necessary for the adult or caregiver to be seated next to the student, it will be important that they are nearby to monitor the student. If this is not possible, the parent or responsible adult will have to contact the Academy Leader/Project Leader to arrange agreements while the student attends online lessons without an adult's presence.

- Be responsible for the physical environment of a student, ensuring that it is safe and appropriate for working sessions. It is recommended that the space be easily accessible, so that adults can supervise students' work on learning platforms. Bedrooms should not be used during online work sessions.

- Ensure that students behave appropriately for a working session to be broadcast live, in compliance with the provisions of the Code of Conduct.

- Ensure that communication between students and teachers is carried out only through school platforms, emails from parents and / or institutional emails (4th - 12th).

All school devices and institutional accounts operate under the Smoothwall monitoring and protection system. It is the responsibility of everyone who uses school devices and institutional accounts to do so in a safe, professional manner and to conform to expected standards of conduct.

Prepared by:	Reviewed by:	Authorized by:
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