



Swansea College

DLC Learning Policy

Purpose

This policy outlines procedure and protocol where online or distance learning is required as part of the course. Students must adhere to the policy, and accept the terms and conditions by signing the policy consent form in Appendix A.

We recognise that safety online and in class is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching in class and online.

This policy does not set out to replace our Acceptable Usage Policy and takes account of Distance/Remote Learning provisions. Rather, it is proposed as an important addition to the area of learning from a digital platform. The policy presented here should be read also in tandem with our Behaviour Policy and Anti-Bullying Policy.

Our primary obligation is the welfare of our learners. This policy, therefore, seeks to ensure that remote learning is safe for all learners and that personal and sensitive data is also protected under GDPR legislation.

Guidelines for good online communication

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- **Under no circumstances should pictures or recordings be taken of video calls except by teachers for Student Safeguarding purposes.**
- It is the duty of parents/guardians to supervise Students if they are under 16 while they are working online and to ensure that any content submitted to their teacher is appropriate.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.

Rules for students using online communication methods

For submitting work

- Submit work and pictures that are appropriate - have an adult take a look at your work before you send it. (if student is under 16)
- Use kind, friendly and respectful words.

For online drop in sessions with Teachers / College staff

- Remember to ensure you join each Zoom meeting with Student's name as the username.
- Pictures or recordings of the video call are not allowed.
- Set up your device in a quiet space, with no distractions in the background.
- Join with your video camera on.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for all your lessons.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to smile and wave hello to everyone when you join!

Guidelines for parents and guardians

For learning

- It is the responsibility of parents and guardians to ensure that pupils under 16 are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils.

For Zoom Calls

- Under no circumstances should pictures or recordings be taken of video calls except by teachers for educational/Student protection purposes.
- You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that staff will only accept users into video call if you can be identified by the display name on your zoom account (i.e. Student's name)
- You will be expected to have your video camera on.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call.

- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

Online Teaching

- Staff/teachers will create Google classrooms for their classes. This will be done by level and subject.
- Staff members who will be teaching online will ensure they have a current and valid Enhanced DBS Check.
- Students will be sent an invitation to join the Google classroom via email.

Student Expectation

- Students should keep an open communication with Subject teachers and Office staff.
- All students are expected to keep open communication with their teachers.
- All students are expected to complete homework assignments, projects, or coursework on time from the deadlines set by the subject teacher.
- All students are expected to revise for tests, mock assessments, and exams

Parents Expectations

Parents must:

- always speak to Office staff and teachers with respect.
- all communication must be sent to office@swanseacollege.com
- **student name should be the subject in each email**
- be respectful when communicating with teachers and staff.
- copy in the office email when communicating with subject teachers.
- be open to communication when there are concerns from teachers/staff.
- check emails for regular updates during term times, half term and holidays.
- make sure all requests are made in writing in an email.
- make sure not to disturb online lessons by asking questions to teachers before, during, and after online sessions. Any questions can be sent directly to the subject teacher, or to office staff via email.
- inform the college immediately if there are any concerns in writing in an email.
- inform the office by email if their Student will be absent for their Mock assessment.

- make sure that online sessions are not interrupted by family members, pets etc.
- make sure students are up to date with their work.
- make sure their Student's fees are up to date at all times.
- We require one full terms notice if you are considering withdrawing your Student. Please note this notice must be received from a parent/guardian mention on the application form during term time where a member of staff needs to acknowledge this. If you send the notice during holidays/half term then this will be acknowledged on the first day of our return.
- make sure their Student is present for mock assessments and final exams.
- **Complete the form on the next page and return**



Appendix A: Consent Form for Parents and students

Learning Policy Consent Form

This consent form covers all forms of online learning, including but not limited to: remote learning, video calls, audio calls, and classes conducted through zoom, Google apps or similar programs.

Please complete the following and return by email.

I accept all the Terms and Conditions in the learning policy, (please circle) Yes / No	
Student's Name (Please Print)	
Parent/Guardian's Name	
Parent/Guardian's Home Phone	
Parent/Guardian's Mobile Phone	
Parent/Guardian's Email Address	
Student's Email Address (if over 13)	
I hereby consent to Swansea College's collection, use, and/or disclosure of data and information about my Student in order to register for online learning. I consent to the use of video calls, audio calls and similar for the purposes of remote and online learning. I recognise that my Student's image and voice may be transmitted during video and audio calls.	
Parent/Guardian's Signature	
Date	
I hereby consent to Swansea College's collection, use, and/or disclosure of data and information about myself in order to register for distance learning. I consent to the use of video calls, audio calls and similar for the purposes of remote and distance learning and in class at the college. I recognise that my image and voice may be transmitted during video and audio calls.	
Student Signature	
Date	