green school
BALI

VIRTUAL TEACHING AND MEETING POLICY

Policy Group: Behavior

Policy Group: Behavior	Most Recent Approval Date: April 2020
Title: 1.8 Virtual Teaching and Meetings	Review Date: Annual
Approved By: Green School Board of Learners	Other Relevant Details: None
Application: All Green School Community Members	Contact Position: Managing Director

Policy Statement

The Green School community is founded on values of mutual respect and trust, where children flourish and achieve in a safe and nurturing environment. Green School recognizes that educating children is a process that involves partnership between parents, students, faculty, administration and the wider school community. Green School is committed to creating and maintaining safe and secure online learning experiences. Teachers, students and parents all have responsibilities to ensure online virtual teaching and meetings are aligned with best-practice virtual meeting administration, the GS IRESPECT values, and our Community Code of Respect.

Policy

Scope:
This policy applies to all members of the Green School Community – students, parents, teachers, managers, administrators, the Board of Learners, the Board, Trustees and all other staff, community members and visitors. All stakeholders are required to play their role in the implementation of this policy as part of their commitment to the School and our community.

Reason:
While Green School is founded on the IRESPECT values, it is important to clearly outline expected online behaviors and responsibilities so as we have a common understanding of what constitutes correct procedures for educators and good behavior consistent with the values.

Principles: Our diverse school community is one within which:
1. All community members abide by the Green School IRESPECT values and Community Code of Respect.
2. All digital/online virtual meetings are set up by teachers/administrators following a clear set of criteria and instructions.
3. All individuals are responsible for their own speech, actions and behaviours, in an age appropriate way.

Related Policies:
● Community Code of Respect
● Behavior Policy
● Dress Guidelines

Responsibilities

Responsibilities of teachers and administrators:

1. Teachers are responsible for creating and maintaining a safe digital learning environment for students during virtual meetings.
2. Teachers will undertake in-school training to be given skills to manage their virtual meetings.
3. Teachers are never to publicly share Zoom meeting invitation details (links, passwords).
4. Teachers are to create a password for each meeting, which is emailed out to participants.
5. Participant 'Screen Sharing' is disabled - teacher may still allow participants, when appropriate, to share their screen.
6. Teachers use a 'Waiting Room' at all times, ensuring that guests are checked before being admitted into the meeting.
7. Teachers are to 'Lock Meeting' once all participants are present.
8. No 1-on-1 (student-teacher) meetings are allowed (except for with counsellors)
9. All meetings are recorded, but meeting recordings of students are not to be shared; only teacher-content videos are to be shared.
10. Teachers are to ensure that behaviours of all participants in a meeting are aligned with the GS IRESPECT values, the Behaviour Policy, the Child Protection Policy and the Community Code of Respect.
11. If a guest parent is delivering a presentation/learning to students, a teacher must also be present at all times.

Responsibilities

Responsibilities of parents and students:

1. Students and parents are never to publicly share Zoom meeting invitation details (links, passwords).
2. Students must log into all Zoom meetings from their greenschool.org e-mail account. Parents may login from their private account.
3. Students and parents are to use their real full name for all meetings (no aliases of any type).
4. All virtual meeting participant behaviour is aligned with the GS IRESPECT values, the Behaviour Policy, the Dress Guidelines and the Community Code of Respect.
5. If a guest parent is delivering a presentation/learning to students, a teacher must also be present at all times.

Consequences

It is the School's obligation to make this policy available to the community via the appropriate platform.

Failure to uphold the required responsibilities can have very serious impacts on the health and safety of our students. Correspondingly, the consequences can also be serious:

- A formal warning recorded on the person's academic/employment record
- Banning any offending adult, student or guest from participating in virtual meetings for a determined period of time
- Suspensions/expulsions (no tuition refund granted)
- Review of a student's/family's enrolment
- Disciplinary sanctions for faculty members
- Review of a faculty member's employment

Green School Bali reserves the right to make the final decision on any failure to comply with this policy.