



## **Information for students and parents to support e-safety practices when participating in online learning**

This information will help ensure the e-learning experience is safe for all participants.

- When engaging in online learning, College behaviour and conduct expectations and policies apply. In some circumstances, mobile phones may be the only means of communicating with the College, and can be used to do so.
- All teachers will make it clear to students the behaviours expected when corresponding with each other by email, SEQTA Direct Message and when video and audio conferencing. Conversations should be respectful and all online material appropriate.
- The teacher can terminate a student's involvement in online communication for inappropriate behaviour during communication and video or audio conferencing when the College behaviour and conduct policies are contravened. The circumstances will be documented and referred for further Student Services involvement if necessary.
- Students should ensure distractions are minimised during learning sessions so their learning and the learning of others is appropriate.
- Any video streaming or audio conferencing should be conducted in a suitable location where any personal items, that are not appropriate in an educational setting, or that the students do not want others to see, are not on display.
- It is recommended, that when video conferencing, everyone should be framed from desktop height and above, and the clothing worn should be suitable for an educational setting (being dressed in school uniform is not required).
- In the event that a teacher is concerned about student safety, or the safety of others, the usual Department of Education reporting and confidentiality requirements exist. That is, the College staff may need to contact the student's parent or carer, Doctor or the Police to make sure the student is safe.