



RESPONSIBLE ONLINE REMOTE LEARNING POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	IT
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Operations Manager
REVIEWED BY:	Principal
REVIEWED DATE:	March 2020
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	None
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Contents

Responsible Online Remote Learning Policy.....	1
Introduction.....	3
Rules of Remote Learning	3
Monitoring.....	3
Further Information.....	4

INTRODUCTION

In times when face to face learning is not possible or practical, we may revert to remote learning, facilitated online, in order to ensure that student academic progression is maintained. This policy outlines the responsible way in which OIC mandates such delivery to be carried out. This is in line with both Data Protection and Safeguarding legislation and internal policy.

RULES OF REMOTE LEARNING

Tutors, mentors and staff utilising online platforms for correspondence, either academic or pastoral, will adhere to the following rules of conduct:

- Any college owned technology will be used for College purposes only
- Passwords should not be shared for any purposes
- Ensure that communication with students when using technology is responsible and sensible.
- Ensure that all uploaded content for students to access is suitable for the learning and pastoral environment
- Ensure that any offensive or illegal content uploaded or downloaded by students is reported to your department head and the SLT and removed from the platform immediately.
- Ensure that no screenshots are taken of any students during the process of online delivery of teaching or pastoral support.
*This does not include recording which will be set up to discard incoming video (i.e. student videos).
- Online platforms used for remote learning should be considered an extension of the classroom environment and as such you are expected to conduct yourself as I would in this environment. This includes:
 1. Starting lessons on time
 2. Ensuring you are leading the session from a suitable environment free from unnecessary distraction. Note: Lessons should not be led from a bedroom environment.
 3. Addressing the students appropriately
 4. Finishing your lessons on time so that students are not late for subsequent lessons.

MONITORING

Platforms used for OIC remote learning and pastoral support may be monitored by the college to ensure safeguarding and data protection policies are adhered to and to support continued improvement for the services we offer our students. Such monitoring is also used to promote the protection of the tutors as well as the students.

If you have any concerns during online learning sessions these should be reported to head of department and SLT at your earliest convenience.

FURTHER INFORMATION

For further information about responsible online learning at OIC please speak with Kim Terrar.

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Principal

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