



RESPONSIBLE ONLINE REMOTE LEARNING POLICY: STUDENT VERSION

POLICY INTENDED FOR:	Students
CATEGORY:	IT & Digital
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
NEXT REVIEW:	August 2020

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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

Students participating in online learning or pastoral support will adhere to the following rules of conduct:

- Passwords should not be shared for any purposes
- Ensure that communication with tutors and your peers when using technology is responsible and sensible.
- Ensure that no inappropriate content is uploaded or downloaded to the platform.
- Ensure that any offensive or illegal content uploaded or downloaded by your peers is reported to your tutor immediately. Your tutor will remove this content and report it to the relevant staff.
- Ensure that no screenshots are taken of your tutors or peers while participating in online learning or pastoral support.
- 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 you would in this environment. This includes:
 1. Being present on the online platform on time.
 2. Ensuring you are participating in the session from a suitable environment free from unnecessary distraction. Note: Ideally we would ask you not to participate in these sessions from a bedroom.
 3. Addressing your tutor and peers appropriately, patiently and respectfully
 4. Remaining attentive and interactive during sessions
 5. Not recording your online interaction with tutors and peers
 6. Finishing your lessons on time so that students are not late for subsequent lessons.

BEHAVIOUR

We expect students to continue to adhere to the behavioural and conduct regulations set out by OIC during online remote learning. You are responsible for your behaviour and interactions whilst online as you would be in person and any violations of conduct will be dealt with via the sanction policy accordingly.

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 students and tutors.

If you have any concerns during online learning sessions these should be reported to student services manager, Jenny@oxcoll.com or the principal kim@oxcoll.com.

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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