

REMOTE ZOOM POLICY

Policy Code <i>POL_GBL_ADMIN_REMOTE ZOOM POLICY.V1.0</i>	Authorisation Date <i>9th March 2020</i>	Next Review Date <i>As required</i>
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INTRODUCTION/POLICY STATEMENT

This policy applies to students and staff utilizing the Zoom platform from home or away from the campus/office. A strict adherence to this policy is mandatory.

The purpose of this policy is to set out clear guidelines for the use of Zoom for remote teaching and/or working away from the campus/office. In the event of a pandemic (e.g. Coronavirus) outbreak, OneSchool Global staff and students, as required can attend/teach lessons from home during days when a campus faces closure, or an employee/student has to be self-isolated. This will help limit any missed instructional periods. This policy is created to ensure Zoom is utilised appropriately and maximises learning under the circumstances.

Please note that the jurisdiction within State/Provincial/Ministry laws will determine if these days count as school days.

STUDENTS

1. If it is deemed that a student and/or campus cannot join their classes for a period of time (such as long-term sickness, campus quarantine or self-isolation) the Chief Operating Officer (COO) / Regional Principal (RP) can grant for students to join their classes via zoom from home and still be counted present at school.
2. Joining classes from home
 - a) Students attending from home must always have adequate parent supervision.
 - b) Learning programs would operate normally using online methods such as canvas and students would be expected to contribute in collaborative discussion for quality learning.
 - c) The student must be in full uniform for the duration of the school day.
 - d) The camera must always be on, unless there is a valid reason that is approved by the Head of Campus/ Head Teacher/ Campus Principal.
 - e) Students must choose a quiet area that has no distractions (including no posters or pictures in the background), strongest internet connection and a solid colour background.

EMPLOYEE/ TEACHER

If self-isolation is required, the normal lesson schedule can be conducted from home with prior approval by the direct manager and COO/RP.

This policy pertains to all campus staff

1. Coming to the campus is an essential part for the success of our students and support of the campus. Joining classes from home is only permitted with prior approval by the COO/RP when the campus is closed, or self-isolation is required.
2. Teaching classes from home:
 - a. As with any Zoom class, lessons must be engaging, interactive, and use collaborative discussion.
 - b. Staff must be in professional attire through the duration of the school day.
 - c. Staff will be available during times that a staff member is not teaching to join meetings, grade, prep, and provide additional student or staff support.
 - d. A staff member must choose a quiet area that has no distractions (including no posters or pictures in the background), strongest internet connection, and ideally a background that is a solid colour and/or green screen.

VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
POL_GBL_ADMIN_REMOTE ZOOM POLICY.V1.0	9/3/2020	V1.0	New Policy