

Remote Learning Plan and Online Safeguarding Strategy

ROCKIT Productions

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Introduction - Remote Learning Plan

Throughout the isolation period of COVID19, it is the highest priority of ROCKIT Productions to maintain the safety of our students while we engage in remote learning practices and provide the best support we can.

Remote Learning refers to the online training students will experience over the period of the physical studio closure at ROCKIT HQ. While Remote Learning is a new experience for many, it is our sincere belief that all students enrolled with ROCKIT Productions will continue to enjoy their training via the Virtual Studio until such a time we can recommence face-to-face classes.

The success of our Remote Learning endeavour is a partnership and is dependent on careful planning by our dedicated team of teachers, appropriate student motivation and engagement, and strong parental support for this alternative mode of instruction. The result of such learning experiences will continue to develop student skillsets and rehearsal material and provide student social interaction, physical activity, and emotional well-being.

Class Components

ROCKIT Productions will continue to offer the programmed classes and rehearsal processes via two major components:

- **Asynchronous Learning:** content which can be carried out at the students own pace (Such as Youtube or FlipGrid video tutorials)
- **Synchronous Learning:** content delivered via video conferencing at a scheduled time to support learning and socio-emotional well-being of students through real-time engagements (Such as Zoom Check-ins and Livestream Classes)

By providing a blend of training delivery methods, we aim to cater for as many students as possible when factors such as poor internet reception, technological failure, or other family schedules within the home may impact student participation.

Teaching Resources

The following applications and websites are the resources used to deliver our programs:

- **Youtube** (Online Tutorials)
 - Video Hosting website / app, free to use, account creation not necessary to access, unlisted video links containing class / rehearsal content will be shared directly with the class (No footage of students will be uploaded by ROCKIT Productions).
- **Zoom** (Group Class Check-in / Live Stream Classes / Private Lessons)
 - Video conference calling application, requires download, free to use, account creation not necessary to access (Unless in a private lesson), session hosted by ROCKIT Productions Leaders with advanced capabilities.
 - Meeting Code and Password required to access, host can remove or decline participants access to the session via use of the 'Waiting Room' function.

- **FlipGrid** (Student rehearsal hub)
 - Video sharing app / website, accessed via app download or web browser, free to use, account creation not necessary to access but required if students wish to upload video, all video content monitored and requires approval by ROCKIT Productions before posting.
 - Tutorial access point for Performance Program students, not required for Dance, Drama, or Vocal Lessons.
- **ROCKIT Productions Website** (Virtual Studio)
 - Main access point for all students, containing a full weekly schedule of Zoom Meeting Codes for the week ahead.
 - Password required to access, no account creation necessary.

Introduction - Online Safeguarding Strategy

ROCKIT Productions will ensure online classes follow best practice relating to our Youth Risk Management Strategy and safeguarding obligations. Any safeguarding incidents, breaches of the Strategy, disclosures of harm, or other related concerns will be reported accordingly.

If teachers (including assistants) become aware of behaviour that they deem a risk to a child (whether verbal, physical or emotional) during an online class, the same procedures will be followed as if they were operating out of the ROCKIT studio in accordance with our child protection policy.

Online Safety

There are a number of factors to take into consideration when operating from home for both teachers and students alike. ROCKIT Productions have identified the following:

- **Live Video and Audio**
 - When live video and audio is being used, there will be careful consideration of the locations that staff and students use.
 - Teachers will be set up in a safe, neutral area where students will not see or hear anything personal or inappropriate in the background.
 - We understand that there may be times where students are signing into virtual classes from their bedrooms and this may not be appropriate. If this is the only option, we ask that parents are aware of the times students will be online and that students have found a neutral area with nothing personal in the background.
 - If possible, we ask that the door remain open during these times.
 - When hosting live video conferencing, parents and teachers will need to consider that students may hear or see inappropriate things in the homes of other students. For this reason, ROCKIT has chosen to use Zoom where a teacher can disable a

user's microphone and camera if necessary and will endeavour to have students on mute unless they are answering or asking questions to minimise this risk.

- **Internet Safety Filters**

- In order to access online resources, students will need to use a wi-fi enabled personal device such as a computer, tablet, or mobile phone. ROCKIT Productions will only ask students to access the aforementioned sites and apps and cannot be held responsible for families personal internet safety filters.
- ROCKIT Productions cannot be held liable or accountable for the auto-suggestions from sites (such as YouTube) with other video pop ups.
- It is recommended students under the age of 13 be supervised by an accompanying parental figure when accessing resources online.
- Students are required to seek parental consent before commencing any online lessons.

- **Online Accounts**

- Many email hosting sites follow United State's Children's Online Privacy Protection Act of 1998 (COPPA) which prevents the collection and storage of personal information from children under 13 years of age. These sites include Google, Facebook, Microsoft, etc.
- Where possible, ROCKIT Productions will not ask students under the age of 13 to provide an email account to follow this regulation, hence using the aforementioned applications which do not require an account.
- In some scenarios, an email contact may be necessary and in this instance a parental email account is preferred.

- **Student Teacher Contact**

- ROCKIT Productions will continue to use parental / guardian emails as the main contact given to us.
- In such an instance that a teacher needs to contact a student directly (e.g. Private Vocal Lesson requiring video conference calling), teachers will ensure that they are only using their work email addresses and will not pass on any other personal contact details or contacting students outside of their scheduled times.

- **Attendance**

- ROCKIT Productions will be taking a role in each class, including those that arrived/ departed early or late to track student engagement and provide feedback on student attendance.

- **Etiquette and Behaviour**

- ROCKIT Productions will be clear about the expectations of both student and staff behaviour during remote learning. These guidelines will be laid out at the beginning of each class.

- ROCKIT uniform and black active attire is required for all classes. All teachers and students are expected to adhere to appropriate clothing standards whether attending classes online or in person.
- ROCKIT Productions expects the same level of appropriate behaviour from students that are live streaming online as we would in our physical studio. Students may feel less restricted in their own homes and this can lead to inappropriate behaviour or language.
- Should any student display any disrespectful, disruptive, or inappropriate behaviour, they will be placed in the Zoom Waiting Room for a period of time or removed from the video conference call entirely.
- As Zoom has a chat feature, this will be disabled/moderated to discourage inappropriate behaviour from staff or students.
- The privacy settings for all YouTube Video Tutorials will be set to unlisted and students are discouraged from sharing these videos.
- As with practices outside of COVID19 limitations, if messaging services are used by staff, all staff will be mindful of professional standards.

Mental Health and Wellbeing

We understand that we are in a difficult time and it is important for us at ROCKIT Productions to consider how much stress, worry and anxiety our students, parents, carers and staff may be feeling.

We believe that it is important for us to continue providing our students a safe and fun learning environment that can act as a distraction or energy release. We also understand that students may be in a home situation that means that they are unable to complete all aspects of the rehearsal material provided. Although there is an expectation that students will keep up with the work provided, we do not want to encourage students to sit in front of a screen for hours at a time which is why the video tutorials are also provided on top of virtual classes. They provide short tasks that can be completed when it is convenient to each student.

We also realise that our staff are experienced teachers, however moving classes online is unlikely to have formed part of their training. This means we may be asking them to plan and record classes to provide as a video tutorial instead of a virtual class and this will take time to develop these skills and processes.

Likewise, our student base may not all have equal access to digital technology or thorough understanding of the applications, websites, and systems we are implementing and may be struggling adapting to the current layout.

At the time of writing, the current COVID19 Pandemic is a relatively unprecedented event and causing financial pressure to many, both students and staff alike.

As an organisation, we must take this into consideration in all of our dealings and operate from a place of understanding, respect, and human compassion.

Commitment to Improvement

ROCKIT Productions is committed to monitoring the Remote Learning Learning Plan and student experience. The tools used for monitoring may include, but are not limited to:

- Data on student engagement from digital learning platforms such as FlipGrid and Youtube.
- Feedback from students, parents, and teachers to help us understand how the plan is impacting student, family and teacher experiences, and to provide data on what improvements we might make going forward.
- Review of student postings as a form of data collection to support teachers and students in aligning learning to the Distance Learning Plan.
- ROCKIT Productions are working tirelessly to make sure we stay on top of the latest guidance and procedures set out by Queensland Health and the Australian Government. We will continue to update our policies and inform our teachers and students of any changes made during this time.

Reviews

(V1) - 13th April 2020 - Document Created - Woolloongabba QLD - Kristen Barros

(V2) - 14th April 2020 - Document Review - Cleveland QLD - George Canham

(V3) - 14th April 2020 - Document Review - Cleveland QLD - Shaun Kohlman