



**Oxford International Study Centre**  
individually designed study programmes in the heart of Oxford

## **Online Teaching Policy**

### **Introduction**

This policy is designed to provide guidance and establish the standards to ensure safe and effective teaching and learning whilst using online platforms, particularly as the level of online teaching and learning remains increased as a result of the ongoing impacts of Covid-19.

### **Purpose**

- Set out the key principles expected of all members of Oxford International Study Centre with respect to the use of digital technologies.
- Safeguard, protect and educate the students and staff.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational use.

### **All staff**

All staff are responsible for promoting and supporting safe behaviours during their lessons and following school on-line safety procedures.

All staff will:

- Ensure they have read and understood the Online Teaching Policy.
- Ensure they report any suspected misuse or problems to the Principal for investigation and action.
- Ensure all digital communications with students / parents / carers should be on a professional level and only carried out using official school systems.
- Ensure that they monitor the use of digital technologies, mobile devices, cameras, iPads, etc in lessons

### **Tuition**

Originally Issued: April 2020  
Last Reviewed: October 2021

The school will:

- Ensure all teaching staff hold a current DBS.
- Ensure any staff hired remotely are interviewed thoroughly and that they; match the requirements/needs of their students, understand and believe in the ethos and attitude towards learning of OISC.
- Ensure all staff adhere to school policies and that these allow for teaching online.

### **School Standards**

- To ensure continuity and consistency, ensure all staff are on board with OISC's designated teaching platforms (in our case, Zoom & Skype) and that variation for students between platforms is limited.
- Remind all staff of safeguarding obligations and it is clear to all whom can be contacted.
- Both tutors and students must be appropriately dressed for all online tutorials.

### **Privacy & Security**

- Ensure all teacher/student communication is carried out using the designated platforms or via a school email account.
- All online lessons should take place using the designated Zoom login for that lesson, and not tutor's personal Zoom accounts, for reasons of privacy and for monitoring purposes.
- Ensure that any messaging communications can be accessed by the school and that content maintains professional standards.
- Ensure that recording is only permissible with the consent and knowledge of the DSL and that all parties are aware.
- When live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that children may be in their bedrooms and this may not be appropriate. At the teachers' discretion, video may be disabled.
- To maintain confidentiality, all participants of online tutorials must ensure that no private content is visible when screen-sharing (browser history, personal photographs, open web pages, or inappropriate text of any form on screen). Only the relevant piece of work/materials required for the lesson should be visible.

### **Technology**

- Ensure that staff and students don't incur unexpected costs (e.g mobile data charges) and that parents & guardians are aware of how children connect.
- Ensure that a member of staff is on hand to provide logistical and technical support to help overcome glitches and access issues.

*A Student Guide to Online Learning has also been produced, to help students to make use of online lessons as effectively as possible.*