DIGITAL ELEA | ONLINE CODE OF CONDUCT & DIGITAL SAFETY (SAFEGUARDING)

INTRODUCTION

THE BEST WAY TO LEARN

Your classes will be taught using the Zoom platform, and some other online learning tools. You will need a quiet place in your home to set up your study area. You should be careful of what can be seen in the background on your video screen. Also, we strongly advise that you have the following equipment ready:

- A laptop / Ipad with a webcam and microphone
- A headset (headphones with a microphone) - this will help to control any noise from inside your home
- A separate mobile phone to be able to access the internet and other online tools
- A notebook, sheets of paper, pen and pencil to make notes and do practical exercises

Please do:

- Keep your camera on at all times during the lessons.
- Be on time for the start of the lessons. The virtual door will close a maximum of ten minutes after the start of the class and you will not be admitted after this time, and unfortunately, you would lose the class.
- Try to reconnect as soon as possible in case of having any problems with your connection.

- Be respectful at all times of your teacher and the other students in your class.
- Share your thoughts and views in a polite way. We will not tolerate any strong/angry views, rude language or bullying of any kind.

- Complete all tasks set by your teacher, including homework.
- Be ready to interact with other students in your class.
- Listen carefully to your teacher and other students in your class.
- Wear appropriate clothing at all times, just like you would usually in school.

Please do not:

- Change or play with any function of the online learning system, without permission from your teacher.
- Annotate (draw on) the screen or the whiteboard, without permission from your teacher.
- Invite friends or family members to join you when you are enjoying the classes
- Film or distribute any part of the lesson or take photos of the lesson, your teacher or any other students in the virtual classroom at any time.
- Try to make friends with your teacher through social media, they will say 'no'.

In case of breaking the code of conduct in any way, you may be removed from the class and possibly the Digital ELEA programme. Parents and Guardians may also be contacted.

DIGITAL SAFETY (SAFEGUARDING)

Keeping our learners and staff safe is our utmost priority. UWC Atlantic Experience and Peartree ELEA work to safeguarding standards that meet all Safeguarding Common Standards set by UWC International, The British Council as per the requirements of the Accreditation UK Scheme for the Teaching of English in the UK and all statutory guidance and the requirements of UK law including: Safeguarding Children: Working Together under the Children Act 2004, the Social Services and Well-being (Wales) Act 2014 and Keeping Learners Safe (December 2016).

Our programme staff will:

- Hold an enhanced check with the [Disclosure and Barring Service (DBS)](#)
- Have received safeguarding training and specifically in relation to the online learning environment
- Provide our teaching and learning at the designated and advertised programme times
- Maintain professional boundaries at all times
- Remind participants of the Code of Conduct and procedures for raising a safeguarding concern
- Be familiar with the online platform and manage the online environment appropriately
- Use only official contact methods (e.g. email or official social media) to communicate
- Remind participants of the nature and intended use of any recorded session

Staff and Participants can raise a concern or question at any time about safeguarding and online learning to the Digital ELEA Designated Safeguarding Lead: Safeguarding@atlanticcollege.org