



British International School
of Ljubljana
an Orbital Education School



Online Learning Policy



Introduction

Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

Our Values

Excellence - We strive for excellence in everything we do.

Respect - We learn at school by showing respect to everyone in the community

Responsibility - We are engaged, promoting actions and behaviours that support a sustainable future.

Integrity - We are transparent, honest and ethical in all our relationships.

Compassion - We are kind and caring, encouraging everyone to succeed.

Our academic staff at BISL recognise the essential element of online learning as part of a rounded and rich educational experience. As such, the staff and students have a range of strategies and skills that will enable a seamless use of online learning both as part of daily work and, if required, in a state of emergency.

Aims of Policy

This policy outlines the tools and the expectations for safe and productive online learning within our school community. Protocols are described for staff, students and parents in terms of keeping learning at the forefront of technology use and avoiding any potential risks.

Alongside everyday learning, there are three potential scenarios where BISL may need to provide online learning due to student absence or school closure.

1. School is open but there are increased absences
2. School is open but there are significant and prolonged absences
3. Access to the school is temporarily suspended but learning is continued online



Online Learning during school hours

Primary School

Staff will use a variety of online learning tools in line with their curriculum planning to enhance and transform student learning. These online tools will have been checked for appropriateness to the age group and relevance to the curriculum. These online tools include but are not limited to Canvas, Wakelet, subscribed online portals and external websites that have been checked by the member of staff for suitability for that age group. Students not able to attend school will have full access to these online tools. The aim of these tools is to enhance good teaching and effective learning, through the opportunity to embrace contemporary technology to experience learning that offers a range of opportunities to personally research and inquire, to become self-motivated and responsible learners.

Secondary School

Staff will use a variety of online learning tools in line with their curriculum planning to enhance and transform student learning. These online tools will have been checked for appropriateness to the age group and relevance to the curriculum. These online tools include but are not limited to Canvas, Wakelet, subscription services, and external websites that have been checked by the member of staff for suitability for that age group. Students not able to attend school will have full access to these online tools. The aim of these tools is to enhance good teaching and effective learning.

Protocols for use of technology in school

These are clearly outlined in these policy documents available [here](#) on the school website:

- E-Safety & Acceptable Use of IT Policy
- E-Safety & BYOD Policy

Keeping Children Safe in Education 2021 and Online Safety

[Keeping Children Safe in Education 2021](#) guidance remains in force throughout all periods of online learning. Online safety is considered part of BISL's whole school approach to safeguarding and child protection. There are appropriate levels of security in place at BISL to protect users and their data.

This policy is reviewed annually, including a risk assessment that considers and reflects the risks our students may face online.

Online learning as homework

In Primary, staff will use a variety of online learning tools to deliver home learning tasks to students, including but not limited to Canvas, Google Classroom, subscribed online portals and external websites that have been checked by the member of staff for suitability for that age



group. These tasks or tools will not replace the setting of other types of home learning and aims to enhance the provision already in place.

In Secondary, all homework tasks will be set via email and may include the following: Canvas, Google Classroom, subscribed online portals and external websites that have been checked by the member of staff for suitability for that age group.

Online learning when access to school is temporarily suspended or absence is forced

Early Years: All online learning will be provided through email. Teachers will email a minimum of three new learning opportunities each school day (Monday to Friday) the previous day (e.g., Monday's learning will be posted on Sunday) and require parents to send one response each day, in the form of text, photographs or videos.

Years 1-6: All online learning will be sent through email in the first instance and provided through the Canvas portal, with links to other external applications as appropriate.

Teachers will be expected to provide learning opportunities for each timetabled session on an adapted timetable and communicated throughout the week. There will be an expectation that each day, students experience a range of literacy-based sessions (reading, writing, Phonics etc), mathematical sessions (number, calculation, problem-solving etc), other subjects (Science, Topic, Art, etc) and other activities set by Specialist teachers (Music, Slovene, French, PE etc).

Secondary

All online learning will be provided through email, with links to Canvas, Google Classroom, and other external applications as appropriate. Teachers will be expected to provide learning opportunities for each timetabled session on an adapted timetable, including reading, questions, various exercises and other means of learning.

Protocols for use of technology linked to BISL learning at home

For students:

Students are expected to

1. have all the resources necessary for successful learning (Device, books etc)
2. complete any tasks set within the time given and to a high standard
3. use technology sensibly and safely
4. not share any personal information during online learning lessons
5. contact their teacher if they are worried about anything during online learning sessions linked to the safe use of technology
6. online learning should be based in a suitable learning space i.e. communal area not bedrooms and students should be suitably dressed i.e. formal/ smart casual (not in pyjamas etc.)
7. only use the BISL email address for contacting teachers

For staff:



Staff are expected to

1. set work as scheduled
2. plan, prepare, deliver and assess following the same expectations as for normal working practice
3. ensure that all resources are shared out via email
4. respond to student questions and give feedback on learning
5. set additional home learning activities according to the expectations and needs of particular year groups
6. refer any concerns linked to the safe use of technology to the DSL using the safeguarding referral form as usual
7. refer any concerns linked to failure to engage with learning to the relevant Head of School
8. online learning should be based in a suitable learning space i.e. communal area not bedrooms and staff should be suitably dressed i.e. formal/ smart casual
9. not share any contact details other than the BISL email address

For parents:

Parents are expected to

1. arrange and maintain a safe learning space in the house. This should be in a communal space where learning can be viewed and heard by an adult
2. students at home should be suitably dressed i.e. smart casual (not in pyjamas etc.)
3. discuss guidelines for appropriate use of device during school hours - i.e., for academic purposes only
4. ensure that the learning timetable is shared, discussed and supported at home
5. contact teachers with any concerns raised.
6. contact the relevant Head of School with any concerns about the online learning process.

This Policy complies with all guidelines in the E-Safety & Acceptable Use of IT Policy and the Child Protection & Safeguarding Policy available [here](#) on our website.

PREPARED/UPDATED BY: Paul Walton 08 / 07 / 2021

APPROVED BY: Principal -  08 / 07 / 2021

Reviewed by Michael W Clack, Regional Head of Schools 08 / 07 / 2021

This Policy is to be reviewed **annually** and updated as and when changes occur.