

Kids
Unlimited



KIDS UNLIMITED

PARENT AND STUDENT

REMOTE LEARNING HANDBOOK

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GENERAL INFORMATION

This handbook provides a guide for remote learning and useful tips that can be used to ensure continuity of learning as we transition to flexible and remote learning.

REMOTE TEACHING

- Our Coaches will engage in real-time video introductions, tutorials and conferencing with their class. Real time video conferencing will only occur during a scheduled class time.
- Only Coaches can initiate and set up video conferencing.
- All our online sessions are recorded for:
 - INTERNAL PURPOSES
 - a) Training and quality purposes
 - b) Child safety (internal record of lesson in case of incident)
 - PARTICIPANT EXPERIENCE - Participants may request access to a recording (non-downloadable) for:
 - c) Review and revision, to further embed learning
 - d) In case of technical difficulties, so nobody misses out on a session
- Recordings do NOT capture any screen names, so while faces are sometimes visible, identifying names are not.
- No recordings are made public or posted on social media.
- No recording of conferences is permitted by students. Participants are NOT permitted to share recordings.

- To further protect participant privacy, recordings will be destroyed after the end of the program. This includes both internal and shared versions.
- If you do not wish your child's face to be recorded as per the above, but wish to participate, it is your responsibility to ensure your camera is turned off for the duration of the sessions. Be aware that this may negatively impact the experience for your child.
- Remote learning may also include some or all of the following modes of delivery: Pre-recorded videos, tutorials, worksheets.

ATTENDANCE

- An attendance roll will be marked for all scheduled remote classes.
- Please be aware that we do NOT allow anonymous participation, so you will need to access a camera and/or audio for roll-call purposes. If you cannot establish and verify your identity, you will not be permitted to attend.

STUDENTS ONLINE CLASSROOM EXPECTATIONS

So as to enable you to continue your studies online, it is expected that you behave appropriately and demonstrate the respectful behaviours expected of you in a normal classroom.

Any comment you make online is automatically recorded and kept, so ensure that any communication is appropriate.

INAPPROPRIATE BEHAVIOUR

Consequences for inappropriate behaviour will apply as follows:

1. Minor disruptive/disrespectful behaviour:
 - a. Student will be issued with a warning and parents will be informed that the student is at risk of being removed.
2. Ongoing disruptive/disrespectful behaviour:
 - a. Student will be removed from the next on-line session.
 - b. Kids Unlimited Customer Services will contact parents and a formal warning issued, that any further inappropriate on-line behaviour may result in the student being removed for a period of time.
3. Further disruptive/disrespectful behaviour:
 - a. Kids Unlimited Customer Services will contact the parents outlining the period of 'suspension' of on-line access to the relevant class.



STUDENT GUIDELINES

- Set up a clean, regular and spacious work-station in a public place in your home. Your bedroom is not the best place for this. A study, dining/kitchen table is advised.
- When you are participating in an on-line forum, dress appropriately. We will expect that students adhere to a non-uniform day dress code.
 - EG: “All students are to wear appropriate clothing. The following items are not acceptable: midriff exposing tops, bathers, t-shirts or hoodies with offensive logos.”
 - Breaches will follow the above behavioural consequences or children may be asked to quickly change and return to the lesson.
- Ensure that other technology is turned off within the home to reduce distractions.
- Connect to [Ku.zone](#) to access your teacher directions regarding materials needed etc.
- Structure your day according to your timetable. Have the normal breaks you would have and try to be active in your house.
- When entering your online class, ensure that your camera and microphone are switched on, unless your teacher instructs otherwise.
- Just because you could, doesn't mean you should: As you'll often be working in a fully collaborative space where all members can present, you may see additional buttons, controls, or options in your online class (such as the “take control” option). In the same way that you wouldn't walk over to someone's desk in class and start making changes to their laptop, don't disrupt others in your digital classrooms.

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- Students must mute their microphone when not speaking.
- Conferencing/discussion should always be sensible and appropriate.
- At the end of your online class, make sure that you leave the class as soon as possible. Your teachers need to close your digital classrooms as soon as the lesson has completed. Help them out by exiting the online classroom as soon as the lesson has finished – unless you've been instructed to remain.
- Students must not record any visual or video lesson or content and place online. This is a serious breach of online behavioural expectations and will be treated as such.



PARENT SUPPORT

As a parent, we ask you for the following support:

- Designate a place where your child can complete their work during school hours. Families are encouraged to closely supervise the technology that your child is using. Kids Unlimited recommends that students learn in a visible space rather than in a bedroom so that adults can supervise the technology.
- Help them to set up a routine, including healthy eating, drinking water, exercising and good sleeping habits
- Encourage your child to follow their daily timetable for each lesson
- Check in with your child regularly about their learning tasks and activities
- Where possible, monitor time spent engaging in online and offline learning. Although students will not be at school, they must maintain safe ICT behaviour. This relates to healthy habits with regards to social media, online behaviour, gaming and other online content.
- Support balance by providing ample room and time for reflection, physical activity, conversation, and recreation
- Parents and students can access [Ku.zone](#) to find out where the class is specifically located (zoom meeting ID) and the expectations of each class. For more information on How to Join the sessions, please visit click [here](#).



WELLBEING

We acknowledge and promote the key role that wellbeing plays in ensuring that students can learn.

As we move into learning remotely Kids Unlimited will continue to ensure that we do our best to support the wellbeing of our students.

We understand that motivation might become an issue in the on-line learning space. We will be monitoring the progress of our students.

These are difficult times and we would like to make sure that students are coping well with this new structure. Let us know if you have any concerns.

Please contact us via:

 1300 424 377

 info@kidsunlimited.com.au

OTHER EXTERNAL SUPPORT SERVICES

- [School TV](#)
 - [How parents can talk to kids about the coronavirus](#)
 - [Preparing for Remote Learning](#)
- [Headspace](#)
- [Kids Helpline](#) 1800 55 1800
- [Ten Percent Happier](#)
- The following services provide counselling by phone and via text chat:
 - [Headspace](#)
 - [Kids Helpline](#) 1800 55 1800
 - [Beyond Blue](#) 1300 22 4636
 - [Lifeline](#) 13 11 14



IT SUPPORT

Kids Unlimited will continue to provide IT information and support around the use of our online platform [Ku.zone](#). You can find relevant information on the [website](#).

For further information please visit:

[eSafety Commissioner: Homepage](#)