Online Learning Policy

1.Introduction

This policy applies to all members of Birmingham Christian College (including staff, visiting lecturers, students, volunteers, visitors and community users) who have access to our digital technology, networks and systems, whether on-site or remotely, and at any time. This policy aims to guide staff and students of BCC regarding expectations for online learning and teaching. The policy covers expectations, behaviours and procedures for safe, effective and conducive teaching and learning online. This online policy recognises the changing nature of both teaching and learning and encourages teachers and students to use technology for teaching and learning and to prepare for life and the communities that we serve.

Following our motto "Scholarship with Fire", we are driven by our desire to see human minds and hearts harmonized under the powerful leadership of the Holy Spirit to explore ways in which to direct our research towards understanding God, his mission, his purpose and how we can equip members of our societies to better serve God and the society. We aim to enable an environment where men and women are challenged intellectually, enabled spiritually to be true disciples with Christian character to serve in churches, communities and the marketplace. All our activities are underpinned by our Christian ethos and guided by the values of respect for others, serving others, social justice and equity.

Birmingham Christian College	Designated Safeguarding Lead (DSL) team	Mrs Briony Seymour Dr. Caleb Nyanni
	Online-safety coordinator	Dr.Caleb Nyanni
	Online-safety / safeguarding link Advisory Board Member	Dr. Grace Milton
	Network manager / other technical support	IT team
	Date this policy was reviewed and by whom	14 September 2021 Dr. Caleb Nyanni
	Date of next review and by whom	September 2022

2. Policy Aim and Objectives

The online learning seeks to provide a learning environment in which student learning is supported and encouraged

The online learning aims to be sensitive to and cater for the abilities and needs of all learners,

The online learning is dedicated to enhancing the students' engagement with the subject, teacher and other students, and their confidence in the learning experience.

The quality of online learning and teaching across BCC is overseen by the Academic Management Team.

3. Principles of Online Learning

We aim to ensure that all tasks and activities that the students undertake during periods of online learning are safe.

1. Students are expected to carefully follow the instructions of their lecturer or facilitator during lectures.
2. During lectures, Microsoft Teams or Zoom may be used by teachers as a communication tool to deliver lessons and for pastoral communication with students.
3. When using Microsoft Teams or Zoom, students are expected to behave as they would in the classroom.

This includes:

a. Using Microsoft Teams or Zoom in an environment that is quiet, safe and free from distractions.
b. Ensuring that students are ready to commence the lecture on time
c. Ensuring that students can make contributions to the class when asked to do so
d. Dressing appropriately for the lesson
e. Ensuring that mobile phones are switched off for the duration of the lectures to avoid distractions and interruptions (unless the said devices are being used for the purpose of connecting to the lectures)
f. Ensuring that all other applications are turned off so that complete focus can be given to the Microsoft Teams or Zoom lectures
g. Displaying intellectual courage during lessons and interacting with teachers and peers in a respectful manner
h. Start every Microsoft Teams or Zoom lesson with the camera turned ON and microphone on mute until asked a direct question or responding to discussions.

i. Cameras should be turned on unless permission has been granted from the lecturer prior to the session

j. You MUST NOT record each other's online interactions or film or share images of members of staff or students. It is illegal to share images of people without their consent

4.Use of Images and Videos

Images & Videos of learners and lectures are stored within approved College systems and must never been stored or sent to personal devices or accounts. Lectures are recorded for BCC auditing purposes and for students who wish to recap on any aspect of the lectures. Please note that the recordings are not kept indefinitely.

No image/photograph can be copied, downloaded, shared or distributed online from the learning platform without permission from the owner of that image. Photographs or videos of activities during lectures should not be shared or published online without consent or permission.

In addition to the use of Microsoft Teams or Zoom, other interactive learning platforms may be used by lecturers to deliver lessons, including learning apps such as Quizlet. The same expectations for behaviour apply. All serious safety incidents involving technology should be logged and sent to the Registrar or Dean at the earliest opportunity. Any suspected online risk or infringement should be reported to the designated safeguarding lead on the same day. Where a student breaches any of the college rules regarding acceptable use of technology, the Dean will apply any sanction which is appropriate and proportionate to the breach in accordance with the College's Behaviour Policy.

5.Feedback and Further Information

Birmingham Christian College welcomes all constructive feedback on this and any other college policy.