OXFORD CATALYST

Guidance for online learning

Alongside residential summer courses, Oxford Catalyst offers online lessons and workshops via video calls to students:
- who have agreed to follow the guidelines set out in this document
- whose parents have returned an online teaching consent form
- whose parents have agreed to ensure their child's safety and wellbeing during a remote lesson (as outlined in this document)

In the event that a teacher, student or parent has safeguarding concerns, they should contact Oxford Catalyst Director and Safeguarding Lead, Alex Elliott (alex@oxfordcatalyst.com).

Please read through this document carefully with your child so that they understand how their online lessons will work, and to ensure that lessons are delivered safely and securely.

Advice for Oxford Catalyst parents/guardians and students

The following advice is designed to ensure we maintain a safe and effective online teaching environment:
- It is preferred that teaching and learning online takes place in a quiet, communal area in the home, ideally with a plain, non-distracting background. If this is not possible, we may ask your child to use a virtual background.
- Lessons will be arranged between Oxford Catalyst staff and parents of students using the email address submitted via the online application form.
- Staff and students must be appropriately dressed for the lesson, as they would for a lesson in a classroom (i.e. not in excessively informal attire such as pyjamas). It is also important that anyone who may be visible in the background during lessons is also dressed appropriately.
- Staff and students should be respectful at all times and avoid offensive language. This also applies to anyone in the background who students may be able to hear.
- As in a real classroom, if advice about behaviour and clothing is not followed, it may be necessary to take further action by, for example, removing a student from the class.
- Where possible students should wear headsets with microphones to ensure best quality communication with the class.
- As per our Safeguarding and Communications policies we do not allow communication between students and staff via social media, personal email, text messaging, gaming or other app platforms.
- Staff will act as the "host" for all lessons on Zoom, and students will then join via their parent/guardian email.
- All online sessions will be recorded for safeguarding purposes. Recordings may also be used by Oxford Catalyst for marketing and teacher training purposes and will be

stored securely and used only in accordance with the Oxford Catalyst Privacy Policy.
- Online lessons must not be recorded by students, nor should any photographs or screen shots be taken by students during the class.
- There are some security risks posed by Zoom and there have been reports of unauthorised disruption to Zoom meetings, known as 'Zoom bombings.' For this reason, passwords will be built into the Zoom links that are sent out from Oxford Catalyst. It is vital that these links are not shared with anyone other than intended participants.
- While teachers will take all necessary measures to ensure a safe online learning space, parents/guardians will be responsible for their child's safety and wellbeing during a remote lesson
- If you have any immediate questions or concerns, please contact Alex Elliott by emailing alex@oxfordcatalyst.com

Getting started

Joining a lesson on Zoom is very straightforward. Students can access the class simply by clicking on the link that Oxford Catalyst will send to the parental email address submitted via the online sign-up form. This will open a browser and from there we recommend you download the 'Zoom Client' if it is not already installed or if it is it will ask you to launch the Zoom call by clicking on 'Open zoom.us', which you should do.

Just before the lesson…

- Make sure you are set up correctly and ready for your first class by clicking on the Zoom link at least 10 minutes before your first class starts (we will be online to help from 30 minutes before the first class)
- Make sure your device is plugged in or fully charged
- Ensure the camera is positioned in an appropriate way for the lesson. Please ensure the student is clearly visible and try and avoid having a bright background (eg a sunny window) as it will make you appear as a silhouette
- Make sure you have a pen or pencil to write with and something to write on
- If you do not have a fast broadband connection, it may help to ask that other people in your household do not use the internet for anything that uses a lot of the bandwidth for the duration of your lesson.

Technical specifications

Classes will run best if the Zoom Desktop client is used. The below minimum specifications will ensure all class features are accessible.
Using windows:
- Zoom Desktop Client for PC, version **4.6.4 (17383.0119)** or higher
- Windows 7, 8, or 10 (64-bit)
- Supported processors (720p video)
  - **Intel i5, i7, i9** - 2 cores or higher, gen 6 or higher, except atom and y series

Using Mac:

- Zoom Desktop Client for Mac, version **4.6.4 (17383.0119)** or higher
- macOS 10.9 or later

- Supported processors (720p video)
  - **Intel i5, i7, i9, Xeon** - 4 cores or higher
  - **Intel i7, i9, Xeon** - 2 cores, gen 4 or higher
  - **Intel i5** - 2 cores, gen 6 or higher, and macOS 10.14 or higher
  - **Other Intel processors** - 6 cores or higher, except atom and y series
  - **Non-Intel processors** - 8 cores or higher

Advice for Oxford Catalyst teaching staff

Please adhere to the following advice to ensure a safe remote teaching environment:
- Staff should not use their personal Zoom account for teaching classes
- Staff should act as the "host" for all lessons on Zoom, using an Oxford Catalyst account, and students will then join via their parent/guardian email.
- Staff should ensure that the students in their class match the list provided by Oxford Catalyst for that session.
- As per our Safeguarding and Communications policies, we do not allow communication between students and staff via social media, personal email, text messaging, gaming or other app platforms. Therefore, staff should not accept contact requests sent to any accounts of the kind from students.
- Staff should choose an appropriate, quiet, still, non-distracting space from which to teach. If that is not possible, please use an Oxford Catalyst virtual background for the duration of the lesson.
- If staff need to send emails to parents or students they should cc info@oxfordcatalyst.com
- Groups emails to classes should not be sent by teachers - group emails will be sent from info@oxfordcatalyst.com where needed, using BCC for parent's email addresses in order to protect personal information according to our privacy policy.
- Staff must be appropriately dressed for the lesson, and act in a professional manner when using Zoom to teach online.
- Parents and students have been advised that students should not wear excessively informal attire. Please refer to the teacher's pack for details of measures to take if this guideline is ignored.
- Parents and students have also been advised that students should be respectful to the teacher and other members of the class at all time and not use offensive language. Please refer to the teacher's pack for details of measures to take if this guideline is ignored.
- All online sessions must be recorded through Zoom for safeguarding purposes. Recordings and screenshots of online classes may also be used by Oxford Catalyst for marketing and teacher training purposes and will be stored securely and used only in accordance with the Oxford Catalyst Privacy Policy.
- Online lessons must not be recorded on a personal device.
- There are some security risks posed by Zoom and there have been a few reports of unauthorised disruption to Zoom meetings, known as 'Zoom bombings.' For this reason, passwords will be built into the Zoom links that are sent out from Oxford Catalyst. It is vital that these links are not shared with anyone other than intended participants.
- If you have any immediate questions or concerns, please contact Alex Elliott by emailing alex@oxfordcatalyst.com

Oxford Catalyst, May 2020