

**VITTORIA INTERNATIONAL UPPER SECONDARY SCHOOL**  
**NOTICE ON THE USE OF THE EDUCATIONAL SERVICE DURING SUSPENSION FOR COVID19**

**PREMISE**

Due to the health emergency related to the spread of COVID-19, and in compliance with the regional and national provisions that established the suspension of on-site teaching activities, starting from March 2020 the School has launched the online teaching service through the use of the Teams platform to guarantee students access to and evaluation of training activities, thus making up for the impossibility of supplying the didactic service on site. Based on what is described in the introduction, the School has established the following **Notice on the use of the DL service**, to which all those involved (Headmaster, teachers, students and parents of underage students) must comply.

**General consideration**

This Notice, from a legal and administrative point of view, is inspired and promoted by the directives of the Ministry of Education and makes constant reference to the current legislation specific to the sector.

The rules contained therein remind users on the correct use of the network infrastructures, the improper use of which can generate problems both from an educational point of view as well as that of respecting privacy regulations.

In this sense, it also represents an educational/training opportunity aimed at encouraging a conscious and critical use of information technologies, with due competence, according to the different degrees of use.

This Notice is an integral part of the Institute Regulations. It is brought to the attention and shared with students, parents and all school staff.

Those involved (teachers, ATA, students and parents) are also informed of the fact that, during the activation period of the DL, this Notice may be subject to revisions which will be promptly communicated.

Having read this Notice and any subsequent updates constitutes, for all legal purposes, regular acceptance.

The Notice defines: a) the rules relating to the use of online teaching by the various subjects operating in the Institute (teachers, students, parents); b) the rules regarding access to services made available on the platform (teachers, students, ATA staff) and on networked computers (ATA staff); c) the rules regarding the guarantees for the protection of privacy in the use of these tools (all).

Art. 1)

**Rules of use**

- The School's DL system consists of the interaction between:
  - a) didactic interventions delivered in *synchronous mode* (video-lesson),
  - b) activities provided and used in *asynchronous mode* (sharing of teaching materials/contents), supplemented by
  - c) adequate systems of learning verification for students and tracking of active participation;
- Distance learning (DL) replaces all training activities carried out in person starting from Monday 12 October 2020 for quarantine suspensions (individual and/or class), as well as in the event of new lockdowns following specific provisions for the containment of the virus;
- The regulations and policies signed by families, students (over the age of 14) and teachers, attached to the enrollment/attendance contracts, remain in force throughout the period of suspension of on-site activities;
- The video lessons are offered exclusively in live mode. In this sense, the presence of students is to be considered valid and accepted only live, following a formal roll call by each teacher at the start of the lesson. Teachers will take care to inform the didactic secretary about absences and to note them on the Managebac electronic register;
- The lessons in live mode, the teaching materials and the contents (files, images, videos, exercises, etc.) made available by the teachers are intended only for registered students and are to be used exclusively for

educational purposes. Therefore, any form of redistribution and online publication through any channel and by any means is prohibited (any violation will be prosecuted in accordance with the law).

Art. 2)

### **Frequency Rules**

For students enrolled in the School, during the suspension of on-site lessons for individual/class quarantine and/or in the event of new lockdowns, participation in the DL constitutes a curricular obligation equivalent to the obligation of attendance.

Special and proven situations may be exceptions, due to serious technical and/or physical impediments, which must be self-certified and sent in writing to the didactic secretary ([infovis@vittoriaweb.it](mailto:infovis@vittoriaweb.it)) within two working days from the school's notification of service activation. For these exceptional cases, any recovery activities/tutoring in presence may be evaluated by the Class Council after the reopening of the on-site class.

Art. 3)

### **Guidelines for teachers**

In carrying out online teaching, teachers must comply with the following indications:

- review and remodel the didactic planning of one's own subject on the basis of the new online mode and collaborate with the didactic coordinators and secretary to guarantee students, through a balanced distribution of attendance commitments and independent workload, the achievement of expected training goals;
- obtain information/updates on issues relating to security in the use of digital technologies and the Internet, respecting and enforcing this Notice and the Institute Regulations;
- collaborate so that students understand the opportunities offered by the digital methods and follow the rules to prevent and combat the incorrect and dangerous use of the technologies used;
- ensure that communications to students and parents are carried out in compliance with the code of professional conduct and carried out through official channels (electronic register, website, institutional e-mail box), for which the service providers guarantee the processing of personal data as per the GDPR. This guarantee cannot be ensured in the case of the use of other communication channels (WhatsApp, social media, etc.), whose use is therefore not recommended;
- ensure the confidentiality of personal and sensitive data processed in accordance with the current legislation and the information on the processing of personal data signed at the beginning of the school year and attached to the employment/assignment contract;
- participate in meetings of the Collegial Bodies or in the planning committees, called by the Director and/or the Didactic Coordinator and, in case of absence, justify such absence;
- report to the Headmaster and the Cyberbullying Referent any abuse detected against students also in relation to the use of the platform;
- report all didactic, attendance/absence and evaluation information on the Managebac electronic register regularly, to ensure timely and transparent communication to families and students;
- make themselves available to communicate individually with parents, in case of difficulties, needs expressed by students, non-compliance with regulations, etc., through the institutional channels;
- take care to officially close the connection at the end of each live lesson session.

Art. 4)

### **Guidelines for students**

It should be noted that the Teams platform represents in all respects a workplace/study place and not a private social network.

The teachers are the only persons entitled to create and manage teams in the manner deemed most appropriate for the teaching activity within their competence. Students can create study teams only with the authorization of their didactic coordinator (Prof.ssa Gutowitz) who will promptly inform the ICT administrators. Use breakout groups for in class study groups.

Unauthorized teams will be removed from the platform.

In using online teaching, students must comply with the following *general indications*:

- ensure that the documents returned to the teachers are produced according to the specific requests and uploaded on the DL platform within the established deadline;
- use digital intellectual products (photos, videos, eBooks, etc.) in compliance with copyright or Creative Commons licenses that grant their use;
- not to share personal data that can allow identification;
- not to publish and/or share unauthorized and/or compromising photos, images, video recordings;
- not to use messaging applications, social networks and blogs to publish, share or, in general, post comments or opinions offensive to the dignity of others.

During the live lessons (synchronous interventions) the students undertake to act responsibly, avoiding identity swaps and using other people's devices.

Participation in synchronous activities is subject to the same rules that determine good coexistence in the classroom:

- comply with the smoking ban and the extended ban on the use of electronic cigarettes;
- regularly participate to the lesson, respecting the schedules and notifying the teacher of any abandonment, even when temporary;
- be in places that guarantee an adequate didactic context, hold a respectful attitude and use clothing that are appropriate to a place of study and work;
- keep your video camera switched on for the duration of the lesson;
- if not called to respond verbally by the teacher, keep your microphone off;
- not to view sites/apps/materials not indicated or authorized by teachers for research or digital production;
- observe correct behavior towards fellow students (e.g. it is forbidden to activate/deactivate the microphone and video camera of other users, remove users from the video-lesson);
- do not use devices that are not relevant to the lesson, and do not take photos or video recordings unless authorized for didactic purposes by the teacher;
- take care to officially close the connection at the end of each live lesson session.

Art. 5)

#### **Guidelines for parents**

During the online teaching service, the school requires the collaboration of parents in supervising the activities of their children, following the following general guidelines:

- collaborate with the educational school community on the conscientious use of distance learning and in compliance with the regulations in force;
- promote good educational practices for the correct use of digital technologies and the network;
- monitor and activate parental control against non-certified websites (games, betting, deep web), social media, etc., which may compromise the well-being of the children or their companions or friends;
- consult the electronic register regularly (attendance/absence trend; assessments) and raise awareness among the children on the importance of fulfilling the assigned tasks.

Art. 6)

#### **Guidelines for ATA personnel**

The staff in charge of teaching coordination, secretarial and technical support functions, during the suspension of on-site teaching activities, work from home to ensure the maintenance of an efficient communication channel and assistance for students, families and teachers.

If the school is closed, the switchboard will be automatically redirected to SIM cards and it will always be possible to speak verbally with the secretarial operators.

For VITTORIA INTERNATIONAL SCHOOL the functions covered, and the relative contact details are as follows:

Chair	Prof. Marcella Margaria Bodo - marcella.bodo@vittoriaweb.it
Didactic Coordinator	Prof. Deborah Gutowitz - deborah.gutowitz@vittoriaweb.it

Didactic Secretary	Mrs. Francesca Epiceno - <a href="mailto:infovis@vittoriaweb.it">infovis@vittoriaweb.it</a> (hours 8.30-13.00 and 13.30-16.30)
Administration	Mrs. Martina Piazza - <a href="mailto:amministrazione@vittoriaweb.it">amministrazione@vittoriaweb.it</a> (hours 8.30-12.30 and 14.00-16.30)
Platform Manager	Prof. Mauro Pistoï - <a href="mailto:mauro.pistoï@tuttoeuropa.it">mauro.pistoï@tuttoeuropa.it</a>
Technical support	Dr. Gabriele Poli - <a href="mailto:gabriele.poli@vittoriaweb.it">gabriele.poli@vittoriaweb.it</a>
Cyberbullying contact person	Prof.ssa Alessandra Murray - <a href="mailto:alessandra.murray@vittoriaweb.it">alessandra.murray@vittoriaweb.it</a>
COVID contact persons	Prof. Ivano Leccia - <a href="mailto:ivano.leccia@vittoriaweb.it">ivano.leccia@vittoriaweb.it</a> Giulia Corrente - <a href="mailto:giulia.corrente@vittoriaweb.it">giulia.corrente@vittoriaweb.it</a>

Art. 7)

#### **Strategies of the School to guarantee the safety of teaching technologies and the protection of personal data**

The Headmaster, through the technical support of ICT administrators, monitors and tracks everything that happens within the platform; it follows that at any time, upon notification by the teachers/parents, the School is able to identify critical issues and possible violations of this Notice, and apply sanctions. The School can check the correct use of the platform, assuming that it is the legal duty of the user (or family in the case of underage students) to monitor the correct conduct while using the online teaching service.

Specifically, all users of the services are aware that:

- the platform is periodically checked by the ICT managers;
- any attempt to register or download lessons by a teacher, a student, or any member is automatically detected by the system, thus making the offender's identification immediate. The Manager, or the Didactic Coordinator, reserve the right to authorize the recording, publication and sharing of audio/video materials, if this is necessary for the carrying out of the didactic activities;
- the School stores the traffic patterns on the platform.

Art 8)

#### **Sanctions**

The School reserves the right to apply sanctions against any transgressions of this Notice, according to the following methods:

- in the case of its employees: disciplinary measures in accordance with the applied CCNL; reporting to the competent authorities;
- towards collaborators and/or consultants: suspension from office; reporting to the competent authorities;
- towards students, in addition to reporting (if applicable) to the competent authorities, the applicable sanctions range from the removal of the transgressor from the current lesson (with consequent counting of the absence for the entire lesson from which the student has been removed), up to the suspension of the license to use the platform for a number of working days between 3 and 5, depending on the extent of the violation committed and at the discretion of the Class Council.

Non-compliant behavior may also influence the vote of conduct (*Citizenship*).

Art. 9)

#### **Suitability requirements of the premises used for teaching activities**

During the suspension of on-site teaching activities, the use of the DL platform may take place in any location freely chosen, except for public places or places open to the public.

Not carrying out the activities within the school premises (in possession of all the hygiene and safety certifications required by law), teachers, students and ATA staff must undertake to comply with the minimum requirements of suitability of private premises used for work/teaching activities, in compliance with INAIL directives, in the following aspects:

- habitability of the premises;
- compliance of electrical and heating systems;
- availability of a room that is maintained in conditions of adequate hygiene, such as to guarantee an exchange of air, and equipped with adequate natural and/or artificial brightness, to minimize reflections on the screen;

→ availability of a table that is spacious enough for a laptop and any paper documentation for consultations, and a seat that ensures a correct posture.

Marcella Margaria Bodo - Headmaster

Guido Bodo - Legal representative