{code club} / AOTEAROA

Moving online! Support with digital learning during Covid-19.

Code Club Aotearoa are pleased to be able to offer support to teachers, leaders and volunteers during this time of transition to the virtual classroom.

We feel it's crucial to continue to support our students in their learning and moving the lessons to an online platform allows us to demonstrate the importance of digital technology and how it shapes the future of education and work. We want to show initiative and model to others how education can be just as effective when done remotely.

We have put together a guide that gives you advice on how to organise an online club that is safe and fun and helps young people continue to learn from home. We've put this together based on feedback and ideas from leaders, volunteers and educators in our community and we'll continue to update as needed.

Safeguarding:

Across all activities that Code Club Aotearoa supports, we have a firm commitment to safeguarding. We believe we all have a responsibility to promote the welfare of children and young people and to keep them safe. Please refer to the [Code Club World's Code Of Behaviour](#) found at the bottom of our resources page for more information. The Code Of Behaviour applies to both online activities and face to face meetups.

We recommend also doing the following:
- Ensure that young people have their parents consent to take part in the online session
- A parent or other adult should be present in the house during the online session
- Encourage children to participate in the session from an open area of the house or room with the door open
- It is OK to use webcams during the session, but make everybody aware that they are not allowed to record or take screenshots of the session

- Make sure your background space is child friendly and that nothing inappropriate is on display
- Be sure to triple check any videos or files you want to share are the correct ones and that no personal details are available
- Do not share personal details with learners over any communication tool

How to choose the right online tool:

There are lots of different online tools available to host online club sessions, and they vary in functionality, cost and usability. If your learners are below the age of 13, then almost all online tools will require their parents to sign in on their behalf or authorise their accounts.
When you choose it's important to keep in mind whether or not the tool requires an online account to access. For most collaboration tools where an account is required, like google hangouts, account holders need to be at least 13.

Data protection and security:

You are responsible for the personal data you collect so please ensure you continue to follow the principles of data protection that apply in New Zealand. When choosing between different online tools, make sure you read both the security and privacy policies of the companies providing the different tools. If available, create private groups and protect sessions with a password and only invite people to join who are part of your club. Use the 'waiting room' feature to control the admittance of guests.

Communication with students, parents and volunteers:

Let parents and volunteers know your session will be held online and refer them to the [Code Club World's Code Of Behaviour](#). Share the link to your online session and any instructions needed to join. You could also share what you are planning for your students to work on and include any relevant links, online projects or learning materials they may need. We have sample text for your initial email about moving to online sessions [here](#).

Designing your session:

Before you announce your online session, design the structure and prepare your materials. We recommend the session last between 60 and 90 minutes. Please see the RaspberryPi foundations [session structure template](#) for more guidance.

Think about the structure of your session:

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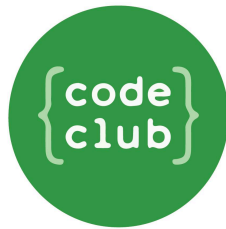www.codeclub.nz

- Let attendees know in advance what you are planning for them to work on
- Remind all participants about the Code Of Conduct and behaviour expected, such as no taking screenshots or private messaging
- Decide if you want to divide learners in any way - by age, programming language or level of support needed. Some tools video conferencing tools have the ability to create separate breakout rooms to accommodate different groups
- Make sure you can facilitate a showcase at the end so that all learners can show of their work if they feel comfortable doing so

We have outlined the recommended steps for leaders and teachers to move their clubs online below using zoom as an example:

1. As the leader, decide on the online video tool you will use to deliver the club sessions. You need to consider that some children may not have an email address and for this reason we recommend Zoom. Users (students) don't require an account to join the video call and it's free for sessions lasting up to 40 minutes. (If you go over the allotted time, students are able to rejoin by clicking the invite link again.) All you need to do is sign up, confirm your email address from your inbox and create an account. You will be asked to invite your colleagues, but feel free to skip this step. Select 'schedule a meeting' from the top right, fill out the form and press save. The last step is to copy and paste the link to the meeting. See screenshots below for reference to all of the above.

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name@domain.com

name@domain.com

name@domain.com

Add another email

I'm not a robot
reCAPTCHA
Privacy - Terms

Invite   Skip this step

SCHEDULE A MEETING   JOIN A MEETING   HOST.

3   Test Meeting

art your test meeting.

llent! Now it's time to start meeting.

r personal meeting url:

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic   Online Lesson

Description (Optional)   Scratch Project One

When   03/25/2020   1:00   PM

Duration   1   hr   0   min

Time Zone   (GMT+13:00) Auckland, Wellington

☑ Recurring meeting   Every week on Wed, 10 occurrence(s)

Recurrence   Weekly

Repeat every   1   week

Occurs on   ☐ Sun ☐ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat

End date   ○ By 05/05/2020   ◉ After 10   occurrences

Meeting Password   ☐ Require meeting password

Please note club session days and times do not need to change.

2. As a club leader log into your Code Club account [here](#)

3. Click on the name of the club you lead

4. Click the sessions tab, then manage, followed by edit

5. Scroll down to find the Info (Free text field displayed in advert) text box.

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6. Add your previously copied 'join URL' to the text box with a friendly message and this will appear on your public Code Club page which parents can access. The link for your public Code Club page is available in the club details section next to short code. You will need to go back to your dashboard, select your club, right click the hyperlink symbol, copy this link and include it in your email out to your club community.

Your public Code Club profile on the [Find a Club](#) page will look like this:

Now children will be able to join the club session remotely! The day and time should remain the same unless you need to change it, which you can do from your dashboard. If you're good to go just log in to your zoom account, select meeting from the side bar and click 'start' next to the meeting for that day.

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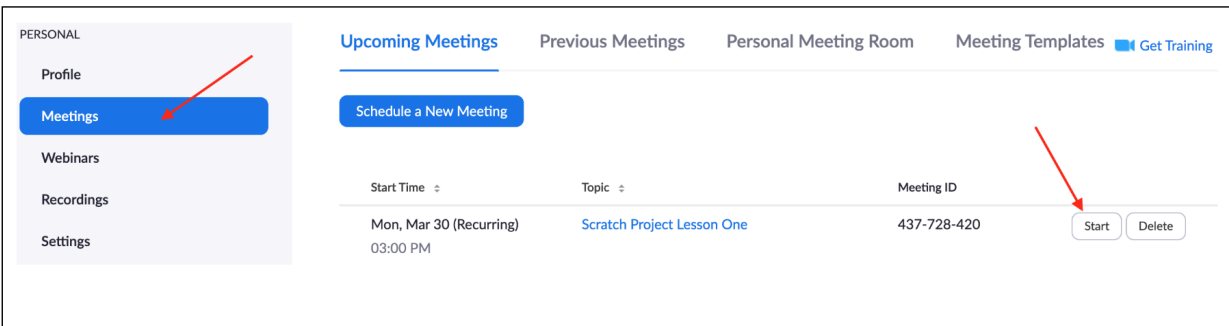
7. Moving online removes the barriers around access to devices within physical clubs. Please consider opening your club up to accepting new students, not only from within your school but also the wider community. Many teachers and parents will be looking for engaging online content, this is a great opportunity to use the power of the web for good.

8. Communicate with your club. We've got some sample text you can copy here. You can use the Send Email tab from the club's profile in your Dashboard. Select all the checkboxes so everyone associated with your club is aware. If parents never registered their children to your club via the website, now is a good time to ask them to do this.
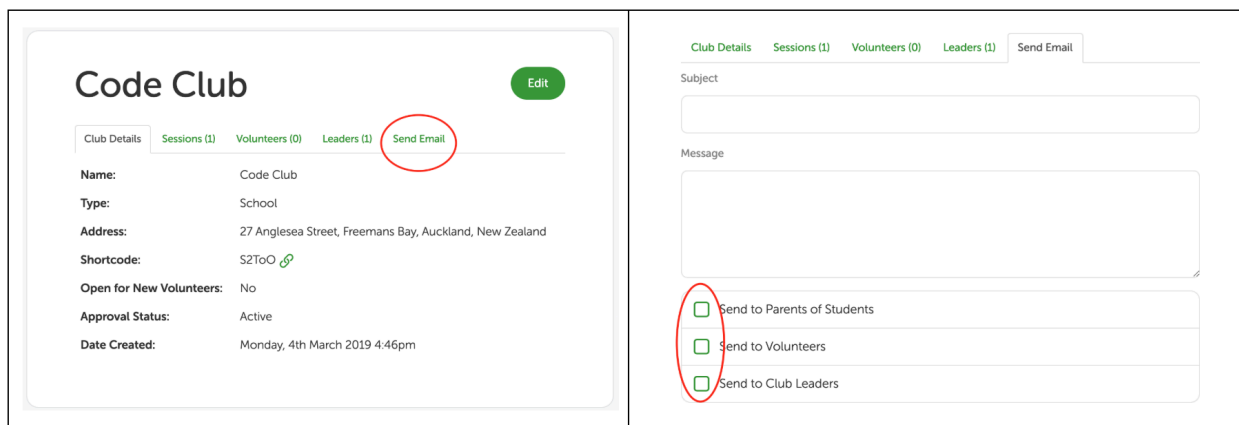
Recommended steps for parents:

If you don't hear from the leader of your child's club, please contact them by navigating to the Find a Club page, locating your club and using the contact club pop up.

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Support is available from Code Club Aotearoa staff, please email us. If you'd like to chat through things over the phone please ask for our number in your first email and we'll be happy to arrange a call.

If your child's club isn't moving online and you have the time to go through the projects with your child, please visit our projects page to get started. To login to your child's Scratch account please visit the website and select login.

We know there will be a few wrinkles to iron out getting your club online as many students have never participated in remote learning before. Be patient but be assured that you are taking the best step to maintain the safety of your students while continuing to support their learning. Also know you are leading the way, this will not be a permanent change but it is a great chance to model to schools and parents the viability of online learning. Thank you for working with us on this.

Ngā mihi,

The Code Club Aotearoa team