

WHAT TO EXPECT

Communication from your Teachers

Teachers will all use Microsoft Teams to schedule learning tasks, projects and live virtual lessons for you. You will be expected to log into your Form class Team by 8.30am every morning to have your attendance recorded. You will need to then check all your other class Teams to see the tasks that have been set by your teachers, and which classes have live lessons scheduled.

It is very important that you attend your live video conference lessons, as this is your opportunity to have direct contact with your teacher. It is also essential that you complete all tasks to the best of your abilities and meet deadlines that are set. You should expect the usual email protocols to apply; your teachers may take 24-48 hours to respond as they have multiple students and classes to work with, but you will usually hear back from them sooner than this.

Learning Tasks

Your teachers will use Teams as the primary platform, but may also utilise some other apps and programs with which you will be familiar. Not all teachers will run their learning activities in exactly the same way, so it is important that you reach out via email to ask questions if you are unsure. You can, however, expect that every task will be listed on Teams. Always refer to Teams to view what you need to do during the day.

EXPECTATIONS OF STUDENTS

Video Conferencing Etiquette

Students across the school will be able to access live video conferencing with their teachers.

You will be expected to adhere to the following etiquette rules for engaging in video conferencing:

- Be appropriately dressed in casual wear that would be of a standard for a free dress day at school for engaging in conferencing with teachers and peers.
- Avoid eating and drinking when participating in calls; you should be focused on the learning and discussion, and just as you would not eat and drink in class, you should avoid this when engaging remotely
- Be polite and respectful to peers and teachers - a video conferencing call may seem more casual, but student engagement and communication will be expected to meet the same high standards as face-to-face interactions would at school
- Notify your teacher if you are unable to participate - just as you would be expected to let a teacher know if you are unable to attend a class or activity, the same will be

expected for video conferencing (unless there is a known issue around network access). Attendance and participation will be recorded

- Locating yourself appropriately - finding a relatively quiet space will enable you to focus on engaging with your teacher and peers. This also means tidying your personal space if you need to use your own room
- Be aware that your teacher is likely to record video conferencing sessions; if you have a concern about this, please alert them before participating

General Digital Etiquette

- Don't expect instant responses from peers or teachers; in these circumstances, they may have other responsibilities that they need to attend to
- Be mindful of giving personal space and being understanding that your teachers are juggling supporting many students remotely; you may need to wait a little while for a response, and cannot reasonably expect responses outside of normal school hours
- Be a good Digital Citizen; treat others with respect, kindness and consideration

Online Safety

- Don't accept invitations to join digital platforms or groups unless you recognise your teacher's email address
- If you experience any kind of online bullying or negative behaviour, don't hesitate to reach out to your Form teacher - they will be happy to help follow up. Provide a screenshot if you can
- Ensure that you don't post your own personal details or those belonging to others online in any forum

Digital Content Rules

- Never share content from your teachers on social media or outside of the School; this content does not belong to you, and you are required to respect the privacy of teachers creating content for your use
- Respect content shared with you by your peers; do not share outside of your designated classroom digital space, even within school

ONLINE LEARNING SUGGESTIONS

Establish a Routine

Start to establish a routine as soon as you can. This will help you to adjust and keep up with your learning workload. Start by checking Teams to see what is scheduled for the day. Your teachers will try to keep to the timetable wherever possible. It's a great idea to make use of a diary or even to write a schedule each morning; take note of any scheduled video conferences as these are live; you can always fit other tasks around these to suit your preference. Prioritise your live lessons as you can always fit other tasks around these to suit your preference.

Use Good Digital Work Habits

Avoid emailing files to your teacher, who will likely have a huge volume of emails from students; instead, upload your file to OneDrive and send the teacher the link. Keep your content organised in your OneDrive, saving things to the correct folders as soon as possible. This will help you to remain organised and on top of your workload and will make the transition back to school easy.

TAKE CARE OF YOURSELF

Find a Balance

Once you've worked out your routine, make sure that you build in time to move away from your screen and your school work. Whilst you'll need to keep on top of your learning, you also need to take care of your wellbeing and find time to switch off and engage in leisure activities. Try to avoid further screen time, if you can, and make some time to go outside and get some fresh air and activity as much as possible.

Connect with Your Peers

Stay connected with your peers however you see fit; give them a call, stay in contact via social media (with parental permission) or schedule a video chat with a group of friends. Remember that they're in the same position as you, which can be a comfort if you're finding remote learning a challenge for any reason.

Reach Out for Support

Your teachers will be more than happy to help if you're starting to feel overwhelmed or are struggling to manage in this new situation. It's normal to feel uncomfortable and being relatively isolated from your peers can have an impact on your wellbeing. Reach out to your parents or peers for support as well.

FREQUENTLY ASKED QUESTIONS

How will attendance be taken each day while I am working from home?

You will need to sign into your form class at the normal time each morning (8:30am) so that the roll can be taken, and this information can be sent to Student Services by your form teacher. An automated text message will be sent to your parents if you have not signed in for your online learning.

What will my lessons look like?

Some lessons you will simply be assigned work to complete in Teams. Other days, your teachers will upload video lectures or PowerPoint tutorials for you to view. At least once per week for your core subjects or Year 11 and 12 courses, you will participate in a 'live virtual lesson' online.

When will my lessons occur?

Even though you are working from home, you are expected to work on subjects according to **your usual timetable**, unless there is an elective that has no work assigned or you have completed the day's assigned work. This will help ensure you spend the required time working on each of your subjects during the day. It will also help prevent your 'live virtual lessons' from clashing.

What do I do if I have an elective on my timetable, but no work has been assigned for that class?

This will be a perfect opportunity to catch up on some work for another subject: work on an assignment, complete some Cornell Notes to prepare for an upcoming assessment, complete a workout from the Phys Ed Team, read a book or take a break.

How will I know when I have 'live virtual' lessons scheduled?

Your teacher will make a note on your Team under the 'posts' tab. Check each of your class Teams every morning by 8:30am to see which live virtual lessons are scheduled for that day.

What do I do if I have trouble accessing my classes on Teams?

Email your class teacher immediately so that the issue can be addressed as soon as possible.

How will teachers know if I do my work?

Teachers will be checking in from time to time to ensure work is being completed. You need to keep up to the best of your ability. If work is not done, teachers will notify your parents. If you consistently fail to do your work, steps will be issued. Your parents will also regularly check that you are completing your work daily to ensure you are progressing with your learning.

I usually have an EA help me with my lessons. What about the next few weeks?

If you have a diagnosed learning need, your usual EA will arrange a time to check in with you on a regular basis.

I feel self-conscious on camera. Do I need to be seen?

When engaging in a virtual class online, you **must** disengage your video so that you can't see other students. Only the teacher should be visible, unless the lesson requires a student to be seen and the student is invited to activate his/her camera by the teacher.

Will I need to wear my uniform for 'live virtual lessons'?

No. But every student needs to wear clothing that keeps the learning environment safe for everyone. This means that you are expected to wear casual clothing that does not contain any offensive logos or writing. Clothing must be modest and should be of such a standard that it could be worn to school on a free dress day.

Won't 25 kids in a virtual lesson be difficult to manage?

If you attend a "live virtual lesson" you are expected to engage in the lesson, but only speak if called upon by the teacher as per normal class rules.

How will teachers stop everyone from talking over the top of each other?

Your microphones will be defaulted to mute and will be unmuted by the teacher if she/he call for a response from you.

I find it distracting when students have written chats on the Team when lessons are happening. How can this be avoided?

You should only write questions for the teacher on Team chats under the 'Posts' tab. All writing should be related to the lesson. This will help prevent everyone from becoming distracted and make it easier to locate important information. It will be frustrating if important teacher posts are 'drowned out' by social chatter.

What if students ignore the teacher and do the wrong thing?

Students who fail to follow a teacher direction in a timely manner, do not follow the above advice or disrupt live video lessons will be dealt with in the same manner as in the classroom.

- In the first instance, a student will be warned verbally and advised that their name is "on the board".
- If a student persists with unproductive behaviour, they will be given a second warning.
- If they continue to misbehave, they will be asked to leave the virtual lesson and the teacher will remove them from the virtual class and the student will receive a level.

Parents will be notified as soon as possible of any levels or major disruptions in the classroom as per normal.

What do I need to do at the end of a 'live video lesson'?

At the end of a virtual lesson, you will be asked to hang up. It is important that you hang up from the session immediately when instructed.

What happens if my internet fails during an online assessment?

Contact your teacher as soon as possible and parents are expected to email the class teacher indicating that you experienced technical difficulties. Your teacher will contact you to make alternative arrangements where possible.