Online Learning:

a guide for teachers, students, parents & carers

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1. Springwood High School Online Learning

1.1 In Term 2 as a managed return to school occurs, Springwood High School will be maintaining online learning for students in 7-10, who will not be at school every day. This is to enable continuity of education for our students during the managed return to full school operations (at a date to be determined). Some students in SY1 and SY2 may still be learning from home, subject to the approval of the principal, if personal circumstances do not allow them to return to school during the managed return of all students.

1.2 The Week A timetable will be the reference point for teachers working with students on their designated days of learning from home.

1.3 A student's timetable for Week A does not necessarily dictate when they should be completing their set work at home. Some students may wish to use their school timetable as a guide in structuring their day and lesson times. But students are able to set their own learning times to suit their individual and family circumstances and commitments, as well as their personal wellbeing.

1.4 Teachers will generally be 'online' in the chosen platform for activities and lessons (e.g. Google Classroom, Zoom) during their *normal Week A timetabled class period*. It is in these lesson times when the classroom teacher will endeavour to make themselves available for immediate communication. This means teachers will try to be online and ready to respond to messages and questions asked of them online.

1.5 Due to teacher commitments (other classes, meetings etc.), an immediate response may not be possible when communications are received by them outside of the timetabled lesson time. Teachers will try to respond, if possible, before the next lesson.

1.6 We are not expecting students to sit at their computers from 8.30 to 2.30 each day that they are not at school, working through each subject as per their timetable. We do**,** however, require students to complete and submit work set by the due date. Submitted work is very important to the feedback teachers will wish to give students. It will enable teachers to monitor students' learning engagement and participation, and to evaluate their learning progress.

1.7 There is no expectation that the number of hours spent on learning are consecutive hours or that the time spent on particular subjects is fixed to school 'bell times' and the time period allocated to the lesson on the

timetable. We recognise that personal and family circumstances do not necessarily allow this, and flexibility can be needed.

1.8 Regular breaks and physical activity are important each day. Students are advised to add these to their schedule each day. It is advisable that students take breaks every 20-30 minutes when working in a screen, resting their eyes, stretching their hands, muscles and joints – it is important to break up repetitive actions and static postures when working at a computer.

1.9 When or as required, any online face-to-face classes (video conferences) with students will be scheduled in timetabled lesson times so as to avoid 'timetabling clashes' between teachers and classes.

2. Accessing Work through *Google Classroom* – the online learning platform that is mostly used

2.1 Students will most typically access their work through *Goggle Classroom*. Once logged into the Department of Education's student portal, each online class that a student has will be visible to them. To access the classes after logging in to the portal, the student goes to these sections: Learning ⇨ G Suite ⇨ Classroom.

2.2 Online Learning Links and Resources.

Below is a screenshot of links and resources available on the school's website.

3. The Teacher

3.1 In the learning materials provided on *Google Classroom*, teachers will:

- provide relevant and purposeful learning experiences for students.

- provide clear instructions for students

- publish significant events (e.g. when online face-to-face sessions may be required)

- provide clear timelines for when tasks should be completed and/or submitted: a task submission is typically required from students once a week in each subject.

- provide meaningful feedback for submitted work

- have uploaded the week's work, with instructions and due date/s, so that students

    can, whenever possible, be somewhat flexible in allocating their work times.

3.2 Teachers will follow up with a student who is not participating or not applying themselves to their learning. If this occurs, parents will be contacted.

3.3 In this period of a managed return to school, completion of set learning tasks indicates that students are 'attending' and participating from their remote learning environment. Submitted work also enables teachers to formatively evaluate student learning progress.

3.4 Teachers will make alternative arrangements, e.g. preparing hardcopy packages of work, for those families with limited technology at home. Please contact the school to discuss such an arrangement when needed.

4. The Student

4.1 Students are to participate in the learning experiences provided by their teachers.

4.2 Students will typically access their subjects in *Google Classroom*. Other online platforms (ZOOM, Teams etc.) may be used depending on individual subject or activity requirements.

4.3 Students should **submit required learning tasks by the published due dates**.

4.4 Students need to communicate with their teachers if they are having difficulty with either their learning, or in the meeting of deadlines. Parents and carers may be of assistance here.

5. Wellbeing

5.1 Student wellbeing is of great importance. Each year group has a designated wellbeing Google Classroom run by their Year Adviser and supported by the Wellbeing Co-ordinator and the School Counsellors. Students can interact with their Year Adviser and peers, access information and participate in wellbeing activities.

Your child can join using the following wellbeing Google Classroom codes:

Year 7   z5glfhr   Year 8   vlrdncw   Year 9   qqpkrc5

Year 10 egxx66g   SY1   bgwunar   SY2   dyfpqbi

5.2 Students can request counselling support through the wellbeing Google Classrooms. They will find an online self-referral form they can download, fill in and email to our School Counsellors, Laura Hudswell or Alix Buckingham. The counsellors will make contact with all students who submit a form.

6. Communication

6.1 The school provides updates via Facebook, the website and email.

6.2 *Google Classroom* is the primary source of class learning activities. Students should regularly check *Google Classroom*.

6.3 Email communication can be used for families to contact the School. Please mark questions or matters relating to a specific subject as being for the attention of the relevant teacher or subject Head Teacher. Matters more generally related to participation, engagement and wellbeing — and not a specific subject — are best marked for the attention of the relevant Year Adviser.

7. Online Learning Etiquette

7.1 Expectations for personal conduct remain for the on-line classroom. The manner in which we interact and engage with others is to remain respectful and embrace personal responsibility for one's own safety and wellbeing, as well as that of others.

Students are expected to:

- be courteous and polite and respectful
- not use inappropriate or offensive language.

7.2 If using Video Conferencing with the classroom teacher, students are asked to:

- use these mediums only during set class times
- use the mute button unless directed otherwise
- be conscious of their dress and backdrop/background being seen by others
- communicate as they would in a regular classroom.

Respectful dress, appropriate learning spaces and courtesy are essential features of Online Learning.

8. Parents & Carers

8.1 Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents and carers, and school staff.

8.2 Parents and carers are asked to help keep students focussed on their learning by helping them to establish an appropriate space for online learning and good practices in personal organisation, health and safety (including ergonomics).

8.3 Parents and carers are asked to help keep students focussed on the behaviours that underpin safe, responsible and respectful use of digital devices and online services.

8.4 Parents and carers will assist and enhance their child's learning progress in the situation of 'home learning' by communicating with school staff in a timely manner when or as required, and doing so respectfully in a spirit of collaboration.