



26 March 2020

Dear Students

GENERAL ADVICE AND EXPECTATIONS ON REMOTE ONLINE LEARNING

As you know your term holidays began early on Tuesday March 24. Teachers have been using these four days to prepare for various eventualities, including the potential temporary closure of the physical school. At this stage we are not certain what Term 2 will bring for us, however if 'Remote Online Learning' is activated please be aware of the following:

TIMETABLES

Your timetable will continue as normal. It will be an expectation that you will be at your computer whenever you would normally have a timetabled class.

ATTENDANCE

At the beginning of the class all students will be expected to sign into SIMON forum for your subject class. When you make a post on SIMON subject/class forum it creates a time stamp for each individual member of the class. Teachers will use this information to complete an attendance roll on SIMON. Similar, to what currently happens, an SMS will be sent to parents when a student does not log in for a timetabled class. Information on how to access SIMON subject/class forum will be provided to students and families at the time of any closure.

LEARNING PLATFORM

All assessment tasks will be placed on SIMON and all assessment and feedback will continue to be communicated to students and parents via SIMON / PAM. For any classroom tasks teachers will use either SIMON Learning Areas or Google Classroom, but any Assessment Tasks will be on SIMON Learning Areas.

During scheduled timetabled classes, the method of communication may differ for different teachers. For some this might be via email, but for others this might take the form of, SIMON Forum, Learning Areas on SIMON, Google Classroom, Google Meet or Zoom.

THINGS TO CONSIDER

The following expectations will apply for students.

- Students should work in a shared space in their home where possible. Bedrooms should be avoided.
- Students will be required to wear their full winter college uniform. The purpose of this is to ensure that classroom learning whilst in the home environment, is consistent with classroom learning at school. By wearing the uniform, it is hoped that students will be in the mindset where they are ready and eager to learn. Families will be notified of uniform infringements via SMS as per the college uniform policy.
- Students should be respectful in all online spaces - to those who are sharing content with you. This is no different to when you are in class.
- Students should **not** expect one-on-one e-learning sessions with teachers. This is unmanageable in the long term and would create an unreasonable expectation for teachers.

Please ensure you continue to follow safe online behaviour. This includes:

- Ensuring sensitive documents or windows are closed before screen sharing
- Students may be asked at times to disable video and/or sound in Video Online sessions. Please follow these requests as you would normally follow requests from a teacher in a classroom.
- Students should remember to take breaks - plan to take the normal recess and lunchtime time to step away from the screen. The Health and PE Learning Area is working on an Active Movement and Challenge Program for Year 7 to 10 students. This is an optional program for students to follow at recess and lunch times.
- Online sessions can use a lot of battery on your laptop, you should connect your laptop to your charger for the majority of the day.

ICT SUPPORT

If you require IT support, please contact inttec@sjcmda.vic.edu.au. This will create a ticket in our system and allow Inttec to share the load and respond more effectively to your request.

NAPLAN

Please be aware the Australian and state governments have decided that NAPLAN testing will not proceed for 2020.

If you are unwell and unable to attend an online class, please ask your parents/guardians to contact the college as per normal procedure.

In the meantime, please stay well and safe. Further communication with you and your parents and guardians will occur via various methods, including SkoolBag, email and the school website.

Yours sincerely



Mr Greg Kluske

Deputy Principal Learning and Teaching