



15 February 2021

Dear Students

### **General Advice and Expectations on Remote Online Learning**

Teachers will be using Monday February 15 to ensure they are ready to begin remote learning at the commencement of Tuesday February 16. At this stage we are not certain how long remote learning will be in place for but please be aware of the following during any remote learning period:

#### **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, and that you log into your ZOOM session at the start of each lesson.

#### **ATTENDANCE**

At the beginning of each class all students will be expected to sign into the scheduled ZOOM session. Teachers will use ZOOM visuals to complete SIMON attendance rolls. Similar to what currently happens, an SMS will be sent to parents/guardians where a student has not logged into a timetabled online class session. If you are unwell and unable to attend an online class, please ask your parents/guardians to contact the college as per normal procedure.

#### **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. Classroom tasks may be distributed via SIMON or Google Classroom but all assessment tasks must go through SIMON. Teachers will be online and working with students during scheduled timetabled classes. It is an expectation that each timetabled class will begin with a ZOOM session. After the initial ZOOM login, the remainder of the lesson may take a number of formats. For many classes this will be Google Classroom or ZOOM but it may include email, SIMON forum, SIMON Learning Areas, Kahoots etc.

#### **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.
- Dress appropriately (students are expected to be in full summer college uniform, teachers are expected to be dressed professionally) to participate in video sessions when they occur.
- 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. Staff should not initiate one-on-one Google Meet/Zoom sessions with students. 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.
- 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@sjcnda.vic.edu.au](mailto:inttec@sjcnda.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. 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, SIMON, PAM and the college website.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'G Kluske', with a long horizontal flourish extending to the right.

**Mr Greg Kluske**

Deputy Principal Learning and Teaching