

Remote Learning Ready

Setting up school at home.
Our community comes together online.



Prepare to Succeed

- Wake up and get ready for a normal school day.
- Say 'G'day!' to your loved ones.
- At 8:30am, sign into SIMON.
- Stay organised. Make a list of everything you need to do each day.



Set the Scene

- Choose a quiet space in your home away from distractions.
- Let other members of the household know that you are online with teachers & students.
- Make sure you are not eating when online. Save the snacks for later.
- Make sure all pets are out of the room.
- Find a plain background ahead of time for all video sessions.



Respect Our Community

- Be respectful online as you would in class.
- Disable sound and video when asked during all video sessions.
- Close sensitive documents and windows before screen sharing.



Achieve Excellence

- Practise good time management.
- Work away from distractions.
- Consider using a blocking app to help sharpen your focus.
- Read and reply to emails promptly when not in class.
- Ask questions at the times provided.
- Submit all work on time.



Dress for Success

- Wear your full college uniform for all classes and sessions.
- Looking sharp leads to thinking sharp. That's why pyjamas and tracksuits are out.



Wellbeing Works

- Step away from the workspace for a few minutes after each subject.
- Get a change of scenery. Avoid spending the day in your bedroom.
- Take breaks at usual recess and lunch times.
- Eat healthily. Choose nutritious food during breaks and drink plenty of water.
- Stay alert. Get at least 8 hours of sleep per night.
- Exercise regularly: walks, jogging on the spot, be creative!
- Keep in contact with your friends after 'school'.



Assemble Your Tools

- Plug your laptop into a wall socket.
- Launch the apps you need before class starts.
- Always have a pen and paper ready.
- Use headphones responsibly.
- Keep your phone switched off and out of sight.



We're here for support

- If you require IT support, please contact inttec@sjcmda.vic.edu.au
- If you are unwell and unable to attend an online class, please ask your parents/guardians to contact the college as they would normally.
- Further communication with you and your parents will occur via various methods, including Skoolbag, email, SIMON, PAM and the school website.

Contact us on inttec@sjcmda.vic.edu.au | visit www.sjcmda.vic.edu.au