

21 April 2020

## Remote Learning Guidelines and Expectations for Parents & Students

### Parent responsibilities during remote learning

- Establish routines and expectations. The remote learning timings are **Monday to Friday** from **9:00 am – 3:00 pm**;
- Ensure your child **attends all scheduled lessons**. From Week 3, **attendance** will be taken for every lesson. Please notify the College when your child is absent, as absenteeism will be followed up;
- Set aside a **suitable space** for your child to work in;
- Ensure your child has all the **technological equipment** they need to engage in online learning (e.g. this might include a suitable device, earphones, microphone, USB, etc.);
- **Monitor communications** from your child's teachers;
- Take an **active role** in **supervising** and **helping** your child with their learning;
- **Parents must not attempt to communicate with a teacher when they are conducting a live class** via Microsoft Teams under any circumstances. Parents should **email** questions or concerns to their child's teacher or **send a SEQTA message**, where they can also **request a call back** when the teacher is available;
- Monitor how much **time** your child is spending **online**. **Teachers** will remind students to take short breaks **every 30-35 minutes**. **Parents** should ensure that their child is **not online continuously** throughout the day, i.e. during recess and lunch breaks and excessively after the learning time has ended;
- **Ensure your child behaves responsibly while online**:
  - a) Students **must not post anything** in their class chat groups, **unless instructed to do so by their teacher**. This includes posting emojis, pictures or anything in the chat feed that is unrelated to the learning or to the teacher's communications;
  - b) Students **must not use any of the functions** (i.e. chat, video, audio, share screen, etc.) in Microsoft Teams during class time **without the teacher's permission and/or in a way that causes disruption** to the teacher or other students **and/or that is in any way inappropriate**;

- c) Students **must not edit or delete** shared files on Microsoft Teams;
- d) Students must **be respectful** to and **expect respect** from other participants at all times;
- The College's **behaviour management procedures** still apply, even in the remote learning space. Any student found to be in breach of these guidelines or behaving inappropriately may be **excluded** from engaging in the live and interactive components of the learning program.

## Student responsibilities during remote learning

- From **Week 3 onward**, follow your **normal school timetable** (excluding Form class and Pastoral Care class), as well as the **new Term 2 remote learning 'bell' times** to connect, communicate and attend 'live' lessons with your teachers using Microsoft Teams;
- **Attendance** will be taken for **every scheduled lesson**;
- When instructed by your teacher or parent, **take breaks at the end of every 30 minute learning slot** to reduce your **screen time**;
- Ensure that during 'live' lessons your **video is switched off** and your **microphone is on mute**. **Focus** your attention on what **your teacher** is saying to you and the class and follow your teacher's instructions. Your teacher will inform you when to unmute your microphone;
- Complete all tasks **honestly** and do your **best work**;
- Do your best to meet **timelines, commitments, and due dates**;
- **Let your teachers know** if you cannot meet deadlines or you require additional support;
- **Behave responsibly while online:**
  - a) **Do not get diverted** by other websites, games or activities on your device during the scheduled learning time;
  - b) Make sure that **all communications with your teachers and peers is respectful**;
  - c) **Do not misuse the Microsoft Teams platform in any way**, including posting comments or pictures in your class chats that are not necessary, or use the video or audio functions in any manner that is disruptive, inappropriate or without your teacher's permission;
  - d) **Do not edit or delete shared files on Microsoft Teams**.
- You can be **excluded** from participating in live lessons on **Microsoft Teams**, if your online behaviour is deemed **unsatisfactory**.