





Guide to Online Learning for Students and Parents

We are committed to continuing high quality teaching and learning for the students of St Albans Secondary College. The success of online learning relies on a positive and proactive partnership between the College, parents and students.

LEARNING SPACE

	<ul style="list-style-type: none"> • Comfortable learning space with laptop/netbook elevated • An appropriate chair
	<ul style="list-style-type: none"> • Ensure devices are charged and connected to power and Wi-Fi
	<ul style="list-style-type: none"> • Have the necessary equipment and resources such as pens, pencils, text books, calculators, exercise books • Avoid distractions such as mobile phones whilst completing work
	<ul style="list-style-type: none"> • Stand and stretch regularly

LEARNING EXPECTATIONS:

- Lessons will be scheduled as per the timetable on Compass. Students need to be logged into Compass and ready learn at the lessons start time.
- Attendance and lateness will be recorded for each Lesson.
- Teachers will post instructions in the Compass Class News Feed.
- Lessons will run for 40 minutes or 80 minutes for a double lesson to allow to students sufficient time to be prepared for their next lesson.
- Students will participate actively in all aspects of the lesson as facilitated by their teacher.
- Students will communicate with their classroom teacher when they are unsure of a task.
- Students will access and submit work online by the due date.
- Work must be submitted in one of the following formats (PDF, Word, Excel, PowerPoint, RTF, CSV, or Google Suite).

STUDENT PROTOCOLS FOR THE USE OF VIRTUAL CLASSROOMS:

The following protocols have been developed to ensure online learning occurs in a safe and productive learning environment. Please read through the following and make sure you take the necessary steps to ensure you are ready for online learning.

- The school will be using Google Meet for online video learning. In most cases this will be through a Google classroom.
- You **must** upload your school photograph from Compass to your school Google classroom. If you do not have a Compass photograph, please contact your Year Level Coordinator. No cartoon or other graphic/photographic representations are to be used in place of your Compass photograph
- For all Google Meet video conferences, you must log into your stalbanssc.vic.edu.au account. No other Google accounts will be permitted to join video conferences.
- You must only join the Google Meet after the teacher has already joined the session.
- Your camera **must** be switched on during all video conferences. If you do not have access to a webcam you must contact your Year Level Coordinator. Until you have your camera fixed or replaced they must use their Compass photograph as their Google profile picture.
- If students fail to comply with the use of these requirements or behave inappropriately they will be given a warning and then removed from the video conference. Year level coordinators will also be informed.

- If students need help to get their cameras fixed or need technical assistance please go to <https://studentitsupport.stalbanssc.education/index.html> for support. A button has also now been placed in Compass favourites.
- If you need any additional assistance, please contact your Year Level Coordinator.

DIGITAL LEARNING - STUDENT ACCEPTABLE USE OF ICT

The full Digital Technologies Policy and Acceptable Use Agreement can be found on the College Website. When using digital technologies and the internet, students need to be safe, responsible and ethical users at all times by:

- Respecting others and communicating using respectful language.
- Being responsible in my online communications - Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Only submitting work that has been completed by you and citing any online resources that have been used in learning tasks.
- Keeping personal information confidential and protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult personally if you feel uncomfortable or unsafe online, or if you see others participating in unsafe, inappropriate or hurtful online behaviour.
- Thinking carefully about the content you upload or post online, knowing that this is a personal reflection of who you are and can influence what people think of me.
- Not recording or photographing, under any circumstances, any student or staff member during online learning without their consent.

HOW FAMILIES CAN SUPPORT THEIR CHILD:

- Establish routines and expectations to support students daily learning.
- Provide a space for your child to participate in their lessons.
- Monitor communications on Compass.
- Set rules around social media interactions.
- Check in with your child often to help them manage and pace their work.
- Ensure they are completing and uploading work by the due date.
- Reiterate up-to-date and relevant Government advice regarding COVID-19.
- Contact coordinators if you need support or have concerns, using the email addresses below.

WHAT STUDENTS CAN DO:

Extend Learning:

- Undertake independent reading.
- Talk to someone about what you have learnt.
- Create a summary with key concepts learnt.
- Watch a relevant documentary or do a virtual tour.
- Revise concepts learnt.
- Use online learning tools, such as, [Edrolo](#), [Khan Academy](#), [Clickview](#) and the [SASC Library Webpage](#).

Wellbeing and Self Care:

- Stay hydrated.
- Eat healthy snacks throughout the day.
- Practise good hygiene & social distancing.
- Maintain an exercise routine (30 - 45 minutes a day)
- Get enough sleep (8 - 10 hours).
- Keep in contact with friends and family.
- Practise effective self care. Complete the daily activities in your diary and review the self care strategies section. Also accessible on Compass favourites menu.
- Contact your coordinator if you need assistance or support, using the email addresses below.

WELLBEING SUPPORT

If students/families have a concern about student wellbeing during the term, they should contact the relevant Sub School via email as a first point of contact. Students can also request a contact from a wellbeing officer through the Compass favourites menu.

If you have an immediate concern about student wellbeing, contact:

- **Emergency Services:** 000
- **Lifeline:** 13 11 44
- **Kids Help Line:** <https://kidshelpline.com.au> or 1800 55 1800 or Web Chat: <https://kidshelpline.com.au/get-help/webchat-counselling>
- **E –Headspace online counselling:** <https://headspace.org.au/eheadspace/>
- **Reach out:** information on managing Covid19 related stress/anxiety <https://au.reachout.com/collections/coping-during-coronavirus>
- **Headspace:** information on managing Covid19 related stress/anxiety <https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>

IMPORTANT CONTACTS

- ICT support: st.albans.sc@education.vic.gov.au
- Junior School inquiries: junior@stalbanssc.vic.edu.au
- Middle School inquiries: middle@stalbanssc.vic.edu.au
- Senior School inquiries: senior@stalbanssc.vic.edu.au
- All other inquiries: st.albans.sc@education.vic.gov.au

