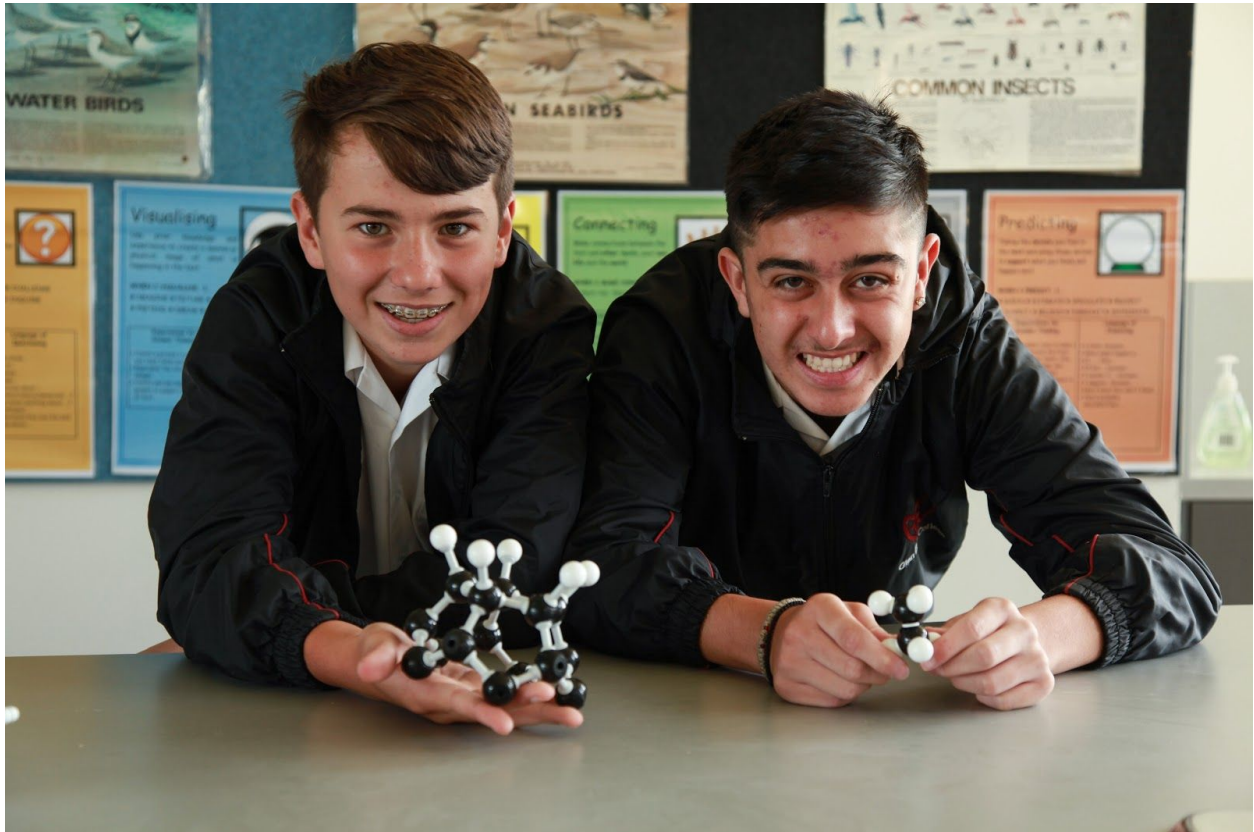




Glen Eira College



Remote Learning Handbook: *Information and Guidelines for Parents and Students*

Updated July 2020

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Introduction

The Victorian Government has announced that all schools will move to remote and flexible learning for students in Years 7-10 from Monday 20 July. This is not an action being taken lightly, and this return to remote learning may cause you and your family concern and stress. Please know this step is being taken to slow the spread of the COVID-19 and to ensure the health and safety of all Victorians.

All of our staff have been working hard to put plans in place to ensure continuity of learning and to support the wellbeing of all our students.

For parents of students who cannot be supervised at home or for vulnerable students and students with a disability an application can be made for on-site supervision. Applications are due to the General Office by the Thursday of the previous week. These applications need to be made each week.

During this period of remote learning we will continue to update you as we receive any further information from the Department of Education. This will be both on XUNO and via email. We ask all parents to ensure that they have access to XUNO and that you know your password so that you can check updates as they come to hand.

Attendance at school (including parents / carers), will be limited to essential services and scheduled meetings only. When dropping off and collecting students, parents need to wait outside the school grounds.

Once again, this is going to be a challenging time for all of us. It's going to be critically important that we work very closely together to ensure that we provide the very best possible support for the ongoing wellbeing and learning of our students and your children.



Our Learning Vision

Glen Eira College's vision is to ensure our students have the skills, knowledge and dispositions needed to prepare them for the best life possible. Our mission is to provide a comprehensive academic and social education to the students of our diverse community.

We create a learning environment that promotes challenge with explicit teaching of academic and personal development skills. We acknowledge student strengths and build upon areas for improvement in order to allow students to successfully pursue future pathways.

Teachers will provide a learning program for our students using existing digital learning resources that will continue to be utilised by students and teachers; these include Google Classroom (via the G Suite for Education), Edrolo and Xuno. Remote teaching and learning will ensure students continue to progress with essential learning. .



The Role of Teachers During Remote Learning

Staff will primarily communicate with students via Google Classrooms and the resources provided by Google Suite for Education. This includes services for:

- Email - Gmail
- Online document storage and sharing (for school work) - Google Drive
- Messaging - Google Hangout and chat on Google Meet and Google Classroom
- Video-conferencing - Google Meet

Learning content will be posted to Google Classroom each day ready for the timetabled lesson time. The nature of the content is at the discretion of the teacher; it may include text book references, worksheets, online work books, video conferencing, live streaming, written information, photos, videos, links to various educational platforms including Education Perfect, Jacaranda and more.

Teachers will be available to respond to student queries and questions during their normal timetabled class times.

The amount of content posted by the teacher will be appropriate for the length of the timetabled lesson and the equipment and materials required will be adjusted to match what most students are likely to have at home.

Students can contact Year Level Coordinators, Learning Area Leaders, Sub School Leaders, Principal for support via email.

Assessment and reporting will continue, though we will increase the flexibility of these arrangements to suit remote learning. Submission of tasks will occur primarily via Google Classroom.

The Role of Students During Remote Learning

It will be important for students to find a space at home that allows them to make learning their focus.

All students should check XUNO to ensure that they are logging into the appropriate Google Classroom as the timetable will be different in Term 3.

It is important to have a routine while learning remotely; for this reason students will be following a normal weekly timetable. Students' daily time commitments are the same as school. Students will have 6 periods of learning as normal. Homework will be minimal.

The first thing students must do each morning is complete the Daily Check-in which will once again be provided by TEAM teachers via Google Classroom.

Students are expected to engage in all timetabled classes every day. Attendance within each lesson will be much more closely tracked than in Term 2. Teachers will take attendance for every lesson during term 3. At the start of every lesson, students should use Google Classroom to access lesson resources and instructions. Students should complete set work as requested and ensure any assessment tasks are submitted by the due date.

If students have IT issues during remote learning, they should use the following link to report the issue <https://forms.gle/uMDvKVZKFhTVX3CU9>

Google Classroom, Meets or Gmail will all be useful ways to contact your teachers. Teachers will be available during your timetabled lesson time. At the end of that period, your teacher may be unavailable as they are making themselves available for another class or planning a lesson. Similarly, your teacher is not likely to be available outside normal school hours.

We expect all of our students to demonstrate patience and manners when communicating with their teachers – sometimes there may be delays in getting back to you, but we will. An email should be addressed and signed appropriately.

Similarly, Google Meets or other online collaborative tools may be utilised to maintain contact with other support staff.

If students are video conferencing they must:

- Contribute positively to the class
- Be aware that they are responsible for any comment they make in the chat room
- Have the camera on
- Engage in class discussion e.g. answer questions from your teacher
- Not engage in any behaviour that would distract others from their learning
- Have all of the resources at hand for the class
- Leave the conference when directed
- Use appropriate language
- Only discuss school work or school matters

- Mobile phones should not be used (unless agreed to by the teacher)
- Use a headset or microphone (if possible) for clearer audio
- There should be no recording of other people from online learning (video or audio)

Teachers will adjust their lessons to reflect the equipment and materials students will have at home; there is no need to buy resources that you would normally only have access to at school.

Students are welcome to collect books from their lockers, however they need to sign in and out at the General Office and have their temperature checked when they sign in. If dropping off students, parents need to wait outside the school grounds.

Year 10 students undertaking VCE studies should also attend school for those classes where practical. If this is not possible for your Year 10 child/children our teachers will make sure the work provided is available on the google classroom.

Year 10 students studying a VCE class may attend the Year 10 period directly adjacent to the Year 11 subject on-site as per the timetable. For example if you have a Year 11 subject in period 2 you may attend the Year 10 subject in period 1 and leave the school at the end period 2.

To facilitate supervision Year 10 students should provide a copy of the timetable to the General Office, highlighting the Year 10 class they wish to be on-site for. Please provide this as soon as possible.

These students must sign in and out at the kiosk, hand sanitise and have a temperature check at the General Office.

Any students who are having difficulty accessing the school's digital platforms should consider accessing the self-directed resources provided by the Department of Education: <https://fuse.education.vic.gov.au/pages/learningfromhome>

The Role of the Wellbeing Team During Remote Learning

The mental and physical health of students is paramount.

The email address wellbeing@gec.vic.edu.au has been created for students to use if they have wellbeing needs during a period of online learning. Parents are also encouraged to use this email address if they would like to access support for their child. Support will be provided by members of the school's wellbeing team and/or sub-school teams..

Year Level Coordinators and TEAM teachers will continue to monitor student wellbeing through the daily online wellbeing attendance survey. We ask that parents support their children in completing the short survey every day.



The Role of Parents During Remote Learning

Throughout any period of remote learning, taking a holistic approach to your child's education is going to be the highest priority. Ensure they have time away from screens, provide time to exercise, help them maintain good sleep habits and focus on healthy eating.

Parents are asked to stay informed of school activities by checking XUNO regularly.

If you or your child have issues with devices or a connection to the internet please let us know and we can provide you with the necessary technology.

If you have any technical issues please log this at the following address:

<https://forms.gle/uMDvKVZKFhTVX3CU9>

Parents cannot join a Google Classroom, the Google Classroom is an online space where only students and teachers interact.

Students will need to be supported in their learning; the best way parents can assist is by ensuring their child accesses lessons and resources for each timetabled lesson. Get involved where you can, but most importantly show an interest in what your child is doing online. Each day, aim to speak with your child about what their learning will look like for the day and what they will complete by the end of the day.

If children are finding it difficult to understand or access learning resources, parents should notify the relevant teacher.

It will also be important for students to maintain structured learning patterns and to complete set tasks in accordance with the college lesson structure. Having a permanent location that allows students to focus on their learning is going to be important. Ideally this space should be communal, but quiet enough for learning to occur, with access to key resources and limited distractions.

If your child reports an issue to you, contact your child's Year Level Coordinator.

Platforms for communication during Remote Learning

G SUITE FOR EDUCATION

This suite of applications allows students, teachers and parents to share and collaborate in their learning. It's transforming the way we educate. Here is a list of application included in the suite:

- **Google Chrome** - an internet browser, similar to Internet Explorer, Safari or Mozilla Firefox
- **Gmail** - Google email service. You can also create Google Groups to organise task management.
- **Google Drive** - a cloud based storage interface, that you can access wherever you have an Internet connection.
- **Google Docs** - a word processor, similar to Microsoft Word.
- **Google Sheets** - spreadsheet software, similar to Microsoft Excel.
- **Google Slides** - presentation software, similar to Microsoft PowerPoint.
- **Google Forms** - software for creating surveys, polls, quizzes or collecting other information, similar to Survey Monkey.
- **Google Classroom** - an educational platform where teachers can communicate with their classes, create assignments, provide feedback, etc.
- **Google Sites** - an easy-to-use website builder.
- **Hangouts Meet** - *provides secure video calls and messaging to keep learning going outside of school.*

XUNO

This online communication, reporting and management platform allows for communication home to parents/guardians, including distribution of reports and the school calendar. Please ensure you keep an updated email address with the college to take advantage of this service.

Behaviour for learning online



1

RESPECT YOUR PEERS

Be respectful toward your peers. Make learning your focus. Don't distract others from their learning. Work together and act responsibly. Listen to others and be patient. Protect the digital privacy of others. Use manners and be polite and kind.



2

RESPECT YOUR TEACHERS

During video conferences and on chats listen to the teacher. If you need clarification or explanation wait patiently for an answer. Remove distractions during video conferencing. Use manners and be polite and kind.



3

RESPECT YOURSELF

While on video conference or on chats consider how you come across to others. Think before you post, chat, upload or download. Be organised and ready to learn. Demonstrate the school values as outlined in the Glen Eira 5.



4

BE CYBER SAFE

Make sure images you post are respectful to everyone in the community. Think before you post, chat, upload or download. Do not share you account details. Protect your digital privacy.



5

CREATE YOUR OWN WORK

Do not plagiarise other students' work. Do not violate copyright laws. Students must acknowledge the source of material quoted from the Internet. Copying isn't learning.



If you are experiencing unsolicited contact or are being cyberbullied, we advise the following possible actions:

- talk to a trusted adult, parent or teacher first about the cyberbullying
- block or unfriend the person upsetting you
- read about, and if needed, make a cyberbullying complaint through the Children's Safety Commissioner: <https://www.esafety.gov.au/cyberbullying-complain>

ICT Acceptable Use Policy

Students must access computers and computing resources responsibly. This includes when accessing all school-related apps and content.

The expectations are set out in the **G SUITE FOR EDUCATION & HAPARA CONSENT form** (click [here](#) to access the document). Serious breaches of this policy may result in permanent exclusion from digital remote learning resources.

When using school resources and apps, students should use the computing resources for educational purposes only. This includes:

- Working on assignments and tasks set by teachers
- Creating artwork, documents, spreadsheets and multimedia material for schoolwork
- Accessing online references
- Conducting research for school activities and projects
- Communicating with other students and teachers to enhance learning
- Taking part in approved cultural programs
- Submitting work to teachers electronically as appropriate

Students must never:

- Access, download, distribute or publish offensive material
- Use obscene, offensive, disrespectful or aggressive language towards others
- Alter any files not in your own folder
- Violate copyright laws: students must acknowledge the source of material quoted from the Internet



eSmart Guidelines

It is important that students and parents/guardians are aware that there are many incidents reported in the media regarding safety online. It is an issue that concerns us as a learning community. Personal information is easily tracked and harvested by those who know how, so it is important to keep safe online. You are encouraged to check the following site online for further useful information:

- The main government cyber safety information website: <https://esafety.gov.au/>

At Glen Eira College we use our own Google Domain, @gec.vic.edu.au, which requires students to login. This allows us as a community to share documents, email and communicate more efficiently in a safe online environment. However, with an increased online presence please be advised of the following:

There are many risks when using **SOCIAL NETWORKING** whether through G Suite for Education, or any messaging service.

- Anonymity — it can be easier to say and do things online that you might not do offline
- Sharing too much information — for example, photos from a party might be okay for close friends to see but can become an issue if shared more widely
- Not protecting your personal information — account details and location information can be used inappropriately by others to find you or access your online accounts. It is important that you understand the risks associated with disclosing information about yourself online and know how to manage both your privacy and online friends
- Treating online friends as real friends — it's easy for people to lie online, including those who are seeking children and young people for more than a social relationship. Make sure you are careful about how well you really know your online 'friends'

Therefore we strongly advise that you:

- Limit your friend list — don't 'friend' random people
- Protect your privacy — don't share your password and set your profile to private
- Your personal details are valuable — don't share them
- Protect your reputation — keep it clean and ask yourself: would you want others to see what you upload?
- Be careful who you trust — a person can pretend to be someone they are not
- Don't use a webcam with people you do not know
- Think before you post, chat, upload or download

There are many risks when **SHARING FILES, PHOTOS OR VIDEO** therefore we advise that you:

- use secure passcodes/passwords for all devices to stop unauthorised access
- use devices that are owned by the organisation and/or school to take photos and videos
- secure storage of photos and videos on school's server (@gec.vic.edu.au) and their deletion from the devices within a reasonable time

- check the location settings on your device to know what apps are using geo-location and turn them off or limit the function
- ensure that GPS locations and schedules of children's activities are not shared online

Another serious concern is **PLAGIARISM** (the act of representing the creative works of another as your own without appropriate acknowledgment of the author or source).

- When you use material from the internet in your school work, you must acknowledge this source. If you don't do this it is called plagiarism, which means you are using the ideas or expressions of someone else without giving them credit.
- It is illegal to plagiarise other people's work. In most circumstances, it's okay to use work created by others for school as long as we're responsible and respectful of their work, which includes acknowledging the source of the work.
- Most of us want other people to treat us fairly and we expect them to be honest with us. We should have the same expectations of ourselves when we deal with other people.
- Copying isn't learning. The scientists tell us that we learn best when we have to put together what we already know with new information that we discover. We don't learn much at all when we just repeat someone else's words.

Therefore as a student at Glen Eira College you must:

- Use a range of resources (cross-check) so that you develop an overview of your topic and are not reliant on one viewpoint
- Always provide a reference list of the source material you have used

Lastly, if you are experiencing unsolicited contact or **CYBERBULLYING**, we advise the following possible actions:

- talk to a trusted adult, parent or teacher first about the cyberbullying
- block or unfriend the person upsetting you
- read about, and if needed, make a cyberbullying complaint through the Children's Safety Commissioner: <https://www.esafety.gov.au/cyberbullying-complain>

The department also provides a current list of social media apps/games and related safety guidelines. Please check it regularly:

<https://www.esafety.gov.au/esafety-information/games-apps-and-social-networking>

Parents, we also recommend you the following safety apps for your child's phone

- **DOWNLOAD THREAD PERSONAL SAFETY APP**
<http://www.thethreadapp.com/>
- **DOWNLOAD EMERGENCY+**
<https://play.google.com/store/apps/details?id=com.threesixtyentertainment.nesn&hl=en>