

Quick Guide to Remote Learning during COVID-19 for Parents and Students (SECONDARY)

9:00: 1 - 08ENGA - ILLA1 - AHUC
9:58: 2 - 08HEAA - GEOR5 - BRAM
11:26: 3 - 08MATA - GEOR2 - NTHI
12:24: 4 - 08SCIA - MACQ2 - ENAN
2:02: 5 - 08PEDA - MACQ9 - BRAM

All new for parents:

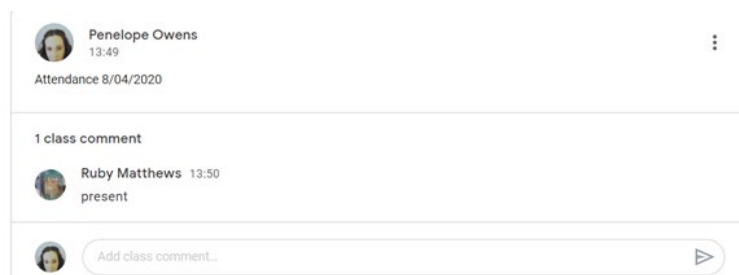
Online lessons for begin at 9.00am, Monday 15th February.

HGs will not run online.

Literacy class will not run online.

Students are expected to access 'Google Classrooms' for each class as per their Compass timetable. For example, students in this Year 8 class with this timetable to the left would access their English Google Classroom from 9.00 to 9.58am, their Health Google Classroom from 9.58 to 10.56am, their Maths Google Classroom from 11.26 to 12.24pm, and so on until 3.00pm.

Students need to make their teacher aware that they are 'present' in the lesson during that allocated lesson time. Students can do this by stating "Present" in the class comments as per this example:



Class comments is also the main method for students to ask questions of teachers during the allocated lesson time. This is preferred over email, as often other students may have the same question, and they will see the response from the teacher.

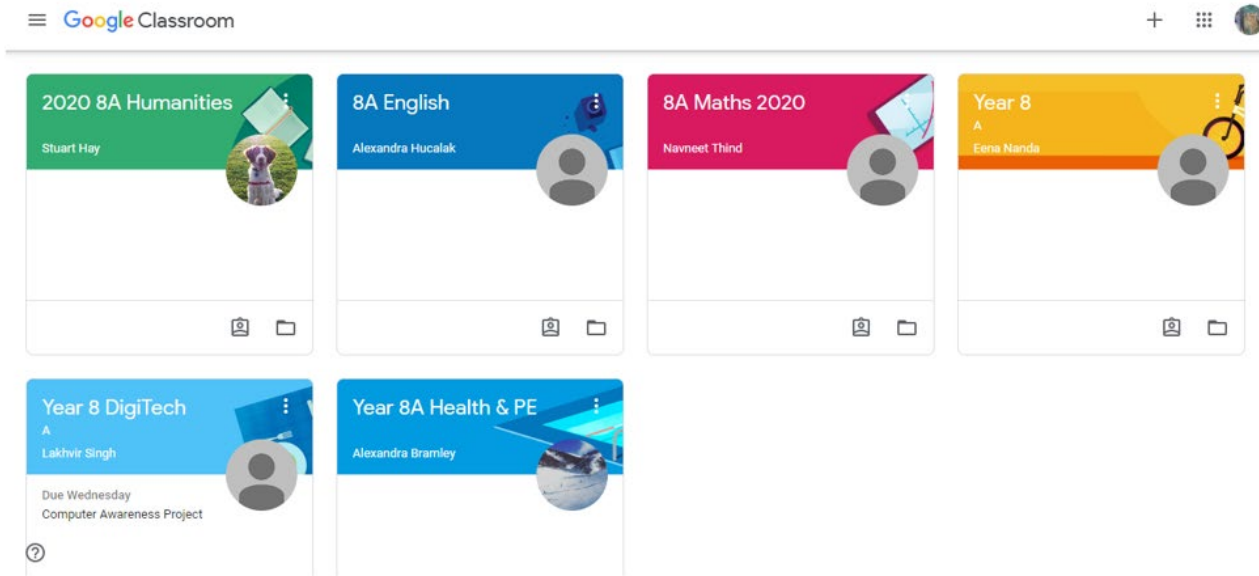
Students have been invited to each of their Google Classrooms by their own teachers for each subject.

THEY MUST HAVE A GOOGLE CLASSROOM FOR EACH CLASS ON THEIR COMPASS TIMETABLE.

Students should check their Manor Lakes email for these invites (studentcode@manorlakes.vic.edu.au). This can be accessed through the 'Mail' icon on Compass. Students who do not have access to a Google Classroom for one of their subjects should email the teacher of that subject directly. PLEASE DO THIS BEFORE WEDNESDAY 15TH APRIL.

Parents will also start to receive invites to Google Classrooms, this allows Parents to track and support their child's engagement and progress. Parents need to accept the invitation through their Manor Lakes email, as per the instructions above for students.

Screenshot of Google Classrooms:



Some teachers will be directing students to use 'Google Sites' or other digital platforms such as 'Edrolo'. Access to these will be directed by those teachers individually, and links will be posted in Google Classrooms.

Submission of student work will vary according to the nature of the subject and topic and the requirements of the task – teachers will specify how students are to submit work. Examples could include directly through Google Classroom, emailing the teacher, including attachments to those emails such as documents, photos of work being completed, and so on.

Any 'live conferencing' will be between 1 teacher and 3 to 8 students, and will not exceed 10 minutes. Teachers will not be using live conferencing to deliver lessons to entire classes of students.

If families are having technical difficulties, including logins or passwords to Compass or Google Apps, they should be directed to the ICT Desk at ICT@manorlakesp12.vic.edu.au

Please read the information at this link for additional advice from the Victorian Department of Education and Training. <https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx>

Online Learning Policy

– Drafted 8/4/20. Updated 29/04/2020, Updated 11/05/2020. Updated 12/05/2020. Update 11/07/2020 When online learning is implemented, the policy will be reviewed on a weekly basis.

PURPOSE

To provide a framework for teachers and families for the implementation of online teaching.

SCOPE

This policy applies to:

1. All teachers at Manor Lakes P12 College,
2. Students' and families of Manor Lakes P12 College.

DEFINITIONS

On Line lesson

On Line Conference

POLICY

Applicable to all sectors of the school:

- Teachers and ES (Classroom and Student Support) must set up a recording area in an appropriate space to deliver lessons. For example: No inappropriate artwork or posters to be displayed in the background, the recording area will not be in a high traffic, family area, not delivered from the lounge etc
- Teachers and ES (Classroom and Student Support) must be appropriately dressed
- All explicit teaching must be recorded in advance- not live
- Live conferences are not for the delivery of an entire lesson, a live conference is for a check in/scaffolding of individual tasks etc
- If a student with additional needs is to be supported 1:1 by an ES staff member via video conference- parents must be informed this will occur
- If a teacher plans to contact a student, or contacts a student in response to a learning query, parents will be informed of the conference, preferably beforehand, and if not possible, after the event.
- If a parent does not want a conference call made with their child they should contact a member of principal class and teachers will be informed that in the case of that student, teachers will deliver the whole class lesson, they can respond to queries via email, but they may not make contact with that student via an application such as Webex.
- Conferences are not to be recorded
- Online communication applications are restricted to:
 - Compass
 - Seesaw
 - Webex
 - Zoom

- Google Classroom, Meets, Sites, Docs, Manor Lakes/Education email, Sheets, Slides

If teachers wish to use an alternative to the listed applications, they must raise the issue with a member of principal class team who will seek advice re: need, online safety, privacy and effectiveness

Primary only:

- Any live video conferencing will be 1:1, between a teacher and student, will not to exceed 3 minutes.
- Live videos are to be held within a structured time frame and should be consistent with current primary expectations.

Classroom teachers will only host live videos with their allocated class.

Secondary only:

- Teachers can do live attendance on Zoom/Meets
- Teachers can teacher/explain parts of their lessons on live Zoom/Meets (full lessons are not recommended - please think of families' internet capabilities)
- Teachers should always have a Zoom link or Google Meet link open each lesson for students to use a pop-in-and-out query method, for all year levels - for the majority of the lesson (see Anu's example below - but it is not for all session). At some points there may only be one student - but as students can pop in at any time - it is a safe method. Contact Krystal Jessop for her advice
- Students and teachers do not need to have the screen on - they can use audio only
- You cannot record students
- Teachers can Conference 1:1 with VCAL/VCE students to authenticate their work
- Several teachers can conference with one student e.g. the At Risk Panel conferencing with one student



Anu Garg
15 May (Edited 15 May)



Hi everyone, I am available now at google meet for about 15 minutes of this session, please join by this link if you have any questions..

<https://meet.google.com/muk-imhb-toc?authuser=0>

Supported only:

- A maximum of 10 students will be live video recordings
- Live videos are to be as short as possible and will not exceed 20 minutes
- Allied health, individual consultations may go for longer, and are offered to individual students only. Parents of students will be notified of allied health consultations.

REVIEW PERIOD

To be approved by School Council at net available meeting. The policy will be implemented until this meeting can be held.