Beaufort Secondary College
Remote Learning Handbook
CONTENTS

Online Learning Arrangements ................................................................. 1
Digital Resources & Platforms ................................................................. 2
Video Conferencing Guidelines ................................................................. 5
Home Learning Spaces & Clothing ............................................................. 7
Supervision at Home .................................................................................. 8
VCE/VCAL .................................................................................................. 9
Communication .......................................................................................... 11
Support ....................................................................................................... 12
General Assessment ..................................................................................... 13
Tips for Parents Supporting Learning at Home ......................................... 14
Arrangements for Students Attending On-Site Learning ......................... 16
Other Information ....................................................................................... 20
Additional – Links & Resources ................................................................. 22
**for online learning**

**ARRANGEMENTS**

As our school community transitions to an online teaching environment for all of Term 3, it will be a time of learning for students, staff and parents/carers. As a school we have considered the many options and determined our best way forward to ensure that students have quality access to learning materials, their teachers and the best opportunity possible for personal growth.

The procedures and protocols in this handbook are what we believe to be the best fit for our school community. That being said, we may need to change things along the way as we navigate our way through this new platform.

We have made an effort to maintain consistency as much as possible in our online learning model to make it easier for families who have multiple children at school. However, there will be some unavoidable variations to expectations across the school. For example, the amount of time spent completing online tasks for a Year 11 will be significantly higher than for a Year 7 student.

We appreciate that some families will be quite daunted by this prospect and others will be comfortable, even excited by it. The staff are new to this situation too and many are also going through this with their own children. We are keen to work with you as a team and make Term 3 as meaningful, worthwhile and successful as possible.

**DAILY SCHEDULE**

The daily schedule will follow the regular school timetable, which can be accessed by Compass using the Student Profile function and schedule tab. Based on feedback from our students, staff and parents we spent a considerable amount of time reviewing our processes and delivery of remote and flexible learning during Term 2. We are pleased that we have refined and improved our previous model and below you will find the outline of what this will look like for our Years 7-10 during Term 3.

<table>
<thead>
<tr>
<th>BSC REMOTE AND FLEXIBLE LEARNING MODEL</th>
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<tbody>
<tr>
<td><strong>YEAR 7 AND 8</strong></td>
<td><strong>YEAR 9 AND 10</strong></td>
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<tr>
<td>Students will participate in Maths and English classes for all of the Remote and Flexible Learning period</td>
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<tr>
<td>• Week 1 and 2 – Maths and English + Health and Wellbeing</td>
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<td>- Students can choose to participate in one or more of their remaining subjects</td>
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<td>• Week 3 and 4 – Maths and English + Humanities</td>
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<td>- Students can choose to participate in one or more of their remaining subjects</td>
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<td>• Week 5 and 6 – Maths and English + Science</td>
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<td>- Students can choose to participate in one or more of their remaining subjects</td>
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<tr>
<td>• Week 1, 2 and 3 – Maths and English + Block 1 and 2</td>
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<td>- Students can choose to participate in either or both of the remaining two blocks</td>
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For our senior students they will follow their usual timetable and VCE and VCAL requirements.
Many of the digital platforms Beaufort Secondary College has elected to use during this period have been used in the school for quite some time. Many of our staff will be new to using some of the platforms, as will many students and their families. We will all do our best to navigate the online platforms together.

**USERNAME & PASSWORDS**

Every student has been supplied with a copy of the usernames and passwords relevant to their learning. These are not to be changed without permission from the school. This allows us to support students with login issues and ensure that accounts remain accessible for students.

**GOOGLE CLASSROOM**

Google Classroom is the main online learning tool being used by Beaufort Secondary College. Students will need to:

1. Sign into Google Classroom on their device (most will already have access).
2. Accept invitations to all of their timetabled classes.
3. They should have a Google Classroom for each of their classes.
4. Check at the beginning of their scheduled lessons for instructions.

Teachers will use this platform to:

- Outline the expectations of the lesson.
- Assign student learning or assessment tasks.
- Post links and resources.
- Post video lessons or tutorials.
- Provide links to secure zoom sessions for video conferencing.
Other G-Suite Applications

There are many other applications in G-Suite that are suitable for learning. Google Docs (similar to Word) and Google Slides (similar to PowerPoint) are the main ones used to create documents easily. Students may also be assigned Google Forms (to answer questions or provide information).

Zoom

The school has purchased secure Education accounts for video-conferencing with class groups. Whilst there have been some instances of Zoom rooms being hacked in the media, we have set up strict protocols to minimise any risk of any breaches occurring. Zoom room links and passwords will be provided via Google Classroom and students will be required to check-in to class with their teacher at the start of timetabled sessions.

Students will be expected to follow the strict Video Conferencing Guidelines contained in this handbook. Please read these thoroughly and discuss the protocols as a family. It is vitally important that we retain Child Safe practices in the digital learning environment. Zoom will be used to mark attendance at the beginning of the lesson and to clarify instructions that have been left on Google Classroom.

Teachers will then be available to support students via Zoom for the duration of the timetabled lesson.

Breakout Rooms

Breakout rooms can be used to assign smaller groups of children to a teacher or support staff member. These rooms are still under the control of the teacher and provide important opportunities to work with smaller groups with specific needs. They will be used only where necessary.

Beaufort Secondary College has strict control over all rooms. The principal or an alternative administrator is able to join any Zoom meeting occurring in our Education account at any time. We are also able to end a meeting if required. We also have access to the data around who attended, how long for and the reason for disconnection (student exited, teacher ended it or internet failed).
PRIVATE ZOOM MEETINGS

Individual meetings may be arranged via email for Wellbeing or welfare purposes with the knowledge and permission of the Principal.

OTHER ONLINE LEARNING TOOLS

Additional online learning and assessment platforms will be used as part of the lesson published on Google Classroom. These include but are not limited to:

- Essential Assessment
- Edrolo
The school has elected to use Zoom as the main Video Conferencing utility, however from time to time, meetings may take place via WebEx.

PROTOCOLS
To ensure security of our Zoom meetings, staff have the following protocols in place:

- Class groups will be invited to Zoom meetings with a link provided on our private and secure Google Classrooms.
- Students will initially be placed in a ‘waiting room’. The teacher checks that the name of the student wishing to enter, is in fact a member of the class and grants entry accordingly.
- Upon entry, student microphones are automatically muted. The teacher or the student is able to unmute their microphone as required.
- Screen sharing (of the device screen) is only permitted by the teacher. By default, students will not be able to share their screen unless access is granted by the teacher.
- No screen or session recording is permitted by any students.

STUDENT EXPECTATIONS

- Keep the link and password to Zoom rooms private.
- Enter Zoom meetings using your full name. No nicknames or alternative names will be permitted into the classroom.
- Listen carefully and focus on the person speaking.
- Mute your microphone when it isn’t your turn to speak or while you are working.
- All communication should be respectful.
- Use headphones if you have them to eliminate echo and interference.
- Only enter Zoom rooms that have been assigned to you on Google Classroom.
- Show your video/face at the beginning of lessons so that we can connect with you all visually. You can turn the camera off while you are working and turn it back on to show that you would like support from the teacher or to share how you are progressing.
- Use the ‘chat’ function if directed to by your teacher. Private chat is not permitted, so anything you write will be seen by all.
- Avoid eating or drinking on screen whilst in a video conference meeting.
Families who have any concerns about the use of Zoom for conferencing with students, should contact the school to discuss.
In order to ensure adherence to Child Safe practices and provide a high degree of privacy for staff, students and families, we have a number of protocols in place regarding the set-up of home learning/work environments and clothing.

SAFETY IN HOME LEARNING SPACES:

Home learning spaces should be safe for students to work in. In particular, the space should be:

- Free of tripping hazards
- Have a suitable table and chair for children to work at.
- Have adequate lighting and heating/cooling.
- Free of electrical cables and no piggy backed power cords.
- Food and drink should be kept away from electrical devices including school laptops.
  
  If you are experiencing difficulty in providing adequate learning facilities, please contact the school to discuss and we will provide support or assistance if possible.

PRIVACY IN HOME LEARNING SPACES:

For Zoom (or alternative video conference sessions) ensure that the camera faces a wall. Video conference sessions should not take place in a bedroom and should not give unexpected visual access to other household members or private spaces. The camera and microphone should be off once students begin working on their own.

As parents have a view into our classrooms via Zoom, it is essential that families maintain and respect the privacy of all learners and teachers in this environment.
SUPERVISION

AT HOME

The parent or carer is responsible for the students’ safety and supervision at home. We have been asked what age children can remain at home without supervision. There is no specific law in Victoria that states what age children can be left alone. Victorian law is clear however, that it is a parent’s responsibility to ensure that their children are appropriately and safely cared for.

Please note that if a child can be supervised at home or you are comfortable with them working from home unsupervised, they must remain at home. Please see the Child Safety Tip Sheet and consider the situation for your family. Link: https://ccyp.vic.gov.au/assets/resources/tipsheet-older-children-home-alone.pdf

AT SCHOOL

In the limited circumstances where a student attends school on-site for supervision, the remote learning program delivered on-site will be the same as the learning program delivered to students learning from home.

Students who do attend school will be under the care and responsibility of school staff. Students are required to wear full school uniform, wear a mask and bring their snacks and lunch.
**VCE / VCAL**

Students in VCE and VCAL will continue their normal programs in the online learning environment.

They will need to be diligent in completing all work and accessing teacher support during scheduled classes. It is easy to fall behind in the senior years and difficult to catch up. We understand that many families will find the prospect of supporting VCE studies quite daunting and will ensure that teachers are communicating with students regularly about their courses.

Advice around changes to VCE and VCAL will be communicated by the Victorian Curriculum and Assessment Authority (VCAA).

**GAT**

Any student undertaking scored assessment for a Unit 3-4 or VET subject is required to sit the GAT. Originally scheduled for Term 2, the GAT will be rescheduled to take place on Wednesday 7 October. Students who are required to sit the GAT are being offered extra support and guidance in preparing for the GAT via weekly Zoom meetings.

**SCORED EXAMS**

VCE and VET students sitting exams for Unit 3-4 subjects will be sitting their exams later than originally anticipated. The English Exam, which is the first exam to be held, is now on Tuesday 10 November. Students exams will be finished by Wednesday December 2.

**ATAR SCORES**

Year 12 students eligible to receive an ATAR will still be able to do so. The exact details of how the score will be determined will be confirmed by the VCAA in the coming weeks and may be different to normal protocols. At this stage they will receive their ATAR score from 7am Wednesday 30 December.

**GRADUATING YEAR 12’S**

Students in Year 12 will still be able to graduate and move on to employment, further training or tertiary studies in 2021.

**VIRTUAL SCHOOL VICTORIA (VSV) CLASSES**

Students undertaking studies through VSV will continue to access their classes online. The teachers at VSV are accustomed to the online environment and will make minimal changes to the way classes are conducted. Students can continue to access their online
teacher for support, supplemented by their allocated support teacher from Beaufort Secondary College.

VET COURSES & SCHOOL BASED APPRENTICESHIPS

Providers of VET courses and School Based Apprenticeships (SBA) are responsible for determining how and if they will deliver their courses using an online platform. This information will be communicated directly to students and families of students in these courses.

ON-SITE LEARNING

Some VCE students may be required to attend on-site for learning or assessment tasks that are essential and cannot take place in the home environment (example: Chemistry practical). On these occasions strict hygiene standards and social distancing will be in place.

EDROLO

Edrolo is an online resource designed to provide students with engaging, informative and comprehensive presentations to help them understand and learn all they need to know for their exams. When students are at various levels of understanding, Edrolo can really help to ensure that students do their best during these vital years. With comprehensive and engaging video lectures, supported by worked examples from past exams and interactive quizzes, Edrolo helps students understand, clarify and revise the content covered by teachers.
COMMUNICATION

CONTACTING THE SCHOOL

You can continue to contact the school via phone during school hours on regular days of attendance. Please note that the phone is not attended on holiday breaks or out of hours. The school email account should be used for non-urgent or out of school hours enquiries. Be sure to indicate the nature of your enquiry and it will be referred to the appropriate staff member for follow up. Please note that there may be some delay, however staff will do their best to get back to you quickly.

Phone: (03) 5349 2305
Email: beaufort.sc@education.vic.gov.au

TEACHER – STUDENT COMMUNICATION

Teachers and students can communicate directly in Zoom when connected for lessons. They also have access to comments, feedback and questions through Google Classroom. These are our preferred modes of contact between teachers and students. All communications should be related to coursework and school matters.

As per our Child Safe Standards, phone calls, messaging apps or social media should not be used for contact between teachers and students.

PARENT/CARER – TEACHER COMMUNICATION

If you wish to speak with a teacher, please call or email the school. The staff member will endeavour to call during school hours at a mutually suitable time. It is our preference to speak in person on the phone rather than email back and forth. Should a teacher initiate contact, it is likely to be by phone, unless contact has been difficult to achieve or the matter is simple and an email will suffice.

Calls from staff are likely to come from a blocked or private number if they are calling from home.

NEWSLETTER

We will continue to produce our fortnightly newsletter for the school community.

UPDATE YOUR DETAILS

Please check that you have supplied the school with a current email address and if you have changed phone numbers, email or address details, communicate the new details to the school as soon as possible.
COMPASS EMAILS

The school will continue to push out information via Compass in the form of emails.

**SUPPORT**

**TECHNOLOGY SUPPORT**

For all technology support, please email the school with the nature of your issue. If you are unable to email, please call during school hours. We will do our best to troubleshoot with you and refer you on to other services if we are unable to help. If you are experiencing difficulty with a school device and we are unable to troubleshoot it remotely, it may need to be returned to school.

**WELFARE SUPPORT**

For all welfare concerns, please contact the school who will refer you to the relevant staff member for assistance. DET has a number of processes in place to support student and families and we will be able to connect families with relevant services if we are unable to provide the assistance ourselves. Form group teachers will also be checking in with students on a daily basis as well as a live weekly Zoom chat. Further, Jackie Kerr (Wellbeing Coordinator) and our wellbeing team will be available to consult with students via Zoom and have also set up weekly Zoom catch ups in which all students are invited to attend.

**LEARNING SUPPORT**

While teachers will be doing their best to provide the right learning support for all students at their point of need, it is even more difficult to achieve this in an online learning environment. If you are supporting your child's learning and have suggestions or would like advice, please contact the school and we will direct your query to the appropriate person. We are keen to work together with you to come up with the best learning solutions for your child.
ASSESSMENT TASKS

As with any learning program, teachers will be conducting assessments of student learning. While teachers will endeavour to make this experience as normal and accurate as possible, some assessments may need to be conducted again or in a different way once students are back at school.

NAPLAN

The NAPLAN normally scheduled for May was cancelled and will not take place in 2020. There has been no indication that students would need to sit this test in 2021.

VCE EXAMS

Despite VCE exams being pushed out to later in year, we are hopeful that our Year 11 VCE students will remain on track for exams as scheduled on our calendar. We will change this if necessary and monitor student progress as we go.

VCE ASSESSMENT TASKS

School based assessment tasks can occur in the online learning environment. Ratification of student work will need to use the same protocols as if the tasks were taking place in class. This means that the teacher needs to see evidence of the progression of student work along the way and not just see a final submitted task.

Permission has also been granted by DET for students enrolled in a Year 12 subject to attend onsite to complete any school based assessment. If this applies to your child, their teacher will advise them accordingly of the date and time. Students who attend on site will be required to wear a mask and the school will ensure that social distancing and hygiene protocols are all followed.

7-10 EXAMS

Our formal exams for students in Years 7-10 may still go ahead. A decision will be made on this once we have more experience in the online learning environment.
TIPS

SET CLEAR RULES & EXPECTATIONS

Set clear rules and expectations as a family. Involve children of all ages in the rule making process and come to an agreed set of rules. Remember to include rewards and consequences. Make sure consequences are realistic and rewards are achievable.

PROMPTING

When a child asks for help or doesn’t understand something prompt them gently for more information, to re-read the question or to think again. Never give the answer directly.

SPELLING

Students of all ages ask how to spell a word. Ask: How do you think you spell it? What sounds can you hear? Does it look right?

BEHAVIOUR MANAGEMENT

Sticking to your rules, rewards and consequences is the key to great behaviour management. Reinforcing good behaviour and celebrating success is vital.

SLEEP

We cannot stress enough how important sleep is! Tired students do not function well or learn effectively. Children aged 6-13 need between 9 and 11 hours of sleep every night (younger children need even more) and people aged 14+ need 8-10 hours. The pattern needs to be regular and the routine followed, even on weekends and holidays. Given that children need to be up, fed, dressed and ready for school well before 9am, they should be going to sleep (not to bed, to sleep) up to 11 hours earlier.

DEVICES

Keep children off devices near bed time to ensure they get a good night of sleep. The screen activity actually affects their ability to fall asleep.
NUTRITION

A healthy and balanced intake of fresh and nutritious food has a huge impact on a child’s behaviour. Keep an eye on our newsletter for some healthy and delicious lunch ideas. You might even like to have your children make some of them at home. Feel free to send in recipe ideas for the newsletter.

ROUTINE

Create a regular routine and signal for when learning is taking place. If possible switch off phones, eliminate distractions like televisions, radio and music and keep the work space clear of other distractions like games and toys.

DISCUSS LEARNING

Talk about what you learned today, the highlights, even the negatives. Have honest discussions framed with positivity.

POSITIVITY IS INFECTIOUS

Teachers use this trick all the time. They are excited by learning something new with students and for most they happily join the happy journey. Be positive. Try not to dwell on things that aren’t working well. You can always provide support and if it isn’t working let the teacher know and you can come up with some strategies together.

FAILURE IS AN ESSENTIAL STEP

Not getting something right doesn’t mean that we have failed. It is just a step along the way in learning. Some students take a few steps to get there and others take many. Every little ‘failure’ is another step towards success. Remind students that it is OK to get things wrong. That they have to make mistakes in order to learn. What is important is that they are getting better and learning something each time. The same is said for parents and teachers. We don’t always get it right, but we learn along the way and get better at supporting students to learn.
The clear expectation is that students should only attend school in exceptional and necessary circumstances. As Minister Merlino stated in his media release, as we act to slow the spread of coronavirus, the message to students and parents of government schools is clear: all children who can learn at home must learn from home – with exceptions only in extremely limited circumstances."

ELIGIBILITY
From the start of term 3, all students who can learn at home, must learn at home. Beaufort Secondary College is able to provide supervision of students in the following exceptional circumstances:

- Students on days or part-days when they are not able to be adequately supervised at home due to both parents working and no alternative arrangements can be made.
- Vulnerable students, as determined by Child Protection, Family Services or the school.
- Small groups of VCE and VCAL students to complete learning requirements that cannot be undertaken at home. Teachers will advise if these arrangements are necessary.

Students are required to wear full school uniform and a mask at all times except whilst eating and drinking.

In all cases, students must be well and not displaying any symptoms of coronavirus (COVID-19).

BOOKING

Supervision arrangements for on-site supervision must be booked through the school for a full week in advance. Parents who require their child to attend on-site supervision will need to complete a Beaufort Secondary College On-Site Attendance Form to indicate the days or part-days they require children to attend. Please email the school; beaufort.sc@education.vic.gov.au if you require access to this form.

Requests must be received by 3pm Thursday for the coming week. Once your application has been received a follow up call may be made to discuss your request.
LEARNING PROGRAMS

The learning program delivered on-site will be the same as the learning program delivered to students undertaking learning at home. Students learning on-site will be supervised by an on-site staff member but undertake the learning program provided by their classroom teacher online.

- Learning support will continue to be offered by the teacher taking the online class. Additional work will not be provided by supervisors.
- Regular classes will not be running at school. The students will work on their online classes in a supervised space and maintain appropriate social distancing between children and staff.

For many students the planned work will not constitute the same volume of work that is normally provided at school. We will be working with DET recommendations to provide an appropriate volume of learning tasks. This may result in some instances in which the student doesn’t have work to do. Students will be encouraged to use additional time to read or engage in age appropriate games, puzzles or outdoor activities.

STAFFING

Willing staff members (both teaching and non-teaching) will be rostered to supervise students who are working on-site. The majority of staff will be working from home. Casual Relief Teachers or Casual Education Support staff may be employed to supervise students in the event that school staff are unavailable or unable to support on-site supervision.

Staff who are unwell, at risk or have family members in high risk categories, will not be involved in supervision duties.

It is important to acknowledge that these staff may also be supporting the learning of their own children and completing their own duties (teaching classes online, planning or undertaking administrative tasks) whilst supervising students at school. This means that staff will be able to provide some support from an appropriate distance, however their role is primarily a supervisory one, with a focus on maintaining a safe and hygienic learning environment.

A ratio of 1 staff member to 10 students will be maintained.

All supervision staff will have a current Working With Children’s Check (WWC) and easy access to a staff member with Victorian Institute of Teaching (VIT) registration. Staff who are not engaged in supervision or preparation of learning materials, will be working from home as per the Government recommendations.
WORK SPACES

Students in family groups will be given an area of the gallery with a desk/desks and the area marked to assist with appropriate social distancing.

- Students will be provided with the same work in an online environment as students who are working from home.

SANITATION

Hand sanitiser, tissues and hand washing facilities will be provided. Regular hand washing and education around hand washing will be enforced.

Spaces and touch surfaces will be cleaned throughout the day.

RESOURCES & DEVICES

Students attending on-site supervision will need to bring all of the learning materials to school that are required for the day.

RECESS & LUNCH BREAKS

Students completing learning at school will be provided with recess and lunch breaks at the same time as usual.

FOOD & DRINK

Students must supply a packed lunch, adequate snacks and sufficient water for the entire day. Fruit or vegetables can be consumed during worktime, however as per the Video Conferencing Guidelines, students should not be eating or drinking whilst on a video meeting.

BUSES

Buses will continue to operate for students who need to attend school.

HEALTH

Students and staff who are unwell or show signs of being unwell are not to attend school. If a student becomes unwell while attending on-site supervision, they will need to be collected.

Children who have or live with people with complex medical needs (including but not limited to cardiovascular or respiratory conditions) should seek advice from their medical practitioner to support and informed risk assessment and decision-making about whether on-site education is suitable. This is in line with the DET Health Care Needs policy.
Staff or children experiencing symptoms compatible with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. Unwell children will not be permitted to travel home unsupervised.

HEATING/COOLING

Learning spaces will be heated or cooled as appropriate, however a door or window will be left open to promote air flow.

EXCLUSION

Anyone who falls into the following categories, will not be permitted on school grounds.

- If you or a member of the household has returned from overseas or interstate in the past 14 days.
- If you been around anyone with a suspected or confirmed case of COVID-19 in the past 14 days.
- If you have any symptoms of a cough, cold or are unwell.
- If you have a temperature.

MEDICATION

Any medication required by a student (example: asthma inhaler) during on-site supervision will need to be brought with the student to school, along with a current copy of any plans and a current administration of medication form.
OTHER

BUSES

DET has advised that in rural and regional Victoria, the School Bus Program will continue to operate for students attending school on-site. In the event that a bus route does not have any students from Beaufort Primary and Beaufort Secondary School attending school, this bus route may be temporarily suspended. It is therefore important for both schools to know who is attending school on any given day during flexible and remote learning so that we can ensure that bus access is provided.

CAMPS & EXCURSIONS

All school camps and excursions for term 3 have been cancelled. At this stage we have been unable to reschedule any of the camps. Camps in term 4 are still at risk of cancellation or postponement, depending on the advice of DET and DHHS as it is generated throughout the year. We will continue to advise you of this as more information comes to light.

FINANCIAL HARDSHIP

Many families will be impacted by financial hardship during this difficult time. Please make sure you access available financial support packages and let the school know if you are finding it difficult to provide for learning at home. The school will attempt to find solutions with you and will be discreet and considerate of your needs.

VISITORS TO SCHOOL

No non-essential visitors will be permitted on the school grounds.

Essential services like cleaning, grounds, building maintenance and capital works will continue with social distancing rules in place. Where practical, these works will be encouraged in out of school hours.
links and resources

ADDITIONAL

Business Support during COVID-19


COVID-19 Family Guide


DET Coronavirus (COVID-19) advice:


DET Learning from home information for parents:


DHHS advice


Financial Support during COVID-19


G-Suite for Education – Parents Guide

https://sites.google.com/ab-ed.org/gsuite-for-parents

Lifeline


National Coronavirus Helpline

How can you help protect your student’s information?

Whilst your school provides your student’s Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. Remind them that anything uploaded to G Suite for Education can be viewed by teachers.

In rare cases, Google’s technical support team may have access to information stored in G Suite for Education.

Please note that Google will never contact you or your child directly. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student’s private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.
What are the benefits of this service for students?

Teaches students to be ‘digital citizens’ through the use of an online system.

Provides access to digital tools for a range of classroom activities.

Allows students to actively collaborate with their class on school work.

Provides digital whiteboard capability in group discussions.

Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).

Helps students to build working relationships with each other.

Promotes knowledge sharing.

What information might students store in G Suite for Education?

In addition to the information needed to provide access to G Suite for Education (student’s username, password, name, year level, home group, school, location information and preferred language), student’s schoolwork will also be stored in G Suite for Education.

Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.

Student’s data is stored in data centers located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.
Remote and Flexible Learning

**Student Expectations:**

- Follow our School Values:
  - Respectful Relationships
  - High Expectations
  - Excellence
- The online classroom must operate using our normal high expectations for respectful behaviour
- Use formal language – remember this is your classroom
- Use your classroom for communicating about your school work in an appropriate manner
- Regularly monitor your Google Classroom for announcements and feedback from your teachers
- Do your best work by completing tasks with integrity and academic honesty
- Do your best to meet timelines and due dates
- Communicate openly with your teachers and tell them if you have any concerns or issues
- Collaborate with and support your classmates
TECHNOLOGY AND ENVIRONMENT
- Platforms available for use in our classrooms: Webex, Zoom and Classroom Meet
- Ensure that the background for the live video is appropriate given all other participants will see this space
- The background should not be a thoroughfare that might lead to inappropriate vision or distractions
- Only the person signed into the meeting should be seen and heard in the live video session
- If the internet connection is not strong enough for video, then change to audio only

PROTOCOLS FOR USE
- The teacher manages the classroom – class structure teaching, directing questions and responses
- Have your microphone on mute – unless you are nominated to speak
- Hand gestures if you want to speak
- Avoid side conversations
- Our school values and code of behaviour must be adhered to at all times

Respectful Relationships
High Expectations
Excellence