

2021 Model for Online Learning and Protocols for Students

The School Day

Students are expected to participate in and complete lessons as per their normal timetable via online learning following the directions and instructions from their teacher for each class.

Parents/caregivers are asked to follow the usual processes if your child will not be attending online school – i.e.: is unwell or unable to work from home. Please send an SMS to 0419 829 442.

Each online school day students should:

- Be 'Ready for Business'. Wear appropriate casual clothing (ie: no pyjamas) and have their learning environment set up. This should be a safe, comfortable, quiet space in your home where they can work effectively and successfully. We understand this may pose challenges for families with a number of school age children and all we ask is that you do the best you can.
- Have access to their device – charged or connected to a continual power source, their diary and all of their own "usual" equipment for learning.
- Attend Home Room at 8.50am each day which will occur online via Zoom.
- Follow their usual timetable for each day.
- Bell times for lockdown have changed to assist students in managing online learning enabling adequate time to stretch and move.
- Students are expected to attend each period. At the beginning of each lesson a zoom meeting will occur. **STUDENTS MUST NOT DECLINE THESE INVITATIONS.**
- Students are expected to complete the classwork set by the teacher and can communicate with teachers during the class, as required, via Zoom, Canvas and/or Outlook (email).
- If students have questions for their teachers **outside** of the scheduled class time, they can expect a response within 48 hours. ***They cannot expect an immediate response outside of class time.***
- If required formal assessments will be modified for online submission and students are required to submit them by the due date. Requests for extensions should be made with the classroom teacher and Leader of Learning via email.

We recommend that all students 'get up and move' between periods and take their breaks outside where possible. Stage Coordinators will also check in with students on a regular basis via Zoom, Canvas and or email. On some occasions phone calls will be made to speak directly with students to check in. Staff at all levels will continue to contact parents/caregivers by phone as needed and when email is not appropriate or adequate.

2021 Daily Routine		
8.45am	Students waiting in HR Zoom	
8.50am	Home room	10 minutes
9.00am	Change over time	
9.05am	Period 1	55 minutes
10.00am	Change over time	5 minutes
10.05am	Period 2	55 minutes
11.00am	Break 1	40 minutes
11.40am	Period 3	55 minutes
12.35pm	Change over time	5 minutes
12.40pm	Period 4	55 minutes
1.35pm	Break 2	40 minutes

2.15pm	Period 5	55 minutes
3.10pm	Complete work from the day/begin homework	20 minutes
3.30pm	End of school day	

Online Learning Protocols for Students

As a student of Chevalier College, I agree to the following and as a parent/caregiver I agree to support my child complying with these protocols as best as our family circumstances allow:

1. I will wear appropriate casual clothing (i.e no pyjamas) and have my learning environment set up in a safe, quiet and comfortable space.
2. I will be ready for my Zoom home room meeting at 8.50am each morning with my device charged.
3. I will accept all Zoom invitations sent by my teachers unless I am absent.
4. I will ensure I use my correct name when engaging in zoom – no nicknames are permitted.
5. I will complete learning tasks with integrity and honesty and do my best to meet timelines and due dates.
6. During class time I will use computers and other ICT equipment for my learning only.
7. During class time I will only access school email, Canvas and other websites/applications as directed by my teacher.
8. If I need to communicate with my teacher outside of my timetabled lesson, I will send them an email from my school email address or via Canvas.
9. When communicating with a teacher via email I will always be respectful. I will enter the nature of my query/question in the 'Subject' line of the email.
10. When I am unsure about using a particular website to support my learning, I will ask my teacher for advice.
11. I will not allow anyone else to use my username or email address, nor will I attempt to impersonate any other person online.
12. I will keep my passwords private.
13. I will not share my mobile phone number, personal email address or social media contacts with teachers.
14. For all my learning I will use all ICT devices for positive purposes, not engaging in any activity that will cause grief, upset or disrupt the learning of others.
15. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programmes only with the permission of a teacher or the owner of the original material.
16. I will not take screenshots or photos of other members of the school community.
17. I will follow all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs.
18. If I receive or see an email, attachment, or post about me or another member of the school community, I will not ignore it – I will tell my parents and my Home Room Teacher or Stage Coordinator.
19. If illegal material or activities are involved or a crime is suspected, it may be necessary for the school to inform the police. Such actions may occur even if the incident occurs off-site and/or out of school hours.