



# Distance Learning Mode (DLM) Advice for Students

23 March 2020

*Although we will be forced to be physically distant, the College will endeavour to remain connected and engaged with all students.*

## **Communication between Staff and Students and Year level Coordinators**

- All communication between staff and students will be via email, SIMON or Microsoft Teams. Video Chat function will **not** be used.
- Make sure that you check SIMON Messages **each** day. Year Level Coordinators will post regular updates.
- Students are to make sure that they check-in during the first 10 minutes of each regularly scheduled lesson as per your usual 2020 timetable.

## **Student Attendance Management**

- Students are required to attend Homeroom each Monday, Wednesday and Friday via Microsoft Teams. Homeroom teachers will take the role.
- All students are expected to be present and active online between 8:50am and 3:20pm each day between Monday to Friday.
- Class attendance will be marked for each lesson in the first ten minutes of each class. Subject teachers will also take the roll.
- If a student does not check-in for three lessons, teachers will contact parents to discuss.
- Student absence for any reason should be notified via the usual absence line number
- Students are not required to be online during recess and lunch.
- Year 12 students who have a study period should study offline. Email teachers if assistance is required.

## **Student Behaviour Management**

- Students should regularly check emails, Simon and Microsoft Teams throughout the day
- Students are to wear neat casual, comfortable clothes. This will encourage a regular school routine.
- Students should be ready and logged in with any required materials as soon as the class begins. Do not be late.
- Students are to refrain from eating or drinking when online.
- Students should inform their teacher if they need to exit for any reason.
- The usual No Mobile Phone Policy in class will apply.

## **Student Health and Wellbeing**

- Students are encouraged to adopt positive wellbeing strategies when studying via Distance Learning Mode.
- Arrange a comfortable and appropriate workspace. This should be in a public space. Use headphones if others are also working at home.
- Make sure your workspace has plenty of light and a comfortable chair. Propped up in bed is not a suitable study position.
- Be sure to stand and stretch regularly.

- Take breaks and keep the regular recess and lunch breaks.
- Try to maintain the 'regular' school day as far as possible.
- Maintain as far as possible, your daily exercise routine.
- Maintain regular sleep habits, set the alarm for standard school days. Do not stay up later than usual.
- Plan some fun activities and maintain a connection with your friends.
- Contact your Homeroom Teacher or Year Level Coordinator if you need assistance or support.

### **Student Academic Management**

- If a teacher is unable to take an online class, they will notify you via Microsoft Teams. Classwork will still be posted on Microsoft Teams.
- If the absence is to be an extended period, the College will inform yourself and your parents.
- Assessment results will be posted on SIMON as per usual.
- VCE Teachers will communicate arrangements for SAC's.

### **Distance Learning Mode**

- Your teachers will continue to provide quality educational experiences within Distance Learning Mode.
- Students will need to take greater responsibility for their learning.
- You will be able to access resources via SIMON or Microsoft Teams.
- You should complete your classwork and assessments to the best of your ability.
- You may be given a task to complete offline to reduce Internet reliance.
- Communicate with your teachers if you are having difficulty.
- Be sure to log in for the first ten minutes of **every** class to ensure you receive clear instructions.