

PVCC Remote Learning Student Handbook 2020

TABLE OF CONTENTS

VCE.....	2
Assessments Yr. 7-10.....	3
Making the transition to remote learning.....	3
Resources.....	3
Getting prepared.....	4
Daily routine.....	4
ICT responsibilities.....	5
OH&S.....	6
Roles and Responsibilities.....	7
a. Teachers	
b. Students	
c. Parents	
Contacts.....	8

Making sure that student learning continues in these uncertain times is very important to us. Our plan is to communicate through SEQTA, please check lessons daily. Teachers will largely be available online during scheduled lesson times and will be available to “chat” via email or Teams. We realise this will be an adjustment for everyone, so the amount of work expected from students will be adjusted accordingly.

1. VCE

Firstly, we understand that this is a difficult and uncertain time for you. We will support you to the best of our ability and communicate relevant information as it becomes available. It is important to remember that you are not alone. All students completing VCE this year will be in the same situation and VCAA will make decisions with the intent of being fair to all students, while maintaining the integrity of the VCE. The PVCC is committed to delivering a quality learning program during periods where students may be self-isolating at home or schools are closed for an extended period due to COVID-19.

VCE is based around the achievement of outcomes. Your teachers will continue gathering evidence about student achievement of outcomes through assessments completed while you are learning remotely.

Your teachers will notify you of the work that you need to complete for Satisfactory completion and when it is due via SEQTA.

It is important that you keep up-to-date with this work and communicate with your teachers when you need help, as this work may be used to determine satisfactory completion of the outcome.

We will need to be flexible with the current assessment schedule. Please be prepared for the dates and types of assessments scheduled to change as needed. Students will be notified in writing.

Assessment (SACs)

VCAA has recommended the delivery of formative SACs to maintain the continuity of the learning program and prevent concern for students that assessment is not being conducted. These formative SACs could be the tasks already developed or a modified version that is more achievable through remote delivery.

For now;

- Keep doing the work that your teacher sets and seek advice when needed. This may be used to demonstrate your achievement of outcomes and your teacher will notify you when this is the case.
- Some classes may ask you to complete “SACs” at home (wait for advice from individual teachers) make sure you follow the instructions from the teachers - these will be available on SEQTA.
- Some “SACs” may be held over until students can attend school.
- We will continue with all current procedures in the PVCC VCE pathways handbook for issues such as authentication and when a student fails to submit an assessment, including communicating with parents.
- If a student misses a SAC, we follow existing school procedure. Due to remote learning we now have the following exceptions to the regular procedures;
 - technology not working might now be an appropriate reason for missed SAC
 - Student will be permitted to have their SAC re-scheduled in a spare lesson

Key Date Last day to withdraw from Unit 3 classes is 27th April 2020

2. Assessments Yr. 7-10

All assessments and due dates will be communicated via SEQTA.

It is important, that where possible, students continue to submit work and teachers provide feedback about progress.

Students are responsible for ensuring work is submitted according to the instructions of the teacher and for communicating with the teacher prior to the due date if they are having issues with the completion of work.

Teachers will be available to support students but now, more than ever it is vital that students maintain communication, (using email or Teams), with teachers about their progress.

3. Making the transition to remote learning

Making sure that student learning continues in these uncertain times is very important to us. Our plan is to communicate through SEQTA, please check lessons daily. Teachers will largely be available online during scheduled lesson times and will be available to “chat” via email or Teams.

We realise this will be an adjustment for everyone, so the amount of work expected from students will be adjusted accordingly.

4. Resources

We are so blessed to have access to a number of resources and supports across the secondary school. First step is to make sure that you child can access them.

Foundational Tools

- **SEQTA** is our essential platform for communicating with students and parents. Please ensure students know how to log on and view their courses.
- It might also be worth printing a copy of your regular **timetable** for a quick reference.
- **Microsoft Teams** –Some classes have now set up a Team via Microsoft Teams. Some teachers will communicate via Teams and some will schedule live lessons via video conference through teams. Again, this will be communicated through the lesson plan on SEQTA.
- **College Email** – all students have a College email account. This will be the main communication tool with their teachers. Please ensure your children know how to use this and also their teachers’ email addresses.
- **Edrolo** – Is an online support with video tutorials and assessments for some of our VCE classes. Please ensure you have paid for your subscription and that your child has access to their classes.
- **Education Perfect** - Is an online support with video tutorials and assessments for some of our year 7-10 classes, again please ensure your child can log on.
- **Hard Textbooks** – Students should ensure they take their textbooks home with them. If you are self-isolating and you do not have your books you can contact reception to make a time to collect the books after school is finished to reduce contact with others.
- **Soft Textbooks** - Many textbooks provide a code for digital access, this can be helpful, in the event hard copies have been left at school. It may be worth ensuring you have activated all digital codes.

5. Getting prepared

- Ensure that you have a designate a study zone to use each day (this doesn't need to be the same place each day) within your communal family area.
- Limit chances of noise, distractions and interruptions.
- Ensure you have adequate supplies, such as pens, pencils, paper, etc.
- Consider printing a copy of your timetable to help you get set up quickly each morning.
- If using an iPad or Windows computer, download and install the Microsoft Teams **app** (from either the iOS App Store or the from the Microsoft [website](https://www.microsoft.com/teams)). The app provides the best experience otherwise it can be access through teams.microsoft.com
- Use your College email to login to Teams.

6. Daily Routine

- Ensure that your iPad (Year 7-9) or own device (Year 10-12) is charged overnight and ready for use during the school day.
- Check emails and SEQTA for notes regarding lessons before you start your day, so that you can ensure you are organised.
- For each class in Year 7-12 students should keep up-to-date with the work on **SEQTA**
- *It is recommended that where possible students continue to follow their normal **timetable**, as teachers will be available to answer questions in regular class times. If this is not possible, please inform your class teacher and homeroom teacher so they can check-in with you at an alternative time.*
- *Where possible and practical, take note of the work to be completed and work from your books on paper to reduce the time you are spending online.*
- Ensure that you carefully follow instructions about the submission of work and due dates.
- Remove distractions (mobile phones and television) during lesson times.
- Attend, as much as possible, the regular synchronous engagements offered by each of teacher.
- Engage in all learning tasks posted by the teacher.
- Stop working between scheduled lessons, have a break and healthy snack.
- Please keep in regular contact with teachers, by **email** or **Teams**, especially if you are finding work difficult, don't just leave it.
- Ensure that you abide by authentication requirements.
- Abide by the PVCC ICT Acceptable Use Agreement.
- With the exception of VCE, teachers will plan for less work than you would normally complete in class. If you find you still can't manage to complete all the work in the regular class allowance (45 minutes), please let your teacher know.
- If students feel they need more work or extension work, then please notify the teachers. **Edrolo** or **Education Perfect** are good option.
- Some classes may not provide online lessons for students, due to the practical nature of these classes. Examples may include PE, Drama, Music, Wood Tech, Food Tech and Art. There may be assessment work to be completed for these classes, so please check daily just in case.

What a regular day might look like:

8.30 – 8:40	Gather materials for learning
8.40 – 9.30	Lesson 1
9.33 – 10.16	Lesson 2
10.16 – 10.45	Break
10.45 – 11.30	Lesson 3
11.32 – 12.17	Lesson 4
12.19 – 1.04	Lesson 5
1.04 – 1.47	Break
1.47 – 2.32	Lesson 6
2.35 – 3.20	Lesson 7

VCE students may also have the regular requirement for a small amount of homework (other work) to complete outside of these lesson times.

7. ICT responsibilities

You are reminded that you have certain responsibilities when working online.

According to the PVCC ICT Acceptable Use Agreement Student and Parent Declaration, you have agreed to the following when using technology at home and at school;

When I use technology, both at school and at home, I know I have responsibilities and should act appropriately. I agree to be a safe, responsible and ethical user at all times by:

- **Respecting others** and communicating with them in a supportive manner; never writing or participating in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- **Communicating respectfully** by thinking and checking that what I write or post is polite and respectful, using appropriate language and never participating in hate mail or social media, acts of harassment or cyber bullying.
- **Protecting my privacy and the privacy of others;** by not posting or forwarding their personal details or images without their consent and not giving out personal details, including full names, telephone numbers, addresses, passwords, images and the name of the College.
- **Speaking to a trusted adult** if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- **Knowing the terms and conditions** (e.g. age restrictions, parental consent requirements) of individual sites. If my understanding is unclear I will seek further explanation from a trusted adult.
- **Confirming that I meet the stated terms and conditions** of online sites; completing the required registration process with factual responses about my personal details.
- **Carefully considering** the content that I upload or post online as this is often viewed as a personal reflection of who I am.

If your class is using a video conference, it is important that you follow the following guidelines

- Locate yourself in a communal location within your home and that the camera is on a solid surface (e.g. not handheld), and positioned at head level with the focus on the face. Please think about what is visible in the background, a solid blank wall is desirable. You may decide to block out the background via the settings in Teams.
- Students need to be dressed appropriately for public interaction.

- Students **are not** to privately message each other or the teacher via **Teams**. Students should use the class “team” within Teams to communicate. Teachers will *not* respond to *private* (“*chat*”) student communication either via text, audio or video methods. If you need to communicate directly with the teacher, than using your college email is the appropriate mode of communication.
- You **are not** to make a personal recording of Live videos through **Microsoft Teams**. Teachers will make videos available via teams after the conference as appropriate.
- Video conferences with fewer than 3 participants may be cancelled for Child Safe reasons.

8. OH&S

To help you look after yourself properly from a studying perspective, please take careful note to abide by the following recommendations.

When setting up your workstation, ensure that:

- Your chair is comfortable and adjustable (where possible).
- Your desk or table is a comfortable height, with good access for legs and no obstacles underneath and a flat, smooth and non-reflective surface.
- Your keyboard is placed at a distance that allows you to relax your shoulders with your elbows close to your body.
- Your mouse rests at the same height as your keyboard and moves easily on the surface of the table.
- If you are using an external monitor, the top of the screen is at or slightly below eye level and positioned to avoid glare, with a viewing distance of 350mm to 750mm.

When you are working, ensure that:

- Your wrists are straight, and you are sitting upright or slightly reclined with your lower back supported.
- Take regular breaks, get up and move around, stretch frequently and avoid awkward static postures by regularly changing position.
- Make sure you look up and away from your screen regularly, change focus and blink from time to time!

Think about your home environment as a workplace. Ensure that:

- You have adequate lighting without glare or reflection.
- Good ventilation and temperature control.
- No excessive noise.
- Clear walkways free of trip hazards such as electrical cords.

Think about your work habits and ensure that:

- You keep good communication with your friends and family. Reach out to others for support and some fun.
- Find some ways to de-stress and take time out for yourself. Read a book, take a warm bath, listen to music or spend time on a hobby.
- Remember your relationship with God is the core of who you are and like any relationship, grows when you put time into it! Our God will sustain us through this time, just as he has until now.

9. Roles and Responsibilities

a. Teachers

- Collaborate with colleagues to design Remote Learning experiences for students in accordance with KLA plans.
- Develop high-quality student learning experiences.
- Communicate with and provide timely feedback to students via email/SEQTA
- Communicate with parents, as necessary.
- Be available to communicate with student during lesson time.
- Aim to run one lesson per week as a live lesson via Teams -to be communicated via SEQTA
- Track student engagement and notify parents and co-ordinators if you have concerns.
- Set substitute tasks to assess student progress.
- Communicate clearly about due dates and submission methods of work on SETQA.
- Modify or make accommodations for students on ILP/SSD. Work for these students may need to be emailed to them personally.

b. Students

- Dedicate appropriate time to learning, comparable to a school day and/or as guided by teacher/s.
- Check SEQTA for information on courses, assignments, resources daily.
- Attend, as much as possible, the regular synchronous engagements offered by each of teacher.
- Identify a comfortable and quiet space to study/learn.
- Engage in all learning tasks posted by the teacher.
- Submit all assignments/assessments in accordance with provided timeline and/or due dates.
- Ensure that you abide by authentication requirements.
- Abide by the PVCC ICT Acceptable Use Agreement.
- Let the teacher know when you need support.

In addition, if your at home lesson requires a live video lesson you must abide by the following guidelines

- Locate yourself in a communal location within your home and that the camera is on a solid surface (e.g. not handheld), and positioned at head level with the focus on the face. Please think about what is visible in the background, a solid blank wall is desirable. You may decide to block out the background via the settings in Teams.
- Students need to be dressed appropriately for public interaction.
- Students **are not** to privately message each other or the teacher via **Teams**. Students should use the class “team” within Teams to communicate. Teachers will *not* respond to *private* (“chat”) student communication either via text, audio or video methods. If you need to communicate directly with the teacher, than using your college email is the appropriate mode of communication.
- You **are not** to make a personal recording of Live videos through **Microsoft Teams**. Teachers will make videos available via teams after the conference as appropriate.
- Video conferences with fewer than 3 participants may be cancelled for Child Safe reasons

c. Roles and responsibilities – Parents

- Dedicate appropriate time to learning, comparable to a school day and/or as guided by teacher/s.
- Encourage your child/ren to check SEQTA for information on courses, assignments, resources daily.
- Encourage your child/ren to attend, as much as possible, the regular synchronous engagements offered by each of teacher.
- Identify a comfortable and quiet space for your child/ren to study/learn.
- Ensure that your child/ren understands authentication requirements
- Support your child/ren in abiding by the PVCC ICT Acceptable Use Agreement
- Let the teacher know when you or your child needs support

10. Contacts

If there are any questions about the courses, please address then to your teacher.

firstname.secondname@pvcc.vic.edu.au

If there are any further questions you may contact me on Sonia.Goodacre@pvcc.vic.edu.au

Any tech issues associated with online learning can be directed to helpdesk@pvcc.vic.edu.au

Thank you for your understanding of the extreme pressure that we are all under at this time. Remember that our goal is to support you as best as we can with your education.

Sonia Goodacre
Secondary Head of Learning and Teaching