



St Joseph's
College
TOOWOOMBA

Online Learning and Teaching: Student & Parent Guide



Let's create
your best
future, **together.**



The Joey's Way

St Joseph's College has four key values that underpin all aspects of College Life. They are Respect, Endeavour, Compassion and Dignity. The Joey's Way provides all members of the College community with more specific imperatives for living out our values.



Each of the twelve imperatives is accompanied by an icon, either a head, a heart, or a hand. This is because the best way to live out the Joey's Way is to be clear about how we think (head), how we feel (heart) and how we act (hands). The patron of the College, Blessed Edmund Rice, taught us this and it is our job to carry on the tradition.

During online learning, the Joey's Way looks like:

Endeavour

- Engage in lesson materials for each timetabled lesson of each day you are learning online.
- Keep up to date with your classes and contact your teacher if you have any questions about your learning.
- Participate fully in the online learning experiences such as discussion forums, quizzes, and other formative assessments.
- Submit assessment and progress checks on or before the due date.

Respect

- Participate fully and respectfully online.
- Use appropriate language and communication in online learning experiences, for example you will be able to use the chat function during a Teams video-conferencing session. **Please note that everything you write will be seen by all participants and cannot be deleted.** Think before you post.
- Show gratitude to those who are helping you in challenging circumstances.

Dignity

- Your teacher may allow you to have access to the microphone or video during a lesson. At all times appropriate behaviour is expected.
- For Video Conferencing you are expected to present in respectable dress (e.g., no pyjamas, appropriately covered) and in an appropriate location (i.e., with consideration of what could be seen through video). Microsoft Teams allows you to blur the background of your video to ensure privacy and safety is maintained.

Compassion

- If you are experiencing difficulties, notify your class teacher.
- Reach out and help others. Our College prides itself on our welcoming nature. Please try to maintain these qualities in the online environment by helping your peers.
- Understand that this is a difficult and challenging situation. Teachers are working hard to provide consistency and continuity in your learning, and we will require your patience and understanding.






What to Expect

Communication with your teachers

- Teachers will use Canvas to schedule learning tasks in line with your timetable. You will be expected to use Canvas as directed by your timetable. You are to complete all tasks to the best of your ability, meeting deadlines that are set.
- Your teachers will be assigning and checking work and providing feedback as appropriate. If students are not completing work, handing in assessment, or joining lessons as required, parents will be informed by email or phone call.
- You should expect the usual email protocols to apply. Your teachers may take two business days to respond as they have multiple students and classes to work with, but you will usually hear back from them sooner than this.

Learning tasks

- Your teachers will use a range of digital tools and programs that you will be familiar with. Not all teachers will run their learning activities in the same way, so it is important that you reach out via email to ask questions if you are unsure.
- Each page in your Canvas course will look like the template below with learning intentions, success criteria, activities, and resources, as well as formative assessment.

FOCUS/ TOPIC:									
DATE:									
DURATION:									
	Learning Intentions We are learning:								
	Success Criteria I will know I am successful when: <table border="1" data-bbox="523 1420 1295 1505"> <thead> <tr> <th>Surface</th> <th>Deep</th> <th>Transfer</th> </tr> </thead> <tbody> <tr> <td>Cognitive verb statement</td> <td>Cognitive verb statement</td> <td>Cognitive verb statement</td> </tr> </tbody> </table>			Surface	Deep	Transfer	Cognitive verb statement	Cognitive verb statement	Cognitive verb statement
Surface	Deep	Transfer							
Cognitive verb statement	Cognitive verb statement	Cognitive verb statement							
	Learning Activities and Resources								
	Formative Assessment								
	Tracking my learning My learning is at <u>surface / deep / transfer</u> level because ____ My next step is to ...								

Expectations of Students

****Roll Marking will be occurring during Joey's Way classes each day.**

Participation in video conferencing

You may be requested to participate in video conferencing via Microsoft Teams. When participating in video conferencing, you should:

- Remember that you are in a learning environment and school rules apply. Dress appropriately in school uniform and behave as you would at school.
- Be polite and respectful to peers and teachers - a video conferencing call may seem more casual, but student engagement and communication will be expected to meet the same high standards as face-to-face interactions would at school.
- Avoid eating and drinking when participating in calls; you should be focussed on the learning and discussion, and just as you would not eat and drink in class, you should avoid this when engaging remotely.
- Notify your teacher if you are unable to participate - just as you would be expected to let a teacher know if you are unable to attend a class or activity, the same will be expected for video conferencing. Engagement and participation will be tracked.
- Locating yourself appropriately - finding a relatively quiet space will enable you to focus on engaging with your teacher and peers. This also means tidying your personal space if you need to use your own room.
- Be aware that your teacher will be recording all video conferencing sessions.
- Make sure that your video camera will not show anything that might embarrass you or offend someone else.
- Blur background during the video conference.
- Microphones are recommended; however, you should have your microphone on mute as a general rule. Your teacher will ask you to 'unmute' your microphone if required.
- Use the chat feature in the meeting to ask questions of your teacher. Only turn your microphone on if your teacher asks you to do so.
- Use headphones so that you can hear clearly.
- Make sure you read, understand, and comply with the Acceptable Use of ICT Systems and Resources policy.

General digital etiquette

- Don't expect instant responses from peers or teachers; in these circumstances, they may have other responsibilities that they need to attend to.
- Be mindful of giving personal space and being understanding that your teachers are juggling supporting many students remotely; you may need to wait a little while for a response and cannot reasonably expect responses outside of normal school hours.
- Be a good digital citizen; treat others with respect, kindness, and consideration.
- Always think before you post online.
- Students should login with their identity and not post as anonymous unless this is a teacher-directed instruction for learning purposes.
- Teams links are only to be used during your timetabled lesson.

Online safety

- If you experience any kind of online bullying or negative behaviour, don't hesitate to reach out to your Joey's Way teacher or House Leaders - they will be happy to help follow up. Provide a screenshot if you can.
- Ensure that you don't post your own personal details or those belonging to others online in any forum.
- The College will continue to monitor your digital activities.
- Stymie notifications will continue to be monitored.

Digital content rules

- Never share content from your teachers on social media or outside of the College; this content does not belong to you, and you are required to respect the privacy of teachers creating content for your use.
- Respect content shared with you by your peers; do not share outside of your designated classroom digital space, even within school.

The College expectations are well-known. If, however, you need to revisit these, you may find these policies useful:

- [Communication Devices Acceptable Use Policy](#)
- [Family Zone Cyber Safety](#)

Year 11-12 information

- The following requirement will run for the duration of online learning:
 - Year 12 Courses – a minimum of 2 timetabled classes each week will be conducted through a Microsoft Teams Meeting.
 - Year 11 Courses – a minimum of 2 timetabled class each week will be conducted through a Microsoft Teams Meeting.

Year 7-12 information

- Canvas activity and engagement is monitored.

Setting Boundaries

- Teachers will only be available during the normal hours of a school day 8:30am – 3:00pm. This includes responding to emails and being available online.
- Ensure that you use College platforms for all communications with your teachers. This means Canvas messaging or your Outlook email.
- Outside of your scheduled Teams Meetings, teachers will reply to communication before the next scheduled lesson in the timetable. This would usually be within a 24 – 48 business hour time period.

Enhanced Learning

- Students are expected to engage with their online learning each day as if they are attending school.
- All students who require additional support will be sent a 'Daily Planner' to help with the organisation of work to be completed each day. It is recommended that students print off 5 copies at the start of each week. Students then spend the first half an hour of each day sorting through announcements and messages and planning the work they need to complete based on their school timetable.
- If you are having difficulties understanding or completing tasks set in a subject, contact your class teacher immediately via email. Your class teacher is your first point of contact.

Suggestions for learning online

Establish a routine

Start to establish a routine as soon as you can; this will help you to adjust and to keep up with your learning workload. Use your timetable to plan your day and check your emails regularly for updates. Your teachers will be following the timetable wherever possible.

It's a great idea to make use of a diary or even to write a schedule each morning. Take particular note of any scheduled MS Teams meetings as these are live; you can always fit other tasks around these to suit your preference. Set alarms on your devices as reminders.

Use good digital work habits

Avoid emailing files to your teacher, who will likely have a huge volume of emails from students; instead, upload your file to Canvas. Keep your content organised in your OneDrive, saving files to the correct folders as soon as possible. This will help you to remain organised and on top of your workload and will make the transition back to school easy.

Student guide to email etiquette

How to write and respond to emails in a formal manner.

SETTING UP YOUR EMAIL

1. Ensure you are using the correct email address for the person you are sending to.
2. Fill in the subject bar to indicate what the email is about. For example: English assessment draft; Question regarding assessment.
3. You can use the CC bar if you want someone else to have a copy of the email. For example, if you are working on a group project and you want other team members to see what you have sent to the teacher.

WRITING YOUR EMAIL

1. Address the person you are writing to with a greeting. For example: Good morning, Mr....; Hi Miss.....; Dear Sir,
2. Try to avoid slang and abbreviations such as LOL, OMG, U, K etc. (It is not a text message to your mate).
3. Use your manners. If you are requesting something, make sure you use please and thank you. Manners go a long way.
4. People receiving emails can't determine the tone of your voice in an email. Try to make sure your email reads as being polite and doesn't sound aggressive.

FINISHING YOUR EMAIL

1. Make sure you sign off with a closing salutation (acknowledgment) such as sincerely, regards, have a good day etc.
2. Include your full name at the end to sign off.
3. ALWAYS: READ THROUGH YOUR EMAIL BEFORE YOU SEND IT (you cannot undo).
4. See example below.

Good morning, Mr Smith,

Thank you for putting up the classwork today. I was wondering whether this work was due today, or due with other work you sent out? This other work was due next Thursday.

I hope you're having a good day. Your Sincerely,

Brad Walters

Parent monitoring

We encourage parents to start and finish each day with a simple check-in. These check-ins should be a regular part of each day and start immediately. Not all students initially respond positively to an online learning environment; some struggle with too much independence or lack of structure and the check-in will help them stay on track. Please refer to the sample check-in questions below:

In the morning you could ask:

- What are you learning today?
- How will you be spending your time?
- What resources do you require?
- What support do you need?

In the afternoon you could ask:

- What did you learn today?
- Identify one element that was difficult. Either let it go or come up with a strategy to deal with the same problem if it comes up again.
- Consider three elements that went well today. Why were they good?
- Are you okay? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?

We readily acknowledge that every family group is unique and operates on structures and routines that best suit their work life and personal commitments. The above information is intended as a guide to support you. We understand that you may need to massage the basic structure of the 'school' day to meet the needs of your family.

Taking care of your wellbeing

Find your balance

Once you've worked out your routine, make sure that you build in time to move away from your screen and your schoolwork. Whilst you'll need to keep on top of your learning, you also need to take care of your well-being and find time to switch off and engage in leisure activities.

Try to avoid further screen time if you can and make some time to go outside and get some fresh air and activity as much as possible. If you're looking for inspiration - the Student Leaders, House Leaders and Program Leader - Sport are all planning some competitions, activities, and physical fitness challenges. More details can be found on Canvas.

Connect with your peers

Stay connected with your peers however you see fit; give them a call, stay in contact via social media (with parental permission) or schedule a video chat with a group of friends. Remember that they are in the same position as you, which can be a comfort if you are finding remote learning a challenge for any reason.

Reach out for your support

Your teachers will be more than happy to help if you are starting to feel overwhelmed or are struggling to manage in this new situation. It is normal to feel uncomfortable in this situation and being relatively isolated from your peers can have an impact on your well-being.

Reach out to your parents or peers for support and remember that you can access support from the school counsellors. We are all in this together and you are never alone.

Student Hotline - I need help with...

Getting around Canvas: [Canvas Help Guides](#)

IT issues with your device and connections:
support@sjc.zendesk.com

Accessing textbooks, finding resources for an assignment, or using the eLibrary:
library@sjc.qld.edu.au | [Access-IT](#)

Learning:
SJC-LearningSupportStaff@sjc.qld.edu.au

Careers:
careers@sjc.qld.edu.au

Mental health & well-being:
staff-counsellors@sjc.qld.edu.au

Ensuring Student Wellbeing During Home-Based Learning

Government advice on student wellbeing

To visit the Australian Student Wellbeing hub, please [click here](#).

View Headspace resources, by clicking here.

St Joseph's College Cyber Safety Hub: <https://sjc.cybersafetyhub.com.au/>

Advice from the eSafety commissioner

Please [click here](#) to view.

Beyond Blue resources

Please [click here](#) to view.

AITSL Advice to Parents

The following information was taken from a recent paper released by AITSL on the best evidenced based strategies for use in remote, distance or online learning. The main ideas are summarised here to ensure that our parents are informed and supported here at St Joseph's College, to maximise the chances for our students to achieve success in their learning.

The paper can be found in full by [clicking here](#).

The underlying principles for remote learning for parents

The ideas below are the evidenced based best practices to support your child during this time of online learning:

- Supporting your child to develop positive relationships, including responding appropriately to negative experiences they may encounter.
- Learning together, including engagement in everyday activities such as cooking and spending time learning as a family.
- Creating a positive homework environment, that is:
 - Providing your child, a dedicated space and time for homework.
 - Ensuring parent-child interactions around homework are positive.
- Information particularly for adolescents:
 - Being sensitive to increasing autonomy and independence of adolescents, while retaining a supportive structure.
 - Demonstrating aspirations for your child and having high expectations for their learning.
 - Aiming to provide a stimulating and supportive home learning environment.
 - Keeping connections and communications open with their school.

Setting up a home learning environment

- Students value their family members taking an interest in their learning.
- Tips for setting up a home learning environment:
 - Have books and other learning resources available in the home.
 - Model behaviours that promote learning and demonstrate education is valued (e.g., parents reading in the home, conversations between parent and child about learning).
 - Engage the child in out-of-school learning activities, such as gardening and cooking.
 - Provide a supportive environment for child health and wellbeing more generally. For adolescents, this may include managing fatigue and ensuring adequate sleep.

Parent Access to Canvas

Access Canvas at this web address: <https://sjc.instructure.com/>

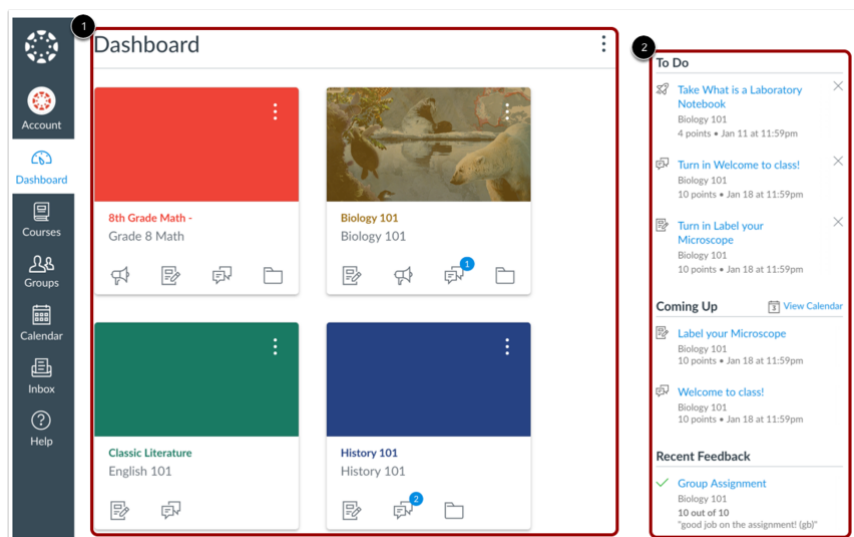
Ask your child for their login details.

- School email
- Password

Canvas Dashboard

The first screen students see in Canvas is their Dashboard. This is like the homepage for their learning.

- 1- **Dashboard:** Students will be able to see a tile for each of their classes.
- 2- **To Do and Coming Up** – Students can see the task they have been assigned to complete and what assessment is coming up in their calendar.



Learning environment checklist

In setting up this space the following should be considered:

- ☐ Is the area free of distraction?
- ☐ Is there excessive noise in the area?
- ☐ Are there trip hazards in the area?
- ☐ Is the area exposed to direct glare or reflections?
- ☐ Does the area have sufficient power points available?
- ☐ Is equipment (extension cords etc.) in good, safe, working condition?
- ☐ Is there a proper desk and chair and other necessary equipment (light, stationery, and devices)?
- ☐ Is the chair adjusted correctly?
- ☐ Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
- ☐ The chair backrest should support the lower back and allow your child to sit upright
- ☐ The chair should move freely and not be restricted by hazards such as mats and power cords.
- ☐ Chair arm rests should be removed or lowered when typing.
- ☐ Is the computer adjusted correctly?
- ☐ The screen should be positioned directly in front of your child.
- ☐ The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
- ☐ The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed.
- ☐ The mouse should be placed directly next to the keyboard.
- ☐ Are their most frequently used items within easy reach from a seated position?