



Remote Learning Program Student Guidelines

The Remote Learning Program is to support your learning in the event of a school closure.

Make sure that you have reliable internet access.

- Use your home WiFi or mobile phone hotspot to stay connected - check your data limits. *Please note, Telstra and Optus are giving customers free additional data. Please check details with your provider.*
- If you do not have internet access at home, contact the College (5762 1222) to leave a message for your teacher or, when able to access the internet, contact your teacher via email. Hard copy packs will be made available.

Create a dedicated study space.

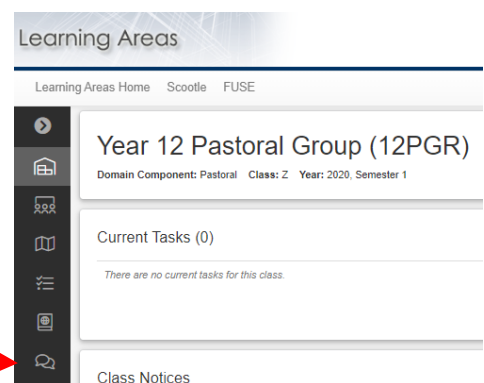
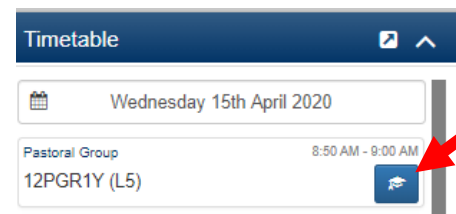
- Set up a dedicated study space i.e. in a common area such as a living room, kitchen, or study.
- Use this space to work during the regular school day i.e. 8:30am - 3:20pm.
- Avoid bedrooms - keep this space for relaxing and sleep.
- Avoid distractions - close all other Apps, Programs, Videos, Games etc. that are not related to your work.

As a student, what are my responsibilities?

- You are to attend each of your regular classes including Pastoral Group.
- At 8:30am:
 - Login to SIMON at 8.30am.
 - Check Daily Messages regarding updates to the school schedule.
 - Write your classes into your FCJ College School Planner

- At 8:45am:

- Go to your Pastoral Group by :
 - clicking on the Academic Hat next to your Pastoral Group class
- Then go to the Forums section for your Pastoral Group by clicking on the speech bubble.



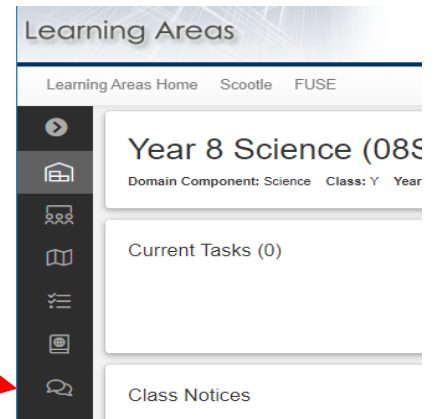
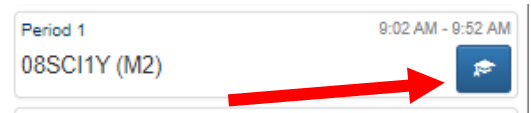
- Click on the Pastoral Group Forum

View Forums

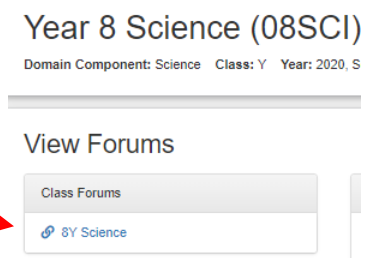
Class Forums
[122 Pastoral](#)

- Your Pastoral Leader shall have a welcome message and a prayer for you to read. You are then asked to post a message to your Pastoral Leader telling them you are present .e.g. Good Morning Mr Morgan

- At 9:00am
 - Go to your Period 1 class by:
 - clicking on the Academic Hat next to your Period 1 class
 - Then go to the Forums section for your class by clicking on the speech bubble.



- Click on the class Forum



- Read the instructions for the lesson by your teacher. Indicate your attendance by posting a response e.g. Good Morning Mrs Hughes
- Teachers will be using the Courses, Assessment and Forum features of SIMON to support your learning. All learning activities and assessment that you are to complete during the day will be uploaded.
- The school day continues as normal for Period 1 to 6.
- Students are to utilise normal recess and lunch time by moving around the house, getting outside and away from screens.
- Teachers are available to answer questions during your scheduled class via SIMON forums and email. Teachers will only be available online from 8:30-3:30pm to provide screen time rest, however, depending on their teaching load may not have the opportunity to answer questions on this day. Be patient, your teacher will get back to you.
- Teachers may use video conferencing as a tool for learning. Students and staff are to follow video conferencing protocols (see attached).

As a student, what can I do to stay organised?

Start your Remote Learning Program early by logging in at 8:30am, but also check SIMON throughout the day for updates. Develop a study plan by using your FCJ College school Planner.

Read the learning intentions, activities and success criteria for each lesson to help complete your work. It's a lot easier to stay focused. It's also okay to take a short break, but remember to finish your work. **There will be no homework for years 7 to 10 classes.**

Ask your teachers questions within your scheduled class session time. Use the FCJ College SIMON Forums and/or email if you are unsure about a task or need clarity about the lesson content or your learning. Be patient - replies may take some time.

Be respectful online with teachers and your peers. We are all in this learning experience together and need to support one another in order to achieve your educational goals.