



## Remote Learning Program 2.0 August 2020 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) as hard copy packs will be made available.

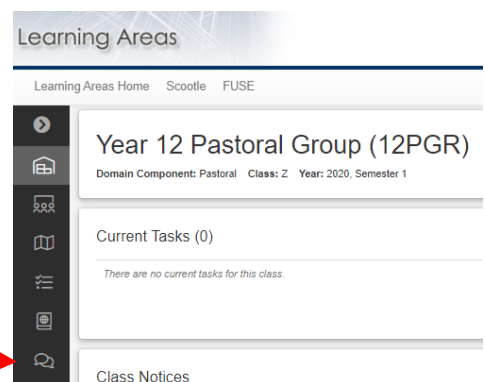
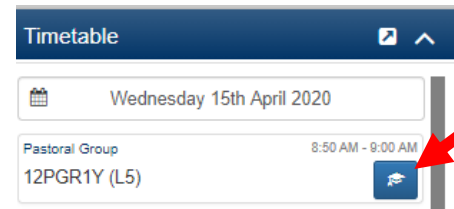
### Create a dedicated study space.

- 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 ie. 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.



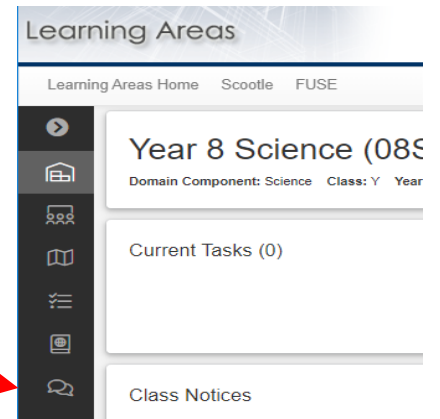
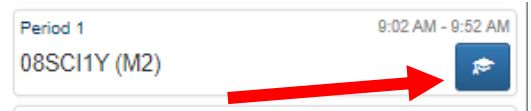
- Click on the Pastoral Group Forum

### View Forums

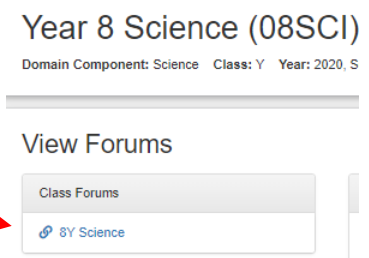
Class Forums  
12Z Pastoral

- 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.
  - Teachers may also utilise Google Classroom to post their instructions and collect work however all students must record their attendance on SIMON Forum.
- 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, email and/or Google classroom. 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).

**Please be aware of the following initiatives within Remote Learning 2.0 :**

1. There should be no longer than 20 minutes instructional screen time for each period/ session e.g. Google Meet sessions should not involve a teacher talking to the class for longer than 20 minutes.
2. Instructions for each classroom must be written on SIMON Forum or Google Classroom
  - Instructions should be in step by step form
3. Teachers are to incorporate 1 consolidation period per subject per week. Where a consolidation period includes:
  - no new work
  - an opportunity for students to review, revise, catch up on previously addressed knowledge and skills
  - teachers marking the roll

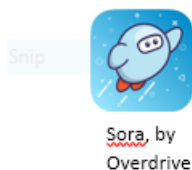
- Students have an opportunity to clarify understandings if required e.g. through Simon forum/ email. Teacher checks in sporadically to answer questions.
  - an opportunity for a study break once completed tasks
4. Allocated Year 8 French classes shall become dedicated Wide Reading Time for Term Three
  5. Online Reading resource – now available
    - During remote learning students are still able to access books and keep their literacy skills up-to-date and improving. We now have access to an online library of reading and listening material that students can access from home. I hope care-givers and students may now be familiar with **OVERDRIVE** which can be accessed via Sora in Google Docs. It is a library of over 1,500 titles, both e-books and audio books that students can borrow (two books for two weeks). Students in Years 7, 8 and 10 have been given instructions on how to access Overdrive and many have already logged on and are using this valuable resource.
    - Another online resource that may be of use is a website called [Read any book](http://readanybook.com) (readanybook.com) which also provides a wide range of online reading material.

## OVERDRIVE Instructions

- Google homepage OR Google Drive
- Click on 9 dots icon (beside Apps)



- Scroll to bottom of list and click on the SORA icon



- Select school from dropdown screen:

FCJ College

- Sign in

To use on your phone simply go to the App Store



And download the App. You will need to find our school and it will be located under 'Catholic Education Sandhurst' then 'FCJ College, Benalla'

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

- Start by logging in at 8:30am
- Check SIMON notices in the morning and throughout the day for updates.
- Develop a study plan by using your FCJ College Planner.
- Move your emails into folders for each subject – this frees up space for new emails.
- Read the learning intentions, activities and success criteria for each lesson to help complete your work – this instruction shall be on SIMON forum or Google classroom depending on your teacher.
- 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.**

**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.**