Online Learning Guidelines
for Students

Norwood Morialta High School is committed to ensuring the continuity of student learning. The following guidelines aim to minimise disruption and support students in their continued engagement and connection to learning.

Our students are fortunate to have access to a number of online systems that will enable them to receive lesson instructions, tasks and teacher support. To ensure the effective implementation of these guidelines we seek parent support and partnership in learning.

What does online learning look like?

Online learning may look different for everyone. Rather than sitting in a physical classroom, students you will now participate in a virtual classroom and connect with their teacher and classmates through different online platforms. Teachers will use a variety of online tools for different subjects and classes, however the message remains consistent: *Students will continue to remain focused, engaged and supported in their learning to be successful – just in a different way*.

Key Priorities

· It is expected that students will follow these Online Learning Guidelines.

· Daymap will be used as the primary form of communication between students and teachers. All lesson instructions and resources will be published on Daymap, including links to other websites and platforms.

· Students will engage in each subject twice a week and they will be directly contacted by their teacher via a 'live' interaction session at least once a week. This contact may vary and involve video conferencing, class posts, google chats, live quizzes, shared collaborative documents or Daymap/email messaging.

· Students may contact their teacher or a school leader via Daymap messaging any time they need support. This will be responded to at the staff member's earliest convenience.

· Students can upload assessment tasks on Daymap or to One Drive. It is recommended that One Drive is used for larger files, as per the teacher's instructions.

· Parents may contact any member of staff through the school website.

Expectations and Guidelines

To ensure the effective and consistent delivery of teaching and learning programs all students are expected to follow these guidelines:

Set up a suitable learning space in your home, if possible

Check Daymap every morning

Timetable:

Undertake learning as per the standard lesson times on your timetable. This includes recess and lunch breaks**.**

Unscheduled lessons and homework:

Senior campus students who have unscheduled lessons should continue to use this time effectively at home. Middle campus students should focus on completing required work and meeting deadlines, using additional time if required.

Lesson Readiness

Ensure you are ready for each lesson

Access and follow lesson instructions posted on Daymap.

Lesson instructions:

Access and follow lesson instructions posted on Daymap.

Changes to existing programs, tasks and due dates:

Carefully read Daymap lesson notes and messages to make sure that you are aware of any changes to due dates and task requirements.
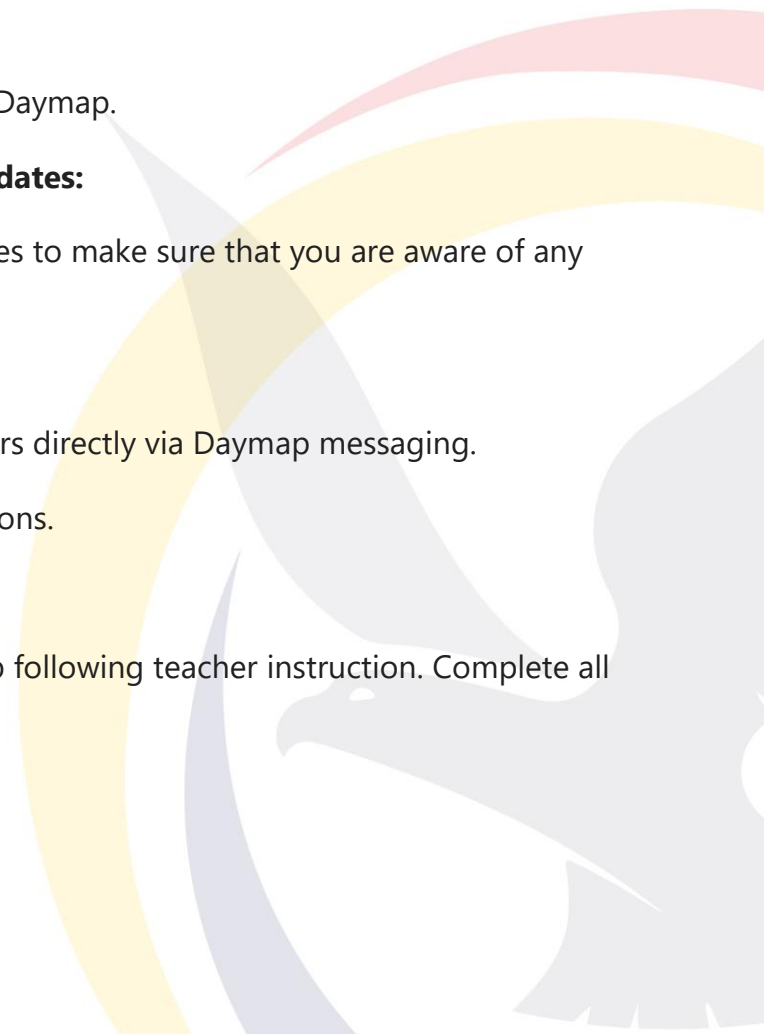
Subject Support:

Access support for subjects by contacting teachers directly via Daymap messaging.

Teachers will be available for support during lessons.

Work completion:

Adhere to deadlines and submit work to Daymap following teacher instruction. Complete all work set outside of scheduled lesson times.

Video conferencing or live chats:

Students will have an opportunity to interact with their teacher and classmates weekly via online group chats, class posts, shared collaborative documents or video chats. Students will be notified of the 'online' interactive session at least 24 hours in advance via Daymap. This will be an opportunity for discussion, collaboration and clarification.

Students may wish to connect with other students outside of the live activity to collaborate on tasks and offer each other support.

Students are expected to:

Join sessions on time

Use appropriate names for log-in details

Follow their teacher's expectations and instructions, as per a normal lesson

Engage respectfully and use appropriate language with all participants. Any student who behaves inappropriately may be uninvited or have their audio or image turned off

Be prepared for the 'online' interactive session. Students should review the task or materials prior to the 'online' lesson, so that they can use the time while online to ask questions, do collaborative work and connect with others in their class

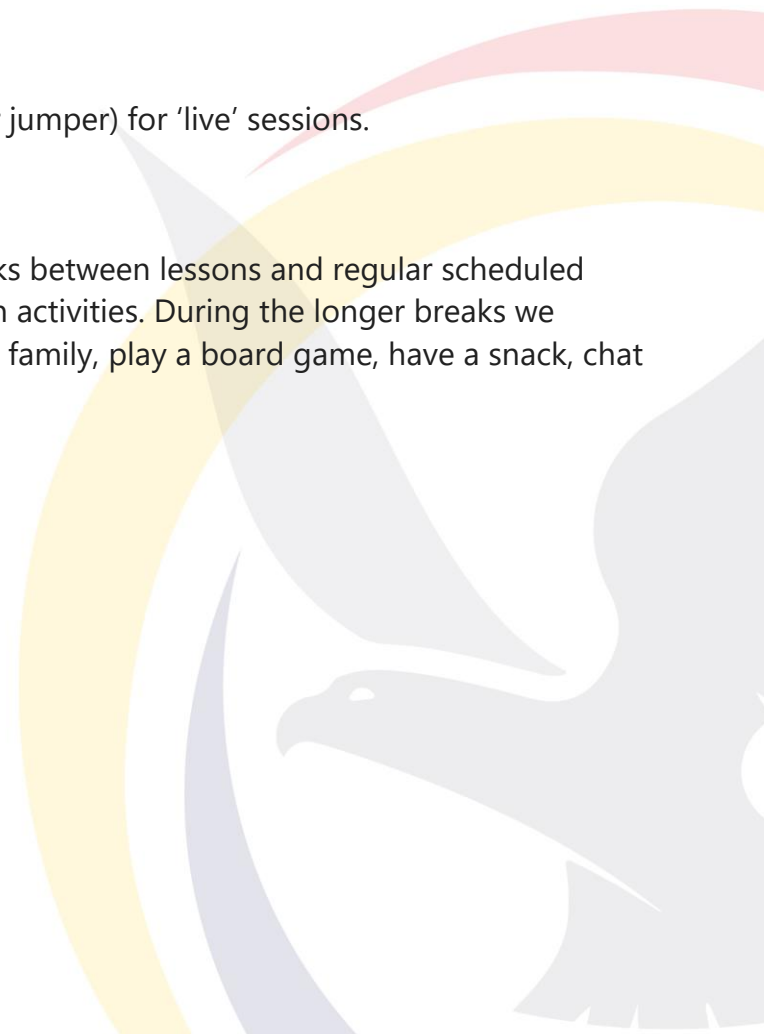Seek permission of all participants before commencing any recording

Actively participate and contribute in group discussions/collaborations

Mute their microphone, unless speaking

Wear a school uniform top (ie polo, shirt or jumper) for 'live' sessions.

Breaks:

It is recommended that students take short breaks between lessons and regular scheduled breaks (recess and lunch) that involve non-screen activities. During the longer breaks we encourage students to: exercise, spend time with family, play a board game, have a snack, chat with a friend, etc.

Responsible Student Behaviour, Attendance and Support

All students are expected to actively participate in online learning by attending 'live' lessons and completing both formative and summative tasks. Like in a physical classroom, teachers will be monitoring your participation, engagement and understanding of the work.

Responsible student behaviour:

During 'live' sessions students are expected to follow school normal rules and demonstrate appropriate behaviour, such as punctuality, respectful language and following your teacher's instructions.

We understand that a 'live' online learning environment is different to the normal classroom and it is important that teachers negotiate 'live learning' expectations with their classes. Some of these student expectations should include:

- Using appropriate names for login details
- Engaging respectfully and using appropriate language with all participants. Any student who behaves inappropriately may be uninvited or have their audio or image turned off.
- Wearing a school uniform top (ie polo, shirt or jumper) for 'live' sessions.

Please refer to 'Student Expectations' for more information.

Teachers should direct serious breaches of behaviour to the respective LCL via Daymap or email.

Attendance:

- Student attendance will be marked by their subject teachers for the weekly scheduled 'live' lessons. This may involve a message, online chat, classroom post, collaborative discussion and or video-conference.
- Daymap will show a tick for student presence at the session or a cross for absence.
- Parents are encouraged to contact the school for any absences as per our usual procedures.

Support:

Students and parents are encouraged to seek support by contacting the relevant teacher in Daymap or via the 'Contact Us' page on our website https://www.nmhs.sa.edu.au/contact-staff/. Teachers will make every effort to respond to student Daymap questions during the scheduled lesson.

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Assessment and Work Submission

Students will be provided with a range of tasks and tools to demonstrate their learning. These tasks will be accompanied by either the specific IBMYP criteria or SACE performance standards, along with a check-point final due date.

Task Submission:

- Students are expected to complete and upload their work on Daymap or to One Drive (as per your teacher's instructions)
- Feedback and assessment results will be published on Daymap
- Teachers will follow up with students and parents for any non-submission of work.