

REMOTE LEARNING STUDENT GUIDELINES

OVERVIEW

This document is aimed to provide support at the current time, on how we can work with our school community if school closes and how we must support you while you are at home with your learning.

Our aim, as always, is to provide the best culture of care that we can, with student and staff wellbeing at the centre of all that we are doing.

At Long Bay College we aim to provide our teaching and learning online during a time when students are unable to attend school, but are able, to continue learning at home.

As a school we use **Microsoft Teams** and **Class Notebook**, to provide your learning at home due to school closure.

GENERAL EXPECTATIONS

- Put your health and your family first.
- Keep learning focused – what is essential? Cut out the busy work and noise.



STUDENT

- Ensure you understand the learning objectives
- Organise your time; create and follow an online learning schedule
- Complete tasks and assignments with your highest level of effort
- Monitor your learning to meet expectations and submit work on due dates



GUARDIANS

- Organise a dedicated learning space
- Help your child create and follow an online learning schedule
- Check tasks and learning objectives in Microsoft Teams
- Expect your child to complete tasks and assignments on time and with their highest level of effort

STRUCTURE OF THE DAY FOR STUDENTS

The Remote Learning for Students can also be found on the school website – Here is where you can find a step by step guide to what remote learning looks like at Long Bay College

<https://www.longbaycollege.com/remote-learning/>

This PowerPoint is a step by step orientation of Teams and Class Notebook.

Lessons run as timetabled

	MONDAY	TUESDAY*	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1 8.45am – 9.45am					
PERIOD 2 9.50am – 10.50am					
INTERVAL 10.50am – 11.20am					
PERIOD 3 11.20am – 12.20pm			ATAWHAI		
PERIOD 4 12.25pm – 1.25pm					
LUNCHTIME 1.25pm – 2.15pm					
INDEPENDENT STUDY 2.15pm – 3.15pm					

The expectation is that you will complete the days lesson in that timeslot and your teachers will be online in Microsoft Teams to support you during that lesson.

How do I know what to do?

1. Click on TEAMS
2. Select your Class Team
3. Click on Class Notebook

What if I get confused?

Your teacher will be online

1. Send them a CHAT on Microsoft Teams
2. Or an email on Microsoft Outlook.

Your lesson instructions will be here

STUDENT EXPECTATIONS AND ETIQUETTE

If we are unable to attend school for classes, Teaching and Learning will continue through an online system at home.

- We will be using two platforms to continue our lessons. We will be communicating via Microsoft Teams and completing our work in Class Notebook or in workbooks that have been provided.
- Inside these two Apps we must show the same set of behaviours as our Classroom Tikanga and that of our school values of Respect, Care, Creativity and Community.
- Keeping you in a routine is a positive way of supporting you at this time which is why **lessons will run at the normal times from Period 1 to Period 4 as per the school timetable**, unless instructed.
- We are aiming to keep a sense of normality and support you with your education.
- Your teachers will be available during normal lesson time to assist with questions via Chat within Teams, or via a group Video Conference, where practicable.
- It is an expectation that you will continue to engage in your learning during these times to continue with your education. If there are any issues that are interfering with completing the required work then please email your classroom teacher, Atawhai leader, or Year Level Dean.
- Teachers will make contact if students are not engaging with the learning and request parents' support.




If you need support from your teachers, they will be available during your normal lesson time to assist and you can contact them through Teams, ensure you @mention so they are aware you have a question.


UPDATED STUDENT GUIDELINES FOR SAFE ICT USE


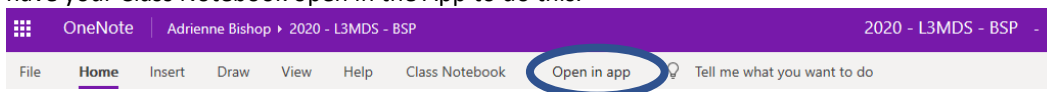



The school has updated our staff and student safety guidelines for the use of ICT to include our expectations around online communications. Long Bay College is using Microsoft Teams as a place for teaching and learning. You do not have permission to use Teams as a social platform between students. Standards of behaviour in this space must reflect our Classroom Tikanga.

The school's STUDENT GUIDELINES FOR SAFE ICT USE, have been emailed out to all staff, students and parents. These are also available on: <https://www.longbaycollege.com/remote-learning/>

ONLINE TEACHING AND LEARNING TOOLS AND USE EXPECTATIONS (OVERVIEW)

COMMUNICATION - MICROSOFT TEAMS	
 Teams	<p>Teams comes with its own Class Notebook and we are using this as our Lesson Delivery Point but not to work in. In the tab Class Notebook, you will find your lesson and a link to that lesson in your Class Notebook in OneNote. Remember all lessons will run at the normal times per the school timetable. Your teachers will be online and ready to support you in Teams and via your regular Class Notebook in OneNote.</p> <p>Posts allows us the ability to have a conversation as a class. It's where your teacher can pose a question to the class, can Post a document you might need, can Post a video recording of instructions. It's an excellent place to inform the whole class of an event; assignment or advice. You can also join or create a conversation in Posts. Just make sure it is relevant to the whole group. If it is a question for the teacher only; perhaps Chat is a better option.</p> <p>Posts is a public digital space for your class discussions. It is a respectful space that is to be focussed on learning. When submitting a Post ask yourself 'Is this appropriate to the topic?' Are you protecting your privacy and the privacy of others? Remember you agreed to not disclose sensitive personal information about yourself or another person in any digital communication. Keep your Posts in this space positive and respectful.</p>
 Chat	<p>Chat is where you can ask your teacher questions about your understanding of lessons. An excellent element of Chat is that you can share your screen with your teacher, and they can help you work through the problem in real time. If you would like to request a phone call via Chat from your teacher, you can go to Chat and send them a message to request a Chat. Remember your teacher will be available during your normal lesson time unless otherwise communicated.</p> <p>Chat is a formal space; politeness and formal language is expected. Keep it positive and respectful. Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive. You have agreed to honour your role as a digital citizen and respect the rights of others. Chat is being used as a teaching tool, not a social media tool to have a catch up with your friends. All conversations using Chat are to be learning based. Incidents of online bullying or harm will not be tolerated at our school/kura.</p>
 Calendar	<p>Calendar is the home of Video Conferencing. Your teacher may host an online lesson and will send you a Video Conference Meeting. Video Conference Meetings are the new virtual classroom where your teacher can talk to you all, share their computer screen with you, and walk you through a PowerPoint. They can take you on virtual class trip, e.g. they could go to Tiritiri and walk you around the island identifying and researching NZ's native birds, whilst also being on the lookout for tuataras.</p> <p>Meetings, or your virtual classroom, has the same expectations as your physical classroom. It is important that your choice of location is appropriate for Video Conferencing, the bed or couch is not appropriate. Pick</p>

	<p>somewhere that doesn't have pets and people's sound interfering with the broadcast. You should be respectful in your clothing choice, in your attention and in speaking clearly. You absolutely do not have the right to record others without their knowledge. Please refer to this new section of your Student Guidelines for Safe ICT Use.</p>
 Calls	<p>We will not be using Calls for 1:1 Student and Teacher conversations. We will be using Chat for this function. There may be a need for you to get support from your Teacher via a Call but this would be set up at a time when your caregiver can be in attendance as well.</p> <p>Calls, like Video Conferencing, Chat and Posts has the same behaviour expectations as your physical classroom. It requires the same thought process of appropriate location, dress and speech. Calls is not to be used student to student for private calls. All traffic is logged on the Long Bay College System.</p>

WORKBOOK – CLASS NOTEBOOK in OneNote	
 2020 - L3MDS - BSP	<p>You have a Class Notebook already set up for each of your subjects, where you have been working to date. You will continue to complete all work in this Class Notebook unless specifically requested by your teacher to complete a task or assignment using a different App. Remember that if you need to open files like PowerPoint or insert images, etc, you need to have your Class Notebook open in the App to do this.</p> 
 _Collaboration Space	<p>The Collaboration Space is a fantastic place where the whole class, including the teacher, can work on a task together, or you might be separated into groups to work on a project. Please remember to always respect others online and communicate in a constructive way. You do not have permission to delete or alter anyone else's work.</p>
 _Content Library	<p>The Content Library is where all your lessons and units of work are housed. This space can only be edited by your teacher so remember to copy pages into your own named section if you need to. Remember to navigate between Content and Your Section.</p>
 Avalon Martin	<p>Your Section is where you complete all your work. This section cannot be seen by your classmates. Your teacher will be checking your work regularly and giving you feedback. So, make sure you look back at the previous work for that feedback. Again, remember this is a formal place of learning. You should be writing full sentences and formatting your work in a tidy and respectful way. Ensure you clearly label your pages and sections so your teacher can find your work.</p>

FAQS – LEARNING AND SUPPORT

Q. What if I am unwell?

Your health and wellbeing are a priority currently, contact your usual medical practitioners.

General advice on wellbeing can be found at: [Covid-19 Wellbeing](#)

Q. What do I do if I need to speak with a school guidance Counsellor?

If you need support from the schools Guidance Team, please contact them via email, and they can arrange to make contact via phone, or through Teams to Video Conference.

Head of Wellbeing – Hiltrud Egle – HEgle@lbc.school.nz

There is also support available through: Youthline (0800 376 633)

Q. What are my obligations as a student working from home?

Your obligation is to open Teams at your scheduled lesson time and find what you should be working on in the Class Notebook Tab. We expect you to be completing that work at that time as that is when your teacher

will be online to help you. That may come in the form of a Chat or a Video Conference. You should be regularly checking Teams and your school emails on Outlook for updated lesson information.

Q. What if there is a behavioural issue that you need support with?

As at school, if it is during lesson time, or to do with a particular class, contact your subject teacher.

You can also contact your Year Level Dean or Atawhai Leader for support and advice.

Contact details for staff are on: <https://www.longbaycollege.com/contact-us/>

Q. What do I do if I need IT support?

Your first port of call is your class teacher via Teams or their school email. If they are not able to fix the problem they can find the right person who can.

Contact the school IT Technician, if it is related to Office 365 not working or access to it, here:

<https://www.longbaycollege.com/remote-student-ict-support/>

You can still contact your Atawhai Leader, Year Level Deans and Counselling Services through school email if you need support. Email addresses can be found on our website: <https://www.longbaycollege.com/contact-us/>