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While remote learning is taking place we ask that students follow the guidelines below:

- Students should follow their online timetable each day
- Google Classroom and Google Meet will be the platform used by teachers to upload work and assignments and hold online teaching.
- G Suite including Gmail (notifications only), Google Classroom and Google Meet may be used as a means of communication between teachers and students.
- Communication to teachers should be scheduled to arrive within school hours 8.40am - 4 pm. Feedback may arrive after these hours as feedback comments from teachers cannot be scheduled.
- The virtual/Google classroom is an extension of the normal classroom situation and so the school Code of Behaviour is applicable to remote teaching and learning including Anti- Bullying Policy, Acceptable Use Policy which can all be found in our school website. This will in particular apply to student to student communications.
- Students should dress appropriately for all live online sessions. Background blur and appropriate background photos are now available to set up in Google Meet.
- When virtual/live classes are conducted by the teacher, please choose a location where there is no personal information visible in the background should the teacher allow the use of video and audio by students.
- Students are expected to submit all assignments to the best of their ability and on time.
- If any student is unwell and unable to engage in remote learning, contact from home should be made with the school through the school app as normal.
- Students should check email and Google Classroom daily.
- If students are unable to type work in G Suite, Camscanner or other suitable scanning apps can be used to photograph and upload the handwritten work as set out below.
- Report any difficulties with technology to your Year Head as soon as possible




# G Suite

 <b>Google classroom</b>	 <b>Gmail</b>	 <b>Google Drive</b>	 <b>Google Meet</b>
All Assignments and materials are posted here.	Notifications and emails	Storage area for easy access and upload to Classroom.	Used to organise live meetings or lessons.
 <b>Google docs</b>	 <b>Google sheets</b>	 <b>Google Slides</b>	 <b>Google forms</b>
Word processing. MS Word equivalent.	Data sheets & charts from the data stored. An excel equivalent.	Presentations and posters can be created here. A powerpoint equivalent.	Can be used for surveys and assessments.

**Students have access to the Apps through student G-Suite Accounts.**

**We would recommend downloading these Apps if students are using a smartphone to access online learning.**

## Recommended Scanning Applications

 <b>Apple Notes</b> <ul style="list-style-type: none"> <li>On an Apple device, open Notes then open a new note (bottom right icon).</li> <li>When in the blank note click on the camera icon (might have to hit the plus icon if in keyboard mode).</li> <li>Three options then appear and you click "Scan Document". Scan each sheet needed then click "Done".</li> <li>Your scanned document should then appear so you tap it then tap the share icon (box with arrow) to use in other applications.</li> </ul>	 <b>CamScanner</b> <ul style="list-style-type: none"> <li>After initial download you might be prompted to sign up for "more features" but you simply 'x' out of this screen.</li> <li>You don't have to sign in, just give permission to access to camera when prompted then click "Scan".</li> <li>If you have multiple pages there is an option to scan each of these and save as one document.</li> <li>When done you can rename and then share the document to your other applications.</li> </ul>	 <b>Adobe Scan</b> <ul style="list-style-type: none"> <li>After initial download you will be prompted to sign in – just use your school google account for this.</li> <li>You may be prompted to allow access to your camera which you must do</li> <li>You are then ready to scan. Keep taking pictures until all required pages have been photographed.</li> <li>Click on the little photo stack when done then rename if needed and click "Save" and then in the next screen "share".</li> </ul>
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**These are useful if students would like to write out their work and then scan it on their phone using the above applications. It can then be easily uploaded to Google Classroom as one document.**

# EXPECTATIONS FOR ONLINE LEARNING



## Be Ready to Learn

Arrive on time.

Come to class prepared and ready to participate.



## Workspace

If possible, create a quiet workspace free from distractions.






## Ask for Help

Give your teacher feedback, let them know if you understand or are struggling with the content.

Post comments relating only to the content of the lesson.



## School Rules Apply

-  No photographs or screen captures of others.
-  Phones off.
-  Dress appropriately.
-  Be respectful of teachers and other students.
-  Ask questions when given permission to do so.



## Ending the Lesson

Leave the call immediately at the end of your lesson.



## Mute the Mic

Turn off your mic to prevent background noises.

## Enjoy

Embrace online learning

