



# Student Remote Learning Guidelines

During remote learning you are expected to follow your normal school timetable. We will be running your normal classes, following all usual school rules and expectations.

You will be able to access assistance from your teachers during your regular timetabled class time. You and your teachers have access to their Mount Erin email which can be accessed via the **student intranet page** and should be the initial point of contact if you need to communicate with your teachers.

You don't have to be in uniform for online lessons but you do need to be appropriately dressed while participating in online lessons.

## Home Group

All Home Group teachers will make contact via email at the beginning of each school day, ideally during or before the timetabled Home Group session. This is an opportunity for you to engage with your significant teacher and classmates or ask for assistance. Your Home Group teacher will also publish the Daily Attendance link and remind you to register your "attendance". This **MUST** be completed by 11am each day.

## Get to class on time

- Teachers will coordinate this with their individual classes – video conferences will be held using Google Meets during the respective timetabled periods.
- Be logged into the class at the appropriate time.
- Ensure your email is on and you are able to contact/or be contacted by your teachers.

## Be fully equipped for learning

- Have your laptop or computer fully charged and ready, your microphone working and webcam enabled.
- Engage fully in online work without any background distractions. Log out of all social media so you are not distracted during the lesson.
- Have pens, paper, textbooks ready if required

## Attend your Google Meet sessions

- Have your microphone muted unless you are contributing to the conversation.
- Don't use mobile phones and/or other devices during class time.
- Teachers will still manage the classes with standard expectations and processes used here at school.
- When on a Google meet: be in an appropriate location, be respectful, use an appropriate background if necessary, stay muted unless asked for input from teachers.
- Unacceptable behaviour will be addressed by the teacher using our normal classroom procedures. If unacceptable behaviour continues you may be removed from the lesson and follow up disciplinary action will be taken.

## **Complete all learning tasks & homework set**

- Monitor your learning tasks on Compass and do the tasks that are set by or before the due date.
- Advise your subject teacher if you are finding the work challenging or you are requiring further support.
- Complete all online and offline learning tasks.
- If you have technical issues email your teacher and find out what you missed.
- Stay focused during online lessons. Don't be chatting, gaming or checking social media while trying to do your schoolwork.

## **Tips**

- Try to sit at a desk or table, keep a good posture and get up and have a short walk around if needed to ensure you don't get too stiff.
- Make sure the space you are working in has appropriate lighting, you don't want to strain your eyes.
- One on one Google meets with a teacher are discouraged. If you need to contact a teacher individually, please do this via email.

## **IT support**

The MEC IT Team has set up an email address to receive and respond to technical difficulties. If you require IT support during Remote Learning, you can email [it.technician@mounterin.vic.edu.au](mailto:it.technician@mounterin.vic.edu.au) during regular school hours. If an issue cannot be resolved via email they will ask for your phone number and call you directly.