

DISTANCE EDUCATION ONLINE POLICY FOR STUDENTS AND FAMILIES

East Kimberley College students will be provided with the opportunity to continue their learning, remain up to date with curriculum requirements, develop their independent learning skills, and embrace technology as a tool for learning, collaboration and communication. Distance education will involve a combination of independent and teacher-directed learning throughout the day.

High standards of behaviour will continue to be expected and students who fail to comply with the expectations of the College may lose privileges online or have their access to online sessions temporarily removed.

Learning Environment Expectations

Students are expected to:

- Use their Department of Education email address when joining WebEx sessions. Attendance will be marked and follow up of non-attenders undertaken.
- Follow teacher instructions at all times and engage in the distance learning environment as they would during a face-to-face setting. The School-wide Behaviour Expectations still apply – students are expected to be Respectful, Responsible, Prepared and safe.
- Be seated appropriately at a desk or table during WebEx sessions.
- Use WebEx session content for educational purposes only. All WebEx recording is to be undertaken by the teacher. No material recorded for educational purposes may be shared without permission.

Online Engagement Expectations

Students are expected to:

- Treat the school hours as the school day.
- Be ready to learn by 8am. This means being fed, showered, dressed, having your laptop or device charged (preferably plugged into a power source) and having the appropriate books, resources and stationery on hand.
- Check Connect notices and emails daily.
- Follow the timetables provided by teachers as much as possible.
- Attend all WebEx lessons, or promptly access the recordings to catch up with the content delivered. This will assist students to maintain a routine and spend the appropriate amount of time on each learning area.
- Develop an individual study schedule which accounts for constraints at home, such as the sharing of access to the available technology for online sessions if required.
- Take breaks throughout the day.
- Engage in learning and discussion through; the completion and submission of set tasks, and engagement with teachers through email and the Connect discussion boards.
- Complete and submit sets tasks on time. Contact is to be made with the teacher to request additional time if needed.
- Be proactive and seek assistance if you are experiencing difficulties.

Communication, Teaching and Learning Tools

The following platforms will be used by East Kimberley College to deliver Distance Education:

- **Connect** – for accessing curriculum materials and work tasks.
- **WebEx** – for the delivery of and engagement in online instruction.
- Emails and phone calls – when required.

Guidelines for Parents and Families

Parents and guardians can support their children's learning by:

- Assisting students to establish a routine, using the normal school day as a guide.
- Establishing a quiet space for students to engage in their learning at home.
- Begin and end each day with a check in. Questions to ask might be: *What are you learning today? What support or resources do you need?*

Guidelines for Parents and Families (cont'd ...)

- Regularly checking in with the child throughout the day.
- Expecting communication from teachers during normal school hours. Be aware that teachers may be communicating with a large number of students and families.
- Monitoring screen time. While teachers will use technology as a vehicle to deliver learning, students are not encouraged to be sitting at their screens for long, uninterrupted periods of time.
- Encouraging physical activity and exercise.
- Encouraging students to engage in a respectful, responsible, prepared and safe manner when engaging in online learning.

ONLINE LEARNERS AT EAST KIMBERLEY COLLEGE

Students are expected to be:

- Respectful
- Responsible
- Prepared
- Safe

Students are expected to demonstrate these expectations by:

- Being polite, appropriately behaved, and inclusive of others during online discussion at all times.
- Staying on task and engaging in online activity only as directed by the teacher, and following the instructions of the teacher at all times.
- Protecting the privacy of others at all times.
- Presenting student's own work and acknowledging the source when using the work of others.
- Informing an adult if they become aware of inappropriate communication, material or recordings being circulated.
- Logging on to WebEx sessions ten minutes early, in order to be ready to start the online lesson on time.

Students are expected to refrain from:

- Swearing, street talk, aggressive language or the use of put downs online.
- Annotation, or communication that stops others from learning online.
- Copying, saving or sharing of lesson content, student contributions, footage or class discussions without the permission of the College or teacher.

We would like to thank families in anticipation for their ongoing support as we work in partnership to ensure we maintain curriculum continuity, student engagement, and appropriate student behaviour and conduct as we transition into an online learning platform via our Distance Education model here at East Kimberley College.

