



**CLONARD
COLLEGE**
GEELONG

Connect@Clonard

Protocol for Students & Families

9 April 2020

Introduction

Clonard College holds the care, safety and wellbeing of its students and staff to be at the core of all we do.

Clonard College is committed to providing learning continuity for students whilst we are required to provide remote learning due to the COVID-19 outbreak. These protocols have been created to maintain safety and consistency in expectations around learning and teaching practices whilst students are learning from home (including online environments) and staff are working remotely. As COVID-19 is creating a very fluid environment, this document will be regularly reviewed as circumstances evolve.

In this unprecedented situation we recognise that technology will be able to support us with providing learning however we also acknowledge that:

- Every family will have a different situation and will face different demands as well as supporting learning
- Every household will have different demands on space and internet availability
- We do not know how long schools will be closed for
- We do not know what the impact of this will be on our own teaching staff and their families
- Our young people have never had to learn like this before

Teachers have been encouraged to be flexible and creative with their preparation using a combination of online and offline experiences. Whilst teachers will aim to adhere to the published timetable and provide continuity of learning, flexibility, adaptability and modification will be essential. It is recognised that the in-school environment and opportunities cannot be replicated.

Whilst we aim to maintain learning continuity, our foremost concern is the wellbeing of our students at this challenging time.

We also recognise that this is a unique opportunity to learn things that may not be in the curriculum i.e. board games, tinkering in the shed, reading novels, baking, crocheting, playing chess.

Please note changes to these protocols may be made as advice changes. Updates will be communicated to families as required.

Procedures and Responsibilities

Student roles and responsibilities:

- Establish and follow a daily routine for learning based on their timetable
- Be online for attendance checks at the start of each scheduled lesson
- Identify a safe, comfortable quiet space for learning where work can be undertaken effectively
- Access the online learning environment or work provided to ensure continuity of learning
- Complete work set by their teachers within the timeframes indicated
- Complete the weekly Wellbeing Check in by Period 1 each Monday
- Complete all lesson activities and contact teachers via email or Teams if they have any questions or require support, during regular school hours
- Communicate with teachers proactively if deadlines cannot be met or additional support is required
- If students are too unwell to participate in learning they are expected to complete the set work in a timely manner upon feeling well again, unless adjustments have been made in consultation with the teacher

- Present for learning in appropriate casual clothing
- Ensure positive digital citizenship, eSafety and abiding by IT user agreement participating in all online meetings, forums or chats respectfully
- Connect with teachers using Clonard College email account only
- Email the IT Helpdesk (helpdesk@clonard.vic.edu.au) if they are experiencing technology difficulties or are unable to access resources
- If students are unwell or experience wellbeing concerns, they are asked to contact their Wellbeing teacher – where there is a confirmed case of COVID19 it is critical that families contact the College as soon as possible.

See Appendix 1: Remote Learning Guidelines for Students

Parent and carer roles and responsibilities:

- Support continuity of learning by establishing routines and expectations
- Check SMS messages, emails and the Parent Access Module (PAM) regularly to ensure all communications are received regarding remote learning and class tasks
- Provide an appropriate place for learning including online learning e.g. dining room table. Please note bedrooms are not appropriate **online** learning spaces
- Encourage breaks and physical activity
- Monitor time spent online
- Contact the Wellbeing teacher if the student is unwell and unable to participate in classes/learning - where there is a confirmed case of COVID19 it is critical that families contact the College as soon as possible
- Contact the Wellbeing teacher or Wellbeing Community Leader to discuss any wellbeing concerns
- Contact the subject teacher if your child is having difficulty with a particular aspect of classwork or assessment

Teaching staff role and responsibilities:

- Set work that can be undertaken in a self-directed matter within set timeframes including tasks that do not require screen time, for example, handwritten drafts, mind maps and reading
- Take attendance at the start of scheduled classes
- Be regularly available via online platforms (email, Microsoft Teams, Simon) during scheduled class time as per timetable to teach/communicate with/receive tasks/provide feedback to their classes and connect to students and colleagues
- Advise students in advance (at least 24 hours' notice) when there will be directly teaching / holding online class forums during scheduled class time as per timetable
- Set, assess and report on class tasks and common assessment tasks as per the learning program
- Be accessible to students/families via online technology being utilised during normal school hours
- Communicate with members of their Learning Area and School-based teams on a regular basis to ensure continuity of collaboration and to ensure that disruption is minimised upon the College reopening
- Communicate, with parents, any repeated missed submission of tasks or nonengagement. Also notify the relevant Wellbeing Community Leader
- Conduct Wellbeing check-ins by Wellbeing Teachers with individual students. This will take place via the weekly Wellbeing check in form and follow up email.

Online learning Environment

At Clonard College, our primary online environments will be utilised to support the delivery of online/remote learning and teaching during a school closure:

- **SIMON** will continue to be used as normal for attendance, assessment and reporting, sharing of resources/learning tasks with students, and general communications (*Daily Messages*)
- **Microsoft Teams** is used for the delivery of live-streamed lessons and student conversations during normal lesson time. The platform will also be used to support collaboration between staff-based teams within the school
- **Microsoft OneNote** – as per current practice staff and students will continue to collaboratively access OneNote
- **Microsoft Outlook** (email) will continue to be used for internal communications between teachers, students and parents as required

Other platforms, such as Education/Language Perfect, Oxford Digital, Stile, FUSE, and Edrolo, would continue to be used as required by teachers and students.

Delivery of online classes and video conferencing

The College has the capacity to deliver online lessons:

- “Live-streamed” lessons can be delivered using Microsoft Teams ‘meeting’ function
- Pre-recorded lessons uploaded to Simon/SharePoint
- We are very aware of Child Safety issues in relation to live video streaming and for this reason ask that this happen only in a shared space in the family home. Live streamed lessons will only take place during scheduled class time.
- Microsoft Teams Meeting have a blur feature available that prevents the background being clearly visible. This feature should be used to protect teacher and student privacy. Staff and students are not obligated to be ‘on video’ themselves during “live-streamed” lessons within Microsoft Teams. Audio only may be used. Staff and students who do not wish to be seen are encouraged to disable the video feed at the beginning of the lesson
- There is a feature within Microsoft Teams to turn their camera off but remain in the Meeting. This decision is at the discretion of the teacher, student or parent/carer.
- Teacher contact with students in the online environment will take place during normal timetabled classes.
- Videoconferencing with students and teachers will require a minimum of 2 students to be present, unless there is a parent/guardian or other staff member present.

Email Communication

All existing protocols and processes for sending and checking emails will remain in place.

Students will be expected to check their email accounts on a regular basis throughout the day to check for work that might be set by a teacher or communications from the College.

Staff will be expected to check their email accounts on a regular basis throughout the day to check for work or questions that might be submitted by students.

Staff have been encouraged to put an 'out of office' notification on their emails during holiday or leave (sick/carers) periods.

eSafety

Whilst at Clonard we have controls over what our students are able to access for their online safety. Parents/carers are asked to ensure they monitor their childrens' online activity. Education regarding online safety will for part of the Wellbeing program for student sin Years 7-9 during the first part of Term 2. Further advice can be sought from the eSafety Commissioner website <https://www.esafety.gov.au/key-issues/covid-19>

Student Wellbeing Support Plan

The Student Wellbeing Support Plan is a response to a school closure, whereby students and/or staff members are unable to attend school/work at Clonard College if the College is ordered to close for a designated period.

It is a priority to monitor the wellbeing of our students even if we are required to close the school.

All students

Students will be able to access support through the following mechanisms:

- Attend scheduled online Wellbeing classes as per normal timetable to check in and complete the Wellbeing Check in link once per week.
- Communicating with members of Student Wellbeing Team, including the Wellbeing Teacher, College Counsellors and Wellbeing and Community Leaders
- Staff or parents raising any concerns brought to their attention with the School Improvement Leaders and/or Assistant Principal (Wellbeing)
- Accessing advice for students regarding routines and coping strategies
- Accessing weblinks communicated through College platforms
- Accessing the School Counsellor (via Teams) for check ins that can offer students assistance with:
 - Emotion regulation
 - Improving self-esteem 
 - Developing greater insight
 - Relationship difficulties
 - Loneliness and isolation
 - Loss and grief
 - Managing panic attacks
 - Engage in stress reduction techniques

Students with pre-existing social emotional needs:

- Student and family liaise with external psychologists/ specialists/ external agencies as per normal arrangements (except where those arrangements include meeting at the school for consultation)
- School Improvement Leaders Wellbeing and Wellbeing & Community Leaders to liaise with vulnerable families
- Assistant Principal, School Improvement Leaders (Wellbeing) or School Counsellors to communicate concerns to parents/carers
- Assistant Principal or School Improvement Leaders (Wellbeing) to respond to emails as required

Appendix 1: Connect@Clonard Remote Learning Guidelines for Students



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Remote Learning Guidelines

Setting up your Space

- Make sure your devices are charged and connected to both power & wifi.
- Keep the tools you need - pens, pencils, paper - close by.
- Stay comfortable! Elevate your laptop, use a good chair and don't forget to stand up and stretch regularly!
- Important: to ensure child safety, you must not use Microsoft Teams from your bedroom. Find a more public room.
- As per normal class expectations, no mobile phones in your learning space when live with class or teacher.
- When online, blurring of the screen is recommended. Appropriate dress code should also be applied.
Eg. No Pyjamas.
- Have water and healthy snacks on hand

Balance

- Stick to the school routine
- Regular exercise / Meditation
- Check in with others
- Practice a brain break
- Stay hydrated / Sleep 9 hours

Stay Connected

- Check SIMON for updates
- Check emails regularly
- Attend all teacher scheduled team meetings.
A roll will be taken by the teacher.
- ICT support: helpdesk@clonard.vic.edu.au
- Wellbeing support: Contact your wellbeing teacher

Learning Schedule

Normal class times – Mon / Wed / Fri				Adjusted class times – Tues / Thurs			
Period 1	8.50	9.50	60	Period 1	8.50	9.45	55
Break 1	9.50	10.00	10	Break 1	9.45	9.55	10
Period 2	10.00	11.00	60	Period 2	9.55	10.50	55
Break 2	11.00	11.20	20	Break 2	10.50	11.10	20
Period 3	11.20	12.20	60	Period 3	11.10	12.05	55
Break 3 / Lunch	12.20	1.10	50	Period 3a - Wellbeing	12.05	12.30	25
Period 4	1.10	2.10	60	Break 3 / Lunch	12.30	1.20	50
Break 4	2.10	2.20	10	Period 4	1.20	2.15	55
Period 5	2.20	3.20	60	Break 4	2.15	2.25	10
				Period 5	2.25	3.20	55

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CORRECT SITTING POSTURE

COMPUTER WORKSTATION ERGONOMICS



<https://ergonomicshealth.com/ergonomic-workstation-setup/>

Appendix 2: Links to Online Learning Environments at Clonard College

Clonard College maintains a robust ICT infrastructure which can deliver education in an online environment for students in a time of need. Each element provides a unique service and together form the College's online learning environments.

Simon



Central space for communication to the College community including the Parent Portal.

<https://simon.clonard.catholic.edu.au/>

Office 365



Collaboration, planning and shared document storage.

- Word
- PowerPoint
- OneNote & Class Notebook

<https://www.office.com/>

Microsoft Outlook



All official communications between staff and students or parents must use the @clonard.vic.edu.au account provided. All coursework should be delivered via Simon rather than emailed to students.

<https://outlook.office.com/mail/inbox>

Microsoft Teams



Video conferencing tool which is part of Office 365

<https://teams.microsoft.com/>

Edrolo
(VCE Students)



<https://edrolo.com.au/account/login/>

Edrolo is an online resource designed to provide students with engaging, informative and comprehensive presentations to help them understand and learn all they need to know for their exams.

Education and Language Perfect



<https://www.educationperfect.com/app/>

A rich library of curriculum-aligned lessons and assessments across the subject areas. Content is carefully scaffolded to allow all students to experience success, while providing rich opportunities for higher order thinking.

Stile



<https://stileapp.com/login>

Stile blends interactive science lessons, science news stories and hands-on investigations to empower and engage with students.

ClickView



<https://online.clickview.com.au/>

ClickView provides educators access to high quality and relevant video resources for their lessons.

Video is no longer a passive viewing experience. Interactive videos engage students in active learning, allowing educators to assess students formatively and target their teaching.

Appendix 3: Clonard College ICT Helpdesk

Due to remote learning, students may find it difficult to access support for computer issues especially issues that involve physical damage or software issues. Clonard College aims to provide the same high level of service during Term 2.

The plan moving forward,

Step 1: Students will be required to email the helpdesk explaining in as much detail the issue with their student device. A member of ICT will get in touch with the student to organise a drop off time. Helpdesk E-mail: Helpdesk@clonard.vic.edu.au Helpdesk email is monitored between 8:00am – 4:00pm. Monday to Friday

Step 2: If ICT are unable to resolve your issue remotely, you will be asked to drop off your device in a secure locker. **We ask you to book in a time to drop your device off into the secure locker.** The secure lockers are located off Church street in the Kildare theatre auditorium foyer.



Step 3: ICT will assess the device and determine if the device needs to be repaired by our third-party technician. This will be communicated to the students through the Helpdesk email.

Helpdesk@clonard.vic.edu.au

Step 4: Once the repair is complete, ICT will communicate with the student to organise a time when the student can collect the device from the secure locker, they originally dropped it off in.

(Most software issues can be fixed within a 24hour period). However, hardware issues including **Cracked screens & Physical damage** can take longer as these would need to be undertaken by our third-party technician.

At all times Clonard College ICT staff will demonstrate a high level of safety during the process which includes ICT staff wearing gloves and disinfecting all devices before we assess them. We will abide by the strict social distancing rules. We ask all students and parent / guardians to not access the site for I.T issues except for designated drop off and pick up as communicated above.