



Introduction

The following information provides you with an overview of how the first week of online learning will look for you. You will also find a Daily Routine below, which summarises how each day will run and what is expected of you.

Our aim is to ensure you are provided with a positive learning experience so that when you return to school your learning can continue.

Your teachers and support staff have worked extraordinarily hard to ensure that the curriculum continues to be accessible no matter where you are working from. There are going to be issues to address and unknown problems to overcome, but we will work together to find solutions.

Your parents were provided with the [Online Learning: FAQs for Parents and Students](#), and you are encouraged to read this document carefully. It is intended to answer all of the questions you may have about online learning at Siena.

Your Responsibilities

- You are expected to be online and in the MS Teams environment prior to the commencement of your normal timetable lesson, starting with **House Group at 9.00am**.
- You will access the **Attendance channel** to indicate your attendance at each class.
- It is an expectation that you engage in the learning in the same way you would in a classroom. You are responsible for:
 - Completing all tasks according to the timelines determined by your teachers.
 - Contributing to the learning environment in a positive way.
 - Following all directions from the classroom teacher.
 - Meeting your obligations under the [ICT and Laptop Policy, Guidelines and Use Agreement](#).
- **Year 10, 11 & 12 Students** participating in live video streaming:
 - You will turn your camera and microphone off;
 - The session will take place in a Living space in the house (not a bedroom or outside);
 - You will wear the College uniform (e.g. Sport or Formal).
 - There will be no one-on-one live video streaming – so please don't ask.
- **Year 7-9 Students** participating in 'live' audio streaming.
 - You will turn your camera and microphone off;
 - To ask a question, use the wave emoji 🙋 and wait for the teacher to turn your mic on.
- Poor behaviour/inappropriate conduct/academic disengagement will be dealt with according to the usual procedures. Students who conduct themselves inappropriately can expect:
 - The teacher to 'mute' their participation;
 - The behaviour to be recorded;
 - The poor behaviour to be brought to the attention of the Pastoral Leader.
 - The application of higher-level sanctions dependent on the behaviour/circumstances.

Nothing changes in terms of our expectations for your behaviour and attitude.

Positive intent continues to be our mantra whether you're at school or learning from home.

¹ The Pastoral Leader will inform the Academic Leader of non-completion of work/assessment.

Student Wellbeing and Pastoral Support

You daily attendance at House Group is one of the main ways you can stay connected with school. Your House Group Teacher can answer most of your questions, direct you to further support if you need it, and put you in contact with key people. Daily mindfulness will continue through House Group, and a whole range of wellbeing materials will be made available through your House Group Teams page.

Your Pastoral Leader is only an email away and if you need to speak with a Guidance Counsellor, [you can make an online referral](#).

You are not required to be behind your computer for the entire day, and teachers have devised the learning so that this is not required of you. Remember to get up, move around and continue to exercise.

If you need support:

Email ssiphelpdesk@bne.catholic.edu.au if these items are not working.

- If you cannot access Teams and all of your timetabled classes are visible to you.

Contact the Subject Teacher.

- Ensure you have all other materials required for learning at home: textbooks, log-ins to online textbooks (as required), exercise books, pens, pencils, calculator etc.
- Your learning space is comfortable and free from distraction.

The School Routine

1. **School starts at 9.00am**, and you need log-in to your House Group Teams page and indicate your presence in the **Attendance channel**.
2. You will follow your normal school timetable.
3. At the beginning of each lesson, you must show your presence in the Class Teams site by indicating this in the **Attendance channel** which has been established for each class.
4. You are not required to sit at your computer all day. In fact, don't! Get up, stretch, move around when you can.
5. If you have questions about the learning, save these for your teacher. Your parent(s) may be working from home, and they need to focus on what they have to do.
6. If your home internet connection is not handling the load, contact the College and your internet provider. You can always attend school to access our network.
7. If you are sick, have an appointment or cannot attend your lessons for any reason, please ask your parents to follow the usual procedures for letting the College know.
8. Where your timetable indicates **Access** or **Sport**, this will be your own Independent Learning time. You can use it to catch-up on work, do some mindfulness, or engage in physical activity. Pastoral Leaders will contact you if they wish to use this time for something else.
9. Your day finishes in Lesson 6. There is no afternoon House Group.

Remember, you are not on your own.

If in doubt, pick up the phone or send an email.