

Daily Operations Guide

Broadly speaking, Bayview College will aim to run regular scheduled classes using a combination of SIMON, Microsoft Teams, Maths Pathways, Edrolo, Education Perfect and subject specific resources as applicable. Each scheduled class will be replaced either in total or in part by an online synchronous session, with other learning support materials used as appropriate, according to the protocols below.

Microsoft Teams is an online meeting program similar to Skype. However, it allows a teacher to run a class (called a 'meeting') with up to 100 attendees. The teacher can either broadcast themselves via their laptop camera or project their laptop screen (with a program such as PowerPoint running) while talking to the content on the screen. There is a 'whiteboard' function which allows drawing/markings up as on a physical whiteboard.

Students ('meeting attendees') can either type questions into an online chat question bar or use their microphones to ask a question. The meetings can be recorded and stored for later use.

Use the link below for a video made by Ms McKenzie to help you get started. (an interactive copy of the link is published in the body of the email which was used to send this letter to families.)

<https://www.loom.com/share/f19aaf04ffb94733901e48ddb3cbf3e7>

The Bayview College protocols for using virtual classrooms are described below.

Key Summary

Bayview College will run online classes for the duration of a school shutdown from the beginning of the official start to Term 2.

Students and staff are required to check their emails and SIMON Learning Pages each day.

Teachers will run virtual classes using Microsoft Teams or other subject specific platforms for each scheduled lesson for a maximum of 40 minutes.

Virtual lessons will run for each timetabled lesson from in all subjects - excluding sport.

In addition to the Microsoft TEAMS teachers are likely to use other strategies such as, online textbooks, previously distributed class handouts, etc.

Teachers will take attendance records during each virtual lesson. This will constitute the roll for each lesson.

Student Protocols

The aim of learning via a virtual classroom is to replicate the classroom experience as much as possible i.e. in general terms all normal classroom expectations apply.

- Students will have access to their daily timetable through SIMON and are expected to be available to join Microsoft Teams or other subject specific platforms for each of their scheduled classes.
- Students will be expected to have their laptops with them at home, and earphones/earbuds as appropriate.
- Have work area prepared for scheduled lessons each day.
- At the beginning of the lesson contact your teacher (email, Teams, etc) to register your attendance

- Work methodically through the set task, contact teacher for assistance or questions.
- Follow instructions regarding the submission of work.
- Take breaks during the day at normal recess and lunchtime, preferably outdoors in the fresh air and get some exercise.
- Beware of media overload. Take breaks from screens.
- Be aware of posture.
- Contact Andrew, David or Mrs Kelly, initially via email, if you need support during this time. They will be available to talk with you.
- All learning resources shared by staff are for the use of Bayview Students only and are not to be shared or published elsewhere.

Video Conferencing Etiquette

Students across the school will also be able to access real time learning via Microsoft Teams with their teachers. You will be expected to adhere to the following etiquette rules for engaging in video conferencing:

- Be appropriately dressed for engaging in conferencing with teachers and peers- casual clothes are fine, but you need to be dressed for the day.
- Avoid eating and drinking when participating in calls; you should be focussed on the learning and discussion, and just as you would not eat and drink in class, you should avoid this when engaging remotely.
- Be polite and respectful to peers and teachers- a video conferencing call may seem more casual, but student engagement and communication will be expected to meet the same high standards as face to face interactions would at school.
- Notify your teacher if they are unable to participate- just as you would be expected to let a teacher know if you are unable to attend a class or activity, the same will be expected for video conferencing (unless there is a known issue around network access). Attendance and participation will be recorded.

General Digital Etiquette

- Don't expect instant responses from peers or teachers; in these circumstances, they may have other responsibilities that they need to attend to
- Be mindful of giving personal space and being understanding that your teachers are juggling supporting many students remotely; you may need to wait a little while for a response, and cannot reasonably expect responses outside of normal school hours
- Be a good Digital Citizen; treat others with respect, kindness and consideration

Online Safety

- Don't accept invitations to join digital platforms or groups unless you recognise your teacher's email address
- If you experience any kind of online bullying or negative behaviour, don't hesitate to reach out to your co-ordinator - they will be happy to help follow up. Provide a screenshot if you can.
- Ensure that you don't post your own personal details or those belonging to others online in any forum.

Digital Content Rules

- Never share content from your teachers on social media or outside of the School; this content does not belong to you, and you are required to respect the privacy of teachers creating content for your use

- Respect content shared with you by your peers; do not share outside of your designated classroom digital space, even within school
- Remember that at all times you should be continuing to follow the ICLT User Agreement and the ICLT Policies; you are still bound by these as a student of Bayview College.

Inclusive Learning

- The inclusion team will be available throughout this time to support students who are currently on Individual Learning Plans.
- This support will be across a variety of sources including the virtual lessons that teachers have established, emails, phone calls and video links through Microsoft Teams. As we proceed with this form of learning, our support will be modified and adjusted accordingly.

Parents

- Notify the College if your son/daughter is unwell and will not be present online for classes on any given day. This can be done through PAM in the usual way.
- Ensure student has a dedicated work area in the home.
- Encourage student to contact teacher directly for assistance.
- Contact the College if online access is problematic so that alternative arrangements can be explored. Email school.contact@bayview.vic.edu.au or phone if we are present.
- In order to assist students to establish a good daily routine we will email both the parents and students with the work expectations in the first 2 weeks on a daily basis. After this point in time the instructions will only be sent to students.

Staff Protocols

Teachers are asked to make sure they:

- have their laptops and chargers with them at home
- have working internet and ensure they have access to all their usual school networks from home
- mark the attendance roll for each class. This will allow them to keep track of which students are unable to access the lessons. The College executive will monitor student remote learning attendance and contact families as required.
- Where students are unable to access the virtual learning lessons, teachers should make note of those students and email them the appropriate resources or contact the year level co-ordinator or principal to initiate a conversation with student/parent.
- Normal work hours will apply.
- Please contact college if you are unwell and not able to complete your professional duties on any given day. Normal sick leave provisions will still apply. The teacher should still set work and distribute to students via email as per a normal class, but no replacement teacher will be assigned the online session. Where a teacher is too unwell to set classwork, LTA's or teachers teaching the same subject may be asked to help set classwork.
- Monday and Thursday briefing notes will be shared at 8.30am and it is expected that all staff (pro-rata) are virtually present at this time. Other meetings may also be conducted online as necessary.
- Be available for all your scheduled lessons. Mark the roll, monitor and interact with your students as far as is practicable.
- Provide students with detailed feedback and encouragement. Remote learning is a new and unusual experience and will take some adjusting to.
- Staff can set up Microsoft Teams to show themselves using the laptop camera or to cast their screen and talk to a PowerPoint if they prefer, or a combination of both.

- The online session should commence at the scheduled period start time. The session does not need to be as long as the entire class time, however every lesson is expected to involve a real time interaction with students.
- Teachers should be accessible to students via email for follow-up questions during normal school hours (8:30-4:30).
- Teachers are asked to put an outline of the material being covered on the SIMON Learning pages Teachers are reminded that, in the event of a school shutdown, they are working from home and as such are expected to be presented professionally during all online sessions.
- Contact co-ordinator or Deputy Principal if you develop concerns about the wellbeing or academic progress of a student. We will maintain our due diligence and communicate with families when and where necessary.

Principal and Business Manager will remain contactable at the College.

To believe. To think. To achieve.

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