



**HAMILTON**  
SECONDARY COLLEGE

**ONLINE LEARNING  
HANDBOOK**

2021

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# Introduction

This Student Handbook has been developed to provide families with a clear and concise outline of protocols and procedures that will enable students to participate successfully in an online program in Term 3, 2021.

Our aim is to ensure that our learning program continues to support students to develop their skills and knowledge. To achieve this, Online Learning will be delivered through three media:

- Microsoft Teams – for interactive learning,
- DayMap – for learning management,

We will continue to have high expectations of students. Hence regular tracking and monitoring processes and procedures will continue. These include:

- Monitoring and recording student attendance,
- Expecting that students will meet assessment deadlines,
- Expecting that students' standard of work will remain high.

# The Lesson Structure

## Timetable Schedule – Year 8-12

- Lessons will continue to run according to the students' regular timetable.
- Students and parents can access the timetable from DayMap.
- Each subject is allocated four lessons. One double lesson and two single lessons.
- The various colours on the timetable on the following page, highlight the days and times when the double lessons occur. For example Year 12 English, Year 9 Maths, Year 8 Science etc. are all scheduled on Tuesday lesson 1 and 2 as highlighted by the orange colour.

## Video Conferencing Schedule

The **double lesson** will begin with a video conference. Students are expected to join their class via the video conference from the beginning of the lesson. The video conference may take a full lesson or it may take 30 minutes. The remaining time may be used to complete work.

## DayMap Schedule

The two **single lessons** – will allow students to continue with work for that subject. Lesson materials can be found on DayMap. The teacher is available via Microsoft Teams and DayMap messaging to assist students. The attendance roll will also be taken during these lessons via a short video conference at the start of the lesson.

## Morning Care Group

Between 8:40am – 8:50am, Care Group teachers will hold a short video conference to start the day. Students are expected to join the conference.

Teachers will be checking communications from students regularly and will aim to respond to emails and/or DayMap messages as soon as possible.

# Attendance

## Attendance Follow Up

1. Parents/Caregivers are required to monitor their child's attendance and provide an explanation for all absences. If a student is unable to participate in a scheduled interactive lesson online:

- a) Parents/Caregivers must follow the normal absence process and contact the school to provide a reason for the absence.
- b) The absence code will be recorded in DayMap by the school: **I** - Illness, **C** - Certificate or **F** – Family.

2. In the event a student is not present online for a scheduled interactive lesson (including care group) and no absence reason has previously been provided by the Parent/Caregiver: The school will contact home regarding non-attendance and will update the absence code for their lesson in DayMap: **I** - Illness, **C** - Certificate or **F** - Family

3. In the event of an ongoing attendance concern (absent for two consecutive scheduled interactive lessons or more for a subject):

- Continuing absence after initial follow up will be referred to a Year Level Manager for action.
  - The attendance referral will be documented in DayMap by the referring teacher.
  - The outcome of the attendance referral will be documented in DayMap by the Year Level Manager.

# Expectations and Responsibilities

## Guidance for Parents

- Establish routines, appropriate structures and high expectations with your child as soon as Online Learning begins.
- Allocate an appropriate physical space for your child to engage in Online Learning. Ensure that the background is neutral and images such as personal pictures on walls are removed for privacy.
- Ensure that this area is free from distractions but **not in your child's bedroom**. This will allow you to monitor who is online.
- Reinforce positive online behaviours.
- Please do not participate in your child's lesson, particularly in video conferences.
- Become familiar with your child's timetable so that you can have conversations about their learning. Have your child explain to you the online platforms that they are using and its features. This will enable you to have a clear understanding about their learning.
- Check when they are scheduled to be on-line and that your child is on task and working productively.
- Encourage your child to take breaks. Moving around and/ or exercise is important for their health and wellbeing.
- Report any concerns to the School on 8275 8300, in a calm and respectful manner.

# Expectations and Responsibilities

## Student Expectations

### Establishing your home classroom

- Find a quiet space in your house where you can work uninterrupted, **but not in your bedroom.**
- Clear the space of clutter.
- Be mindful of what is in the background and is visible during video conferencing.
- Where possible, think about the ergonomics of your set up and use a chair, try to avoid sitting on sofas.
- Where possible, source a desk.

### Online class code of conduct

- Please be at your computer and online **5 minutes before** any scheduled classes.
- Come prepared for sessions – including having read, watched or listened to any preparation materials.
- Make sure you are dressed either in your uniform top or an appropriate top (no PJs). If your teacher asks you to change your top, you will need to do so.
- When teachers request you to use the camera, make sure your teacher can see your face during video conferencing.
- During video conferences, make sure your environment is quiet and mute yourself unless asking a question
- Do not send private messages to your teacher or classmates while in class. All communication is to go through the chat window.
- After the class has finished, leave the video conference when requested by your teacher.
- Please always behave in a respectful and professional manner when online as you would in the real world.
- Use appropriate language at all times and wait to be invited to speak.
- Students behaving inappropriately online will be removed from the live forum and Parents/Caregivers contacted. Any such instances must be recorded on DayMap.
- Do not record nor photograph any part of online lessons.

## Attendance

- We will still be marking rolls and monitoring attendance. We do understand these are exceptional circumstances and will not be requesting medical certificates as we do not want to add pressure to the medical system.
- As per usual, we expect students to attend unless they are unwell.
- At the start of every lesson, teachers will launch a live video chat where the attendance roll will be taken.
- Parents will need to contact the College and provide a reason if you intend to be absent.

# Wellbeing

## Advice for Parents

If Parents/Caregivers have initial concerns about their child's learning and/or wellbeing, we advise them to contact the College.

- Seek professional help if your child is distressed or shows changes in behaviour or moods, remembering that organisations such as Kids' Helpline and Beyond Blue can help. If you feel your child is in immediate danger or at risk of harm, call Triple Zero (000) and stay with them until they are safe.
- Maintain contact with the College so you can work together to support your child.

## Advice for Students

If students are making you feel unsafe or uncomfortable online:

1. Communicate with your teacher,
  2. Then speak to your Parent/Caregivers about your concerns,
  3. The Kids Helpline is also available for other concerns  
[www.kidshelpline.com.au](http://www.kidshelpline.com.au) or call 1800 55 1800.
- For International Students, urgent issues should be directed to Mr Lobban or Mrs Botting via email or telephone using the afterhours international mobile phone 0438 377 063.



# Contacts

## Year Level Managers

Year 8 – Ms. Amanda Furness

Year 9 – Mr. Peter Papageorgiou

Year 10 – Mr Rod Yon

Year 11 & 12 – Mr. Angus Fisher

To contact Year Level Managers phone our Front Office Staff on **(08) 8275 8300** during school hours.

## Technical Support

Key Contacts and Technical Support

- For issues with I.T. Hardware or Software installation, please contact the school on **(08) 8275 8300** or [dl.icthelpdesk@hamcoll.sa.edu.au](mailto:dl.icthelpdesk@hamcoll.sa.edu.au)