



STUDENTS

Communication/Expectations

Students are expected to:

- be able to access their school email and OneDrive (school login and password).
- be able to access the Student Intranet/Sharepoint site:
<https://qedu.sharepoint.com/sites/2155/students/ACSHS%20Student%20IntraNet/Home.aspx>
- have Microsoft Teams Application installed on their device for online teaching during Learning@Home scenario
- have the email addresses of all of their teachers. All staff email addresses are available on the school website.
- read the Daily Notices which will be emailed each morning by the DP McMahon (this will include teacher absences).
- have a clearly defined work space free from distractions (eg television, music, social media) that is well-lit and comfortable.
- communicate with teachers via MIS email and/or via online platforms already described to you by your class teacher. Communicate proactively with your teachers (ask questions, seek clarification, request support, let them know if you cannot meet deadlines) to ensure that you get the most out of Learning@Home. The more you engage, the better your experience will be; make sure you communicate regularly, participate in online forums, collaborate and support classmates in their learning.
- observe protocols for online communication and virtual classrooms:
 - ✓ Be respectful
 - ✓ Ensure that the physical space is appropriate - not private or intimate (eg not in your bedroom)
 - ✓ Consider the setting of your video conference (nothing in the background that is inappropriate or private)
 - ✓ Uphold the non-uniform dress code policy (eg no spaghetti straps, revealing outfits, inappropriate logos)
 - ✓ As per a normal classroom, follow teacher routines and rules (eg taking turns in talking)
 - ✓ Student conduct will be managed as per Student Code of Conduct
- comply with the *Information and Technology Acceptable Use Agreement*. All communications are to be respectful and appropriate. Any inappropriate contact from students will be referred to the relevant year level Deputy Principal.

Teachers will be available to students (health and family circumstances permitting) during regular school hours (8.50am – 2.50pm). During timetabled classes, students can email teacher directly as required as teachers will make themselves available to communicate at that time. Under no circumstances will students be permitted to contact a teacher on their private phone/email address. It is only appropriate for students to use their eq email address to communicate with school staff.

Students who experience difficulty accessing technology should contact Information Technologies Head of Department (Ms Swan sswan12@eq.edu.au) or IT technicians technicians@albanycreekshs.eq.edu.au.

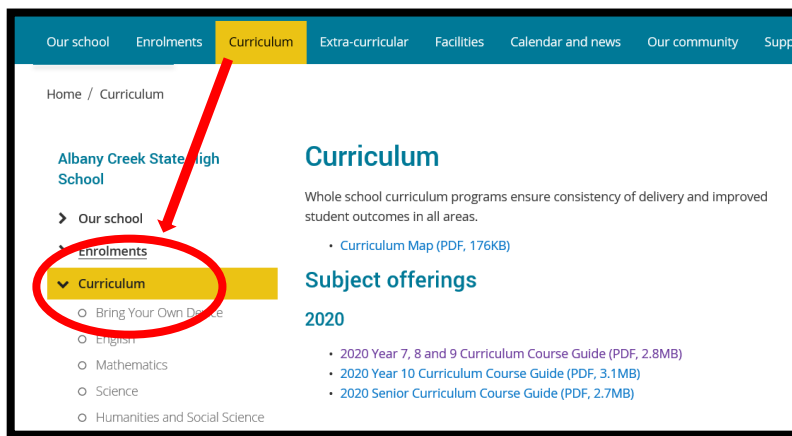
Curriculum

Students will have access to curriculum and assessment materials for all subjects. These will also be made available on the school website under the Curriculum tab.

HOW-TO-GUIDES ARE NOW AVAILABLE: *Uploading files to Sharepoint and Accessing Sharepoint_Students.* (these documents will be emailed to staff/students)

LEARNING@HOME GUIDELINES

ALBANY
CREEK
STATE
HIGH
SCHOOL



Home / Curriculum / English

Curriculum

Bring Your Own Device

English

Mathematics

Science

Humanities and Social Science

English

Semester Overview

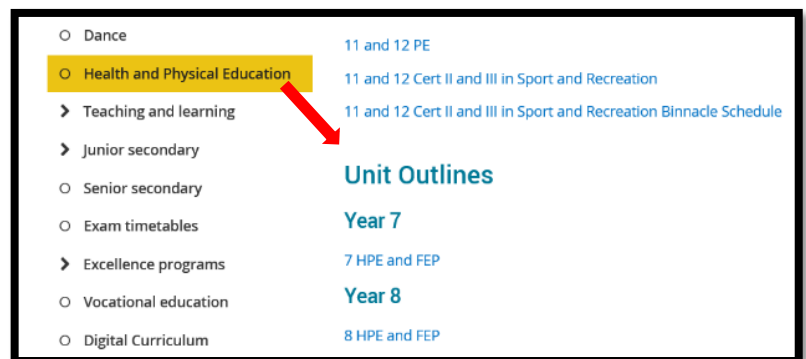
Year 7

7 English

Year 8

8 English

- Select curriculum
- Select Subject Area
- Scroll down for Semester Overviews and Unit Outlines.



Learning

- Students will receive learning materials and instructions to complete work for each subject each week. This will be provided via the student intranet/SharePoint. Learning materials will contain information for the three lessons of the week including content, activities and resources. You will complete and submit the work required in the template by the end of each week to your class teacher.
- Your teachers may direct you to other documents saved in OneDrive and/or via other methods already established by your class teachers. Your teachers may also direct you to other online platforms including Microsoft Teams/JacPack, Edmodo, Stile, The Learning Place, Microsoft Class Notebook, OneNote, Clickview, Spelling City, iDoceo. Your teacher will have instructed you as to their use. You must ensure you can log into these programs successfully and should alert your class teacher/IT technicians if you are not able to do so.
- Students are encouraged to engage in their learning throughout the school week. Teachers will be available to interact with students in their regular classes at this time (unless absent). Students may contact teachers by email at other times but must understand that they may not receive a response immediately.



- Note the **REQUIRED SUBMISSION BY END OF WEEK** section from your Learning Materials template. This must be submitted to your teacher for you to be considered as engaging in your learning for the week for each subject.
- It is important to maintain routines – shower and have breakfast before sitting down to learn@home, take breaks as you normally would, make sure you get up and move around when you can. You are also encouraged to get some sun everyday (keep up the vitamin D) and do some physical activity/exercise everyday (to maintain health and keep spirits up).

Assessment

The *Albany Creek State High School Assessment Policy, Feedback Policy and AARA Policy and Procedures* remain unchanged. You can access these documents via the school website if you are unsure of the guidelines and protocols. Questions regarding these policies should be referred via email to Deputy Principal – Curriculum & Pathways (Ms Archer – march4@eq.edu.au).

Students who are ill and are unable to meet assessment requirements (Years 7-9) should contact the relevant Head of Department to seek possible extensions or Deputy Principal – Curriculum and Pathways (Ms Archer – march4@eq.edu.au).

Students requiring AARAs for reasons other than illness should contact the HOD Junior Secondary, Mrs Hooley-Campbell - jhool12@eq.edu.au (Years 7-9) or HOD Senior Secondary, Mr Martin lmart22@e.edu.au (Years 10-12) in the first instance.

AARA application forms can be found in the Support and Resources section of the school website page. Assessment Planners will be published at the beginning of Week 3.

The screenshot shows the school website's navigation menu with 'Support and resources' highlighted. The breadcrumb trail is 'Home / Support and resources / Forms and documents / Documents'. The left sidebar has 'Forms and documents' selected, with a red arrow pointing to the 'Documents' section. The main content area is titled 'Documents' and shows a sub-section 'Documents / Rules - policies and documents'. A table lists the following documents:

Type	Title	File Details	Modified
	AARA application	PDF, 411.85 KB	27 Nov 2019
	AARA Policy and Procedures	PDF, 507.46 KB	27 Nov 2019
	AARA Policy Procedures and Application (PDF, 513 KB)	PDF, 512.38 KB	18 Feb 2020



Student Expectations for Learning@Home

EACH DAY

Send your email of attendance by 9.00am:

- Every student must send an email to the school by 9.00am each day to say that you are Learning@Home. Students who do not email by the required time will be listed as absent for the day and a text message will be sent to their parent/carer informing of the absence.
- **Email:** 7homelearning@albanycreekshs.eq.edu.au for Year 7 students
- **Email:** 8homelearning@albanycreekshs.eq.edu.au for Year 8 students
- **Email:** 9homelearning@albanycreekshs.eq.edu.au for Year 9 students
- **Email:** 10homelearning@albanycreekshs.eq.edu.au for Year 10 students
- **Email:** 11homelearning@albanycreekshs.eq.edu.au for Year 11 students
- **Email:** 12homelearning@albanycreekshs.eq.edu.au for Year 12 students
- **Subject Line of email:** Surname, First Name, WAVE – eg Jones, Wendy, 9P1
- Any issues with emailing, you should contact by phone on 3325 6360

If you are, sick or have an appointment:

- Parents (only parents) should email the absence email address - studentabsence@albanycreekshs.eq.edu.au or phone the absence school office number 3325 6360 as they would normally do.

EACH LESSON – Please note the changes here

1. Teachers will use a range of strategies to ascertain your engagement with the Learning Materials

- Make contact with your teachers by email if you have any questions or comments.
- DO NOT wait if you are having trouble.
- As soon as you have completed the REQUIRED SUBMISSION email this to your teacher.

2. During lesson time:

- You are encouraged to ask for help if needed as our teacher will be available to you during the timetabled lesson.

YEAR 11 AND 12 STUDENTS - Accessing files from home

While students are learning@home teachers will upload learning materials to the student portal on SharePoint. To access learning materials from the student portal students should use the links below:

Year 11 – [Year 11 Learning@Home Materials](#)

Year 12 – [Year 12 Learning@Home Materials](#)

3. Trouble Shooting Problems:

- **Technology Issues:** We understand that across the state, there may be some issues with the technology. Just remember to keep in touch with us so we can help you. If you have an ongoing technology issue, please email the IT technicians with a description of your problem. Email address is: technicians@albanycreekshs.eq.edu.au
- **If something is missing or if you have difficulties understanding the work:** Email your teacher IMMEDIATELY if you do not have the resources for the lesson, or have some other obstacle that will prevent you doing that lesson's work during that lesson.

LEARNING@HOME GUIDELINES

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CHECK IN TASKS – DUE DATES

Your weekly learning outline will indicate what you are required to submit and when.

Submit your work on time - If you need extra time to complete work you need to advise your teacher as soon as possible and submit BEFORE the next lesson.

Extensions for **DRAFT or ASSESSMENT ITEMS** require PERMISSION FOR AN EXTENSION from the HOD of that subject (Years 7, 8 and 9) or Ms Archer (Years 10, 11 and 12) if you cannot hand it in during the lesson it is due. Do this via email at the end of the lesson. AARA application forms are available via the school website for you to complete if an extension is required.

Useful links and contact details:

Concern / Question	Who to Contact	How to Contact
Student Intranet /SharePoint Site	Add this link as a favourite as your student notices and all learning packages will be contained on this site. Only available to students of our ACSHS.	https://qedu.sharepoint.com/sites/2155/student/s/ACSHS%20Student%20IntraNet/Home.aspx
Curriculum Issues	Subject Teacher or Head of Department	Teacher emails available on school website
IT Issues	Technicians	technicians@albanycreekshs.eq.edu.au
Weekly Challenge	To submit your Weekly Challenge, please email your photos and responses to this email.	WeeklyChallenge@albanycreekshs.eq.edu.au
Guidance, Counselling, Support	Guidance Officers and Student Support Team (Chaplain, Indigenous Mentor, Defence Mentor, Learning Engagement HoD, Learning Connections HoD)	GuidanceOfficer@albanycreekshs.eq.edu.au
Welfare / Wellbeing	Year Level Coordinators: Year 7 – Ms Daniels Year 8 – Mr Daniels Year 9 – Ms Volling Year 10 – Ms Box Year 11 – Ms Handfield Year 12 – Ms McGoldrick	Year 7 – ldani39@eq.edu.au Year 8 – jbdan0@eq.edu.au Year 9 – rvoll10@eq.edu.au Year 10 – kbox8@eq.edu.au Year 11 – ahand3@eq.edu.au Year 12 – kmcgo41@eq.edu.au
Stymie	Reporting any alleged bullying / misbehaviour / concern for someone's welfare	https://www.stymie.com.au/
To register your attendance	If you are Learning@Home, you must email this address by 9:00 am with the following subject line: Example only: <i>Jones, Wendy, 9P1</i>	Yr 7 Email: 7homelearning@albanycreekshs.eq.edu.au Yr 8 Email: 8homelearning@albanycreekshs.eq.edu.au Yr 9 Email: 9homelearning@albanycreekshs.eq.edu.au Yr 10 Email: 10homelearning@albanycreekshs.eq.edu.au Yr 11 Email: 11homelearning@albanycreekshs.eq.edu.au Yr 12 Email: 12homelearning@albanycreekshs.eq.edu.au Subject Line of email: Surname, First Name, WAVE – eg Jones, Wendy, 9P1
Absences	Attendance Officer PARENTS/CARERS ONLY	studentabsence@albanycreekshs.eq.edu.au
Help when teacher is absent	When your teacher is away for the day and you need help – email here:	teacherabsencehelpline@albanycreek.eq.edu.au

LEARNING@HOME GUIDELINES

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General Enquiries	School Administration	admin@albanycreekshs.eq.edu.au
Deputy Principals	Ms Archer – Years 9 & 12 ; Curriculum, AARAs, Staff Absence Ms Everett – Years 8 & 11 ; Attendance, Engagement, Student Wellbeing Mr McMahon – Year 10 ; Timetable Issues, Students @ School, Student Notices Ms Kane – Year 7 ; Technology, Teaching & Learning, AARAs	march4@eq.edu.au kever19@eq.edu.au gmcma14@eq.edu.au skane6@eq.edu.au