



STUDENTS

Communication/Expectations

Students are expected to:

- be able to access their school email and OneDrive (school login and password).
- have the email addresses of all of their teachers. All staff email addresses are available on the school website.
- have a clearly defined work space free from distractions (eg television, music, social media) that is well-lit and comfortable.
- communicate with teachers via EQ 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 schools Responsible Behaviour Plan for Students
- comply with the *Information and Technology Acceptable Use Agreement*. All communications are to be respectful and appropriate. Any inappropriate contact from students, or their parents, will be referred to the relevant year level Deputy Principal.

Teachers should be available to students (health and family circumstances permitting) during regular school hours (8.50am – 2:50pm). Primarily, students will communicate with teachers through EQ email and approved online learning platforms. The majority of staff will be at school, so students may contact the school on 3325 6333 if they would like to speak to a teacher. Under no circumstances will students be permitted to contact a teacher on their private phone.

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

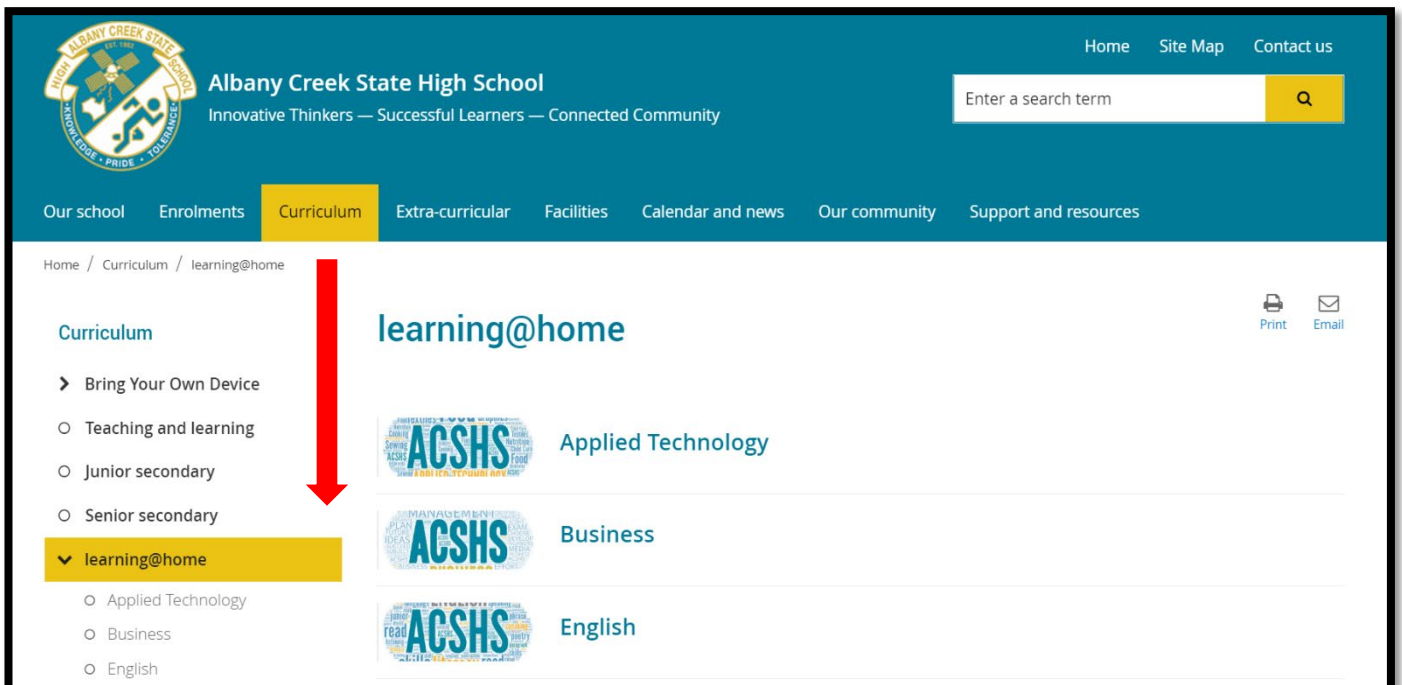
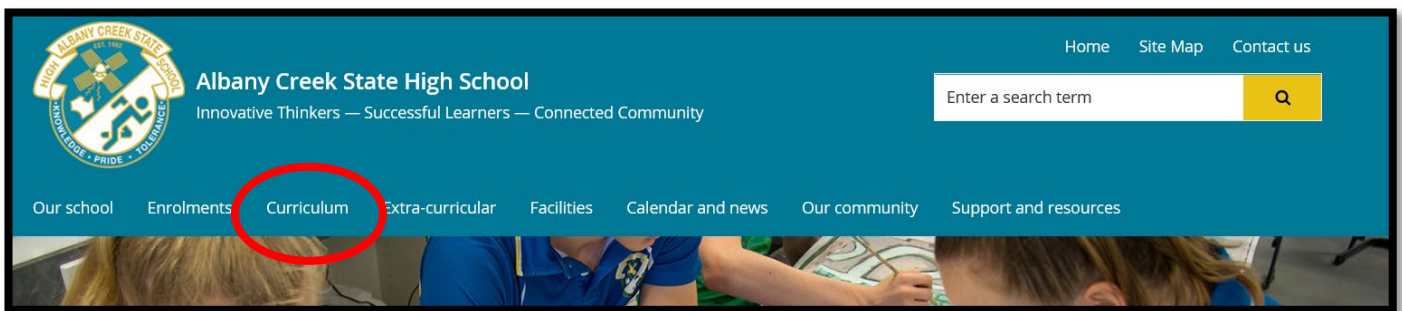
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Curriculum

Students have been provided with Semester Overviews, Unit Plans and assessment instruments/details for all subjects. These are also available on the school website under the Curriculum tab.



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Learning

- Students will be emailed a learning package to complete for each subject each week. This will be emailed by class teachers on Mondays via EQ email. Learning packages contain information for three lessons including content, activities and resources. Learning packages will also be provided for WAVE and ESP but no work will be provided for WAM/TAM.
- 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. 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.
- At the beginning of each timetabled lesson your class teacher will email the class to check who is online and ready to learn (although we do understand that there are times when you will experience connectivity issues or may need to complete your lesson at another time). You must also ensure that learning package tasks/activities are completed and submitted on time. This will assist us in tracking attendance and engagement.
- Students should, wherever possible, work their regular timetable. 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.
- 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, Mr Sayers jsaye41@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.

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Forms and documents

- Annual reports
- Documents**
- Update family email details

Documents

Documents / Rules - policies and 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

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