WAROONA
DISTRICT HIGH SCHOOL

Parent & Student Guidelines
Online and Remote Delivery

![WAROONA DISTRICT HIGH SCHOOL]

Welcome

The following guidelines document the Waroona District High School online and remote delivery mode and outline the changes to the delivery of the curriculum. The aim of these guidelines are to minimise the disruption to student learning and curriculum delivery.

Logging into Connect

To log into connect by accessing www.connect.det.wa.edu.au

To sign in as a Student you require the following information:

User Name: Student first name.Student surname

Password: Enter your password

To sign in as a Parent:

User Name: P Number (P#######)

Password: Enter your password

If you need your password reset or your child's password reset, please contact our office on 9782 7000 or email our team at waroona.dhs@education.wa.edu.au requesting a password reset and we will organise this for you.

Online Delivery for all Students

- A notice will be sent to ALL Connect classes with a set of instructions

- **A Weekly Overview** is provided for Secondary classes in the **Content Section of Connect** and labelled according to the Term and Week eg Term 1 Week 9.

- **A Daily Plan** is provided for Primary classes. This is found in the **Content Section of Connect** or Dojo and labelled according to the day/date.

- **Content in Connect is sequenced** according to the *Week in Secondary* and the *Day in Primary*

- **Teachers should create discussions via Connect or online interactions via WebEx or Teams**. Times will be communicated clearly with students. Students are strongly encouraged to participate in virtual classes.

- Resources that support the Online delivery of lessons are made available and clearly labelled within the **Connect Content** or where appropriate the **Connect Library** or another approved platform*.*

- **Practical based courses** will be adjusted to capture theoretical components or an adjustment to programs that enable students to perform practical activities at home

- Assessments may also be adjusted for online submission

- **Please use the Procedural Fairness & Declaration of Authenticity Form** when requested by your teacher (Secondary students)

- Students should establish a timetable/routine for online learning including any WebEx or Connect Discussion meetings

- Students should engage lessons as outlined in the **Weekly Overview** and **Daily Plan**

Waroona District High School
Student Responsibilities and Checklist for Online Learning

Student Responsibilities

1. Follow Digital Citizen Guidelines when participating on online learning (ie using appropriate language in discussions, wearing appropriate clothes); Please know our behaviour policy will still apply
2. Log into Connect to access lessons and follow instructions that are placed on the Connect class
3. Participate in online learning
4. Students engage in an online lesson via Connect and that they complete independent work or study assigned to them to extend their learning
5. Submit assessments based on the assessment and teacher instructions
6. Complete the Procedural Fairness and Declaration of Authenticity form when completing assessments and the task requires it to be completed and submit it with the assessment (secondary)
7. Seek feedback and engage in online learning and be an active participant in their own education
8. Ask for help when it is needed

Checklist

STUDENT ONLINE DELIVERY CHECKLIST	
PRE-LESSON	
1. **I have set-up my at home timetable/schedule for online learning (template and how to set this up on the next page)**	
2. **I have a clean space that I can sit and work from, clear of distraction**	
3. **I have read the digital citizen guidelines and know appropriate and expected behaviour for participating in online learning**	
4. **My ICT device is charged and ready to use**	
5. **I have turned off other devices that are not needed and may be distracting**	
6. **I am able to log onto Connect to access my classes**	
DURING LESSON	
7. **I have logged onto Connect when my normal schedule class would run**	
8. **I have checked Connect library/Connect Section/Connect Discussion (Secondary), and/or Dojo (Primary) for information and resources for my lesson**	
9. **I ask for help from my teacher if I am unsure of what to do or cannot find or access my lessons**	
10. **I follow teacher instructions and rules for online classroom safety**	
11. **That where I can or when I am asked that I contribute to a class discussion or forums**	
POST LESSON	
12. **That where I can I am completing independent practice/study/homework once my online learning is finished**	
13. **If I miss a scheduled WebEx, I find the time to complete the lesson or let my teacher know**	
14. **That I take regular breaks from my device as scheduled**	
15. **That I take time to eat healthy and hydrate**	
16. **That I take time to do exercise**	
17. **That I stop, pause and say all will be okay and enjoy time with my family each day**	

It is important that students set-up a routine for their independent learning away from school site.

Remote Delivery (Work Packages)

Should teachers will be required to provide physical resources for curriculum delivery via student/parent collection of the resource from school (or post) in the event that a student does not have access to ICT or online resources.

Whole School minimum requirements

- o Teachers are to create physical work packages for identified students who do not have ICT or online resources to be able to access the curriculum (students to be identified).

- o Work packages are to include the equivalent of one school week worth of content/activities and resources that would normally be covered in timetabled classes for this duration (teachers may choose to provide work packages/work booklets that cover more content than one week). **Each week must have the Weekly Overview as the front page**.

- o The package of work contains **at least one task/activity that can be returned** by the student that enables the teacher to provide the student with feedback on their learning.

- o Ongoing work packages are prepared for a further week as needed, Powerpoint resources that have been provided online are to be printed and to be sent out with the new package of work.

- o Parents are to collect and return work packages on a schedule specified by the school

WAROONA DISTRICT HIGH SCHOOL
PROCEDURAL FAIRNESS & DECLARATION OF AUTHENTICITY FORM

Student Name	
Course / Subject	
Assessment Task	

As a student of Waroona District High School participating in an out of class/school assessment I declare that:

☐ All of the work completed in this submission is my own

☐ None of the work performed or submitted was worked upon directly by any other person or except those acknowledged, if appropriate, in the references and acknowledgment section of this assessment

☐ If this is a submission for a timed assessment, that the assessment was completed within the set time period and additional time was not used to complete the assessment

☐ If this a submission for a timed assessment, that the assessment is completed without any assistance as it would be in a classroom environment and no external support is used unless stipulated in the assessment (ie mobile phone use or text book)

☐ That an onsite assessment may be used to validate the out of class/school assessment(s) and that marks/grades allocated for the out of class assessment are adjusted based on the validation and teacher judgement

☐ That a student may be asked to sit another assessment should it be determined that the assessment submitted cannot be validated

☐ That the Assessment Policy rules will be applied should it be determined that the student has cheated or engaged in collusion or plagiarism

Student Signature:

Date:

Witness (parent/guardian name):

Signature:

Date:

Waroona District High School
DIGITIAL CITIZENSHIP GUIDELINES

Discussions/ Typed Text/ Response in a forum/ Email response Etiquette			
Always write in proper English not in SMS/text form

Before posting a question to a discussion board, check if anyone has asked it already and received a reply

Use a signature (a footer with your identifying information) at the end of a message. Give a descriptive phrase in the subject line of the message header that tells the topic of the message (i.e Homework & English Class) when sending messages

Stay on topic – Make sure your links, comments, thoughts, or pictures that you contribute to a discussion are relevant to the topic.

Remember that writing in ALL CAPS means that you are yelling in text language. Please use different cases when typing your discussions.

Run a spelling and grammar check before posting anything to the discussion board. It only takes a minute, and can make the difference in clearly communicating your ideas

Check the most recent comments before you reply to an older comment, since the issue might have already been resolved or opinions may have changed. | Acknowledge and return messages promptly

If you respond or reply to a question from a classmate make sure your answer is accurate. Acknowledge that you you may not know an answer. If you provide an answer that is a guess your classmates may use that information thinking its fact and this may impact negatively on their or others learning

Be brief. If you write a long essay in response to a simple question, it's unlikely that anyone will spend the time to read through it all

Respect others privacy. Without author's permission personal emails they have sent you is just for you. Likewise discussions/forum information is just for that group

Be aware of your "digital footprint" while online, Remember everything is stored online somewhere

Treat people with respect – only post comments in a discussion that you would say in real life and that are considerate to others

Be forgiving. If your classmate makes a mistake, just let it go, it happens to the best of us | Respect the opinions of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. Acknowledge that others are entitled to have their own view on the issue

If you ask a question and many people respond, summarize all answers and post that summary to benefit your whole class

When you refer to a statement that a classmate has made, quote the point they made for a reference

Begin messages with a salutation (such as Hi Mr Smith or Dear Mr Smith) and end with your name in one to one conversations. Acknowledge or address the person you wish to converse with in an online discussion or forum | Be aware that tone is not easily conveyed in online discussions. Sarcasm, anger or a joke may be taken the wrong way by your peers so always be polite and considerate when making a comment.

Recognise that others may have a different opinion to you and that is ok. For this reason be mindful, polite and considerate of others when commenting online

Think before you like, post or follow something |
| Video/Audio/Image Etiquette | | | |
| When involved in a group chat, introduce yourself before you speak

Only post videos/images that contribute to the conversation that you are having from an educative perspective | Muting your microphone when involved in an online discussion unless speaking. Background noise picked up by your mic will disrupt others and make it difficult for others to communicate clearly

Position your camera not too low or too high. Weird camera angles can be off putting and distracting. Try to maintain eye contact during video conferencing

Consider others privacy | Join an online meeting on time and check displays and connections work

Enable others to finish a conversation and wait for clear openings to contribute a verbal comment

Include others in conversation and avoid isolating others who are engaged in the conversation | Make sure you are a wearing appropriate clothing

Recognise that images, video and other forms of media that you enjoy others may not. Ensure that content images/video and other media you post is educational and relevant to the conversation or topic and are not inappropriate |