



Title:	The Armidale School Remote Learning Policy and Procedures
Summary:	Student expectations during periods of Remote Learning
Intended Audience:	Staff, Parents and Students
Author:	Director of Studies
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NESA Reference:	Not Applicable
Distribution:	Web and Internal

Background:

In the case of a school shutdown, teachers will move some or all of class' academic learning activities into online spaces and other printed resources. Where digital or online options are not available, teachers may use non-digital or offline strategies. These methods of teaching could include posting worksheets, textbooks or USB drives containing digital worksheets and videos to your home via postal mail or collection from reception. Teachers may also contact students via phone (NSW DET 2020).

Key Considerations:

TAS Student Responsibilities:

1. Ensure that you have all the equipment you will need (workbook, textbook, etc). Check your class CANVAS page for any instructions.
2. Ensure you are wearing smart casual clothing. This is to be in line with the expectations of a mufti-day at school.
3. Check your learning environment:
 - a) You should be seated at a table or desk- not on a bed etc.
 - b) Ensure that when your camera is on, there is nothing in the background that might embarrass you or your teacher.
 - c) Don't invite family, friends, or pets to participate in the lesson, unless directed by your teacher.
 - d) There should be no other distractions. Be responsible; put your phone away and turn off the television and all other applications on your laptop unless your teacher asks you to open them.
 - e) If possible, wear earbuds or a headset to enhance the quality of your audio.
4. Make sure your participation by video, audio, or chat at all times is positive, appropriate, and related to your schoolwork.
5. You are not permitted to be in a Zoom meeting without a teacher, or create Zoom meetings yourself. Students are not to accept Zoom Invitations, unless they are from a teacher.

DURING THE LESSON

1. It is essential that you behave online in a respectful and responsible manner. If you are tempted to make poor choices, be mindful that your comments and actions will be recorded. Please take the experience very seriously and engage with the lesson content and activities.
2. Your teacher will begin the lesson by marking the roll.
3. Only some of the lessons may be online. However, stay in the online class until the teacher dismisses you.
4. You are not permitted to record any class. The teacher will record the class and if they think it necessary, the recording will be made accessible to you.
5. During lessons, you are not to take any screen shots of your teacher or other students and then post them online (e.g. to social media). This breaches privacy laws and the School's behavioural Code of Conduct and may have serious consequences.

AFTER THE LESSON

1. If you have any questions that were not answered during the lesson, send these to your teacher via email or CANVAS and complete any relevant tasks as directed by your teacher.