



John Forrest Secondary College

How to Guide to Online & Distance Learning

(COVID-19 Learning)

In this guide....

Student Responsibilities

- Learning Space
- Equipment
- Attendance
- Academic Responsibilities (self-management, contacting teachers, academic integrity etc)
- Behavioural responsibilities
- Self-care

Structure of the School Day

- Timetable structure
- Access to teachers and support staff

Work Packages

- Provision of packages
- Accessing Support and Feedback

Students Onsite

Parent Responsibilities

- Monitoring Engagement
- Communicating with Staff
- Attendance
- Mobile Phones

Student Services Support

- How to contact the Student Services team

IT Information

- General
- SEQTA Learn
- Video Conferencing
- Library

Appendix 1: Student Guide to Submitting Assessments Online

Appendix 2: Behaviour Matrix

Student Responsibilities

Learning throughout this pandemic will look very different to what you are used to. But it must go on! Whether you are working online or with a work package, students will need to take on board some new responsibilities, on top of normal student expectations, to make it a success.

Learning Space

Your learning space should be:

- ⊗ Well-lit and ventilated (it may even be outside if the weather is good).
- ⊗ As free from noise and visual distractions as possible.
- ⊗ A clear, tidy, flat surface that you can work from (ie not your bed or the couch).
- ⊗ If possible, use a different space to the one you use to relax in.

Equipment

- ⊗ Organise everything you need for the day's lessons – paper, pens, calculator, text books.
- ⊗ Ensure your laptop is charged or your charger is available.
- ⊗ You may need headphones for some lessons and online resources.

Attendance

⊗ If you need to complete your schooling onsite, your parents / guardians will notify the College.

Otherwise...

- ⊗ Attendance (at home participation) is required as normal – 8:30 – 3:00 Monday – Friday.
- ⊗ Parents/guardians are required to notify the College if you are unwell, otherwise teachers will assume you are engaging with class work at home.

Academic Responsibilities

- ⊗ You are responsible for managing your time and your engagement. Your teachers and parents/guardians will provide advice and encouragement but you will need to make the good choice to maintain your engagement.
- ⊗ If you need help, contact your teacher/s. This might be via SEQTA, email or phone or during a video lesson.
- ⊗ Demonstrate academic integrity in all that you do – you will only be cheating yourself if not.

Behavioural responsibilities

- ⊗ Behaviour expectations remain the same for online learning as they are in the classroom. (see IT instructions)
- ⊗ Inappropriate behaviour choices when interacting online will be addressed by teachers.
- ⊗ Use the behaviour matrix as a reminder of the expected behaviour of a John Forrest SC community member.

Self-Care

- ⊗ Dress appropriately for a school day – neat, casual clothes, no pyjamas.
- ⊗ Eat healthy food at set times in the day.
- ⊗ Drink enough water – 2 litres per day.
- ⊗ Take movement breaks during the day and get sufficient exercise.
- ⊗ Maintain a good sleep routine.
- ⊗ Limit your screen time – avoid using screens during your break time.

Structure of the School Day

Timetable structure

- ⊗ Use your current timetable as a guide for how to structure your school day, the tasks you should be completing and the staff you should be making contact with.
- ⊗ Be ready to start work at the beginning of the normal school day - that means you are out of bed, dressed and have had breakfast.
- ⊗ Form time: Use this time to ensure you have all your equipment organised and you are ready to start work – your water bottle is filled, you've been to the bathroom.
- ⊗ Incorporate morning and afternoon breaks into your day, as well as movement breaks during and between lessons.

Access to teachers and support staff

- ⊗ Teachers may organise interactive lessons during your timetabled classes. It is important that you are checking SEQTA for the instructions for individual classes.
- ⊗ Teachers and support staff will be available via forums, direct message, email, phone and video. They will communicate to you their preferred methods and availability. Staff may contact you on your mobile phone.
- ⊗ Students are encouraged to contact teachers whenever required for assistance but need to be aware that they may not be immediately available; they will get back to you. Only expect a response during normal school hours.

Work Packages

For students who are unable to access online learning, work packages will be provided. Parents have been requested to notify the College if this is required. Work packages will not be provided unless by prior arrangement.

Provision of packages

- ⊗ Initial packages will be available for collection on Tuesday 28 April from the College. Parents and students receiving packages will be sent an email and text to specify the time and location. This package will contain a minimum of three weeks work for each subject studied.
- ⊗ Subsequent work packages will be mailed to students in Week 3, Week 6 and Week 9. Please be aware that it will take approximately one week for work packages to arrive.
- ⊗ The learning activities provided in the work packages will likely be different to those being completed by students online but the curriculum content will be the same.

Accessing Support and Feedback

- ⊗ Support staff will contact you to ensure that you have received your work packages and understand the tasks provided.
- ⊗ Teachers and support staff will be available via forums, direct message, email and phone. You can access them by any of these methods to ask advice and get feedback.

Students Onsite

There will be a small number of students who will need to complete schooling on the College site in Term Two. This will be determined according to the most current Government guidelines. These students will be supervised to complete the online learning programs developed by teachers. More information will be provided to those students and families when onsite.

Parent / Guardian Responsibilities

While your child is working at home it is important to remember that the support of the College community is behind you as you too adjust to this mode of learning. You can help your child by establishing a routine, removing distractions and reinforcing the value of learning. Acknowledge your child's challenges and concerns about the changes they are facing and celebrate the successes.

Monitoring Engagement

- ⊗ Assist your child by helping them set up and maintain the school day routine Monday to Friday.
- ⊗ Avoid asking them to do anything non-school related during school hours.
- ⊗ Engage in conversation at the beginning and end of each day about what they will be learning and what they have learned.

Communicating with Staff

- ⊗ Remember, you are not required to teach your child, staff are available to provide that support.
- ⊗ Communicate with teachers as you normally would if your child is having difficulty with the content or the mode of learning.
- ⊗ See the College website for individual staff email addresses or phone College Administration on 9473 4000.

Attendance

- ⊗ Parents are required to notify the College if their child will be required to attend onsite in Term Two and according to which of the identified Government categories.
- ⊗ Notification will need to occur one week in advance to enable College planning.
- ⊗ If your child is working from home, is unwell and unable to complete school work, notify the College.
- ⊗ Otherwise, staff will assume students will be engaging with the work provided at home.

Mobile Phones & Social Media

- ⊗ One of the reasons mobile phones and social media are banned in schools is to give students the mental and emotional space to focus on their academic tasks.
- ⊗ During school hours, we recommend that you remove access to mobile phones if not required for work and monitor social media use.

Questions to ask that get kids talking about school...

1. What was the best thing you did for school today?
2. Tell me something that made you laugh today.
3. Tell me a weird word that you heard/read today. (Or something weird that someone said.)
4. If I contacted your [subject] teacher tonight, what would s/he tell me about you?
5. How did you help somebody today?
6. How did somebody help you today?
7. Tell me one new thing that you learned today.
8. When were you the happiest today?
9. When were you bored today?
10. Tell me something good that happened today.
11. What word did your [subject] teacher use most today?
12. What do you think you should do/learn more of at school?
13. What do you think you should do/learn less of at school?
14. If you got to be the [subject] teacher tomorrow, what would you do?
15. What was something different that happened today?
16. What are you looking forward to about tomorrow?
17. What's something your teacher said / wrote today that made you think?
18. What part of your day went the slowest? Why?

Accessing Student Services Support

While students are working from home, student services staff are still available for support.

Like all College staff, the Student Services team are available by SEQTA direct message, email or phone between the **normal College hours of 8:30 - 3:00 pm, Monday to Friday.**

- **General enquiries:** Contact the front office on 9473 4000.
- **Specific curriculum support:** Contact the subject teacher directly
- **Pastoral Care concerns:** If you need support with your mental health and wellbeing please send a direct SEQTA message to all of the staff below:
 - Your Year Coordinator
 - Student Services Manager (Mr Jericho)
 - Your Deputy Principal

Student Services staff may check in with students by phone or video conferencing intermittently. This may be in response to student or parent concerns, teachers identifying that students are not engaging with lessons or just to reach out.

Student Services staff may also facilitate supervised interactions between students via video conferencing to promote and maintain social connectedness.

Student Instructions for IT basics

General

Logging into student email

Go to the portal (<http://portal.det.wa.edu.au/>) and login using your student username (usually firstname.surname) and your password.

You can either (a) type the portal address above directly into your browser address line and bookmark it for future reference, or (b) go to the LOGIN drop down menu at the top of the college website and select DOE Portal.

Password expired

If your password has expired, then you will be prompted to change it when you attempt to log in to the portal (see above).

Forgotten password

If you cannot remember your password, then contact

- IT Technicians - JohnForrest.SC.Technician@education.wa.edu.au or 9473 4051
- Mrs English for Years 7 and 8 - Melanie.English@education.wa.edu.au
- Mr Walsh for Years 9 and 10 - Brad.Walsh@education.wa.edu.au
- Mrs McNeil for Years 11 and 12 - Debra.McNeil@education.wa.edu.au

Mathspace – forgotten password

If you have forgotten your Mathspace password, then contact your Maths teacher and they will reset it for you.

Any other general IT issues

Contact the college IT Technicians on JohnForrest.SC.Technician@education.wa.edu.au or 9473 4051

SEQTA Learn

Logging into SEQTA Learn

- Option 1: Type <https://learn.johnforrest.wa.edu.au/> into the address line on your internet browser (Chrome, Firefox, Safari, Edge) and bookmark it for future reference. Login using your student username and password.
- Option 2: Go to the college website <https://www.johnforrest.wa.edu.au/> , click on the LOGIN dropdown menu at the top of the screen and select SEQTA Learn. Login using your student username and password.

Can't login to SEQTA Learn?

It is most likely that your student password is incorrect or has expired. In this case, proceed as above for forgotten password.

Submitting a WISP on SEQTA Learn

See Appendix 1 for a guide to submitting an assessment online.

Forums

Many of your teachers will or already have created a forum for your class. These forums are a great place to ask questions, answer questions, share resources, and to support and encourage each other.

Here are some expectations for how you will use forums:

- ⊗ Always be respectful, courteous and supportive.
- ⊗ Do not treat a forum as a version of social media.
- ⊗ Use full sentences, correct punctuation and pay attention to spelling. Do not use social media abbreviations.
- ⊗ All comments should be relevant to the subject.
- ⊗ Add to a thread by using the "Type here to add a new comment" box
- ⊗ Start a new thread by typing in the box at the bottom of the forum.

Direct messaging

At the bottom of the list of DM's, make sure that you have selected "Date" and "Desc" or you may not see new messages.

Video conferencing

General

Many of your teachers will be endeavouring to keep in touch with their classes using video conferencing. For this to be an effective way to assist you and other students please be respectful and well organised to help it run smoothly. Ways in which you can do this include:

- Dress in clothing appropriate to be viewed by the whole class.
- Use the bathroom and eat before the meeting begins.
- Pay attention to what is in the background, e.g. family members not wandering past in the background. It is possible to set a background so that this is not an issue.
- Treat the teacher and other class members with respect and courtesy.
- All normal classroom expectations apply.
- Be patient. The teacher is likely to be a beginner at this too.
- Make sure your device is fully charged or plugged into the power.
- Test your camera and microphone before the meeting.
- Check your SEQTA Direct Messages or student email for the meeting link that will have been sent by your teacher.
- Mute your microphones at the start of the meeting. Only unmute when the teacher asks you a question or you want to ask them a question. Remember that you can type a question using the chat function and the teacher will answer it when they can.
- Turning off your video will reduce the load on your home internet.

Please note that each meeting in both Zoom and Webex is recorded and archived, so take care with what you are doing and saying.

Zoom

Zoom works well with:

- Google Chrome as your browser
- Zoom Client which can be downloaded for your browser or operating system from <https://zoom.us/download>

Webex

Webex works best with the latest versions of the Chrome and Firefox browsers. If using an iPad to access Webex you will need to download the app.

Library

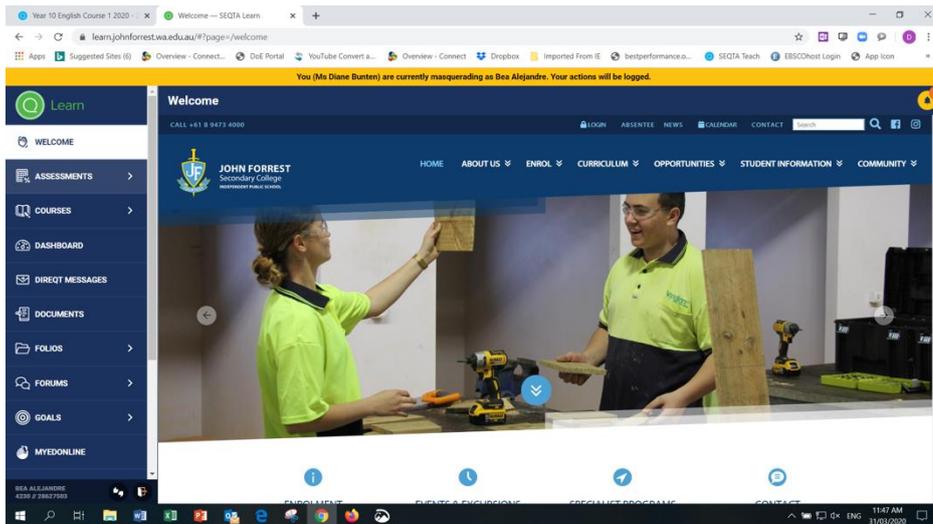
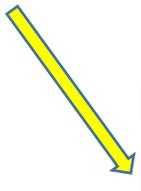
To access the library resources from home, students will need to either:

- Type this <https://johnforrest.concordinfiniti.com/login> into the address line on your web browser; or
- Go to the LOGIN drop down menu on the college website and click on "Library – Infiniti".

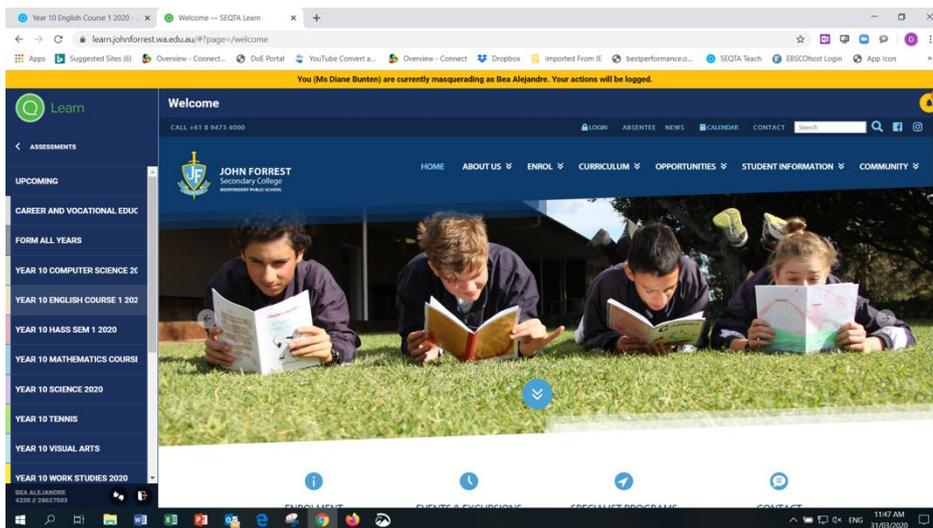
The username is your student username (see above) and the password is Library.

Appendix 1: Student guide to submitting assessments online

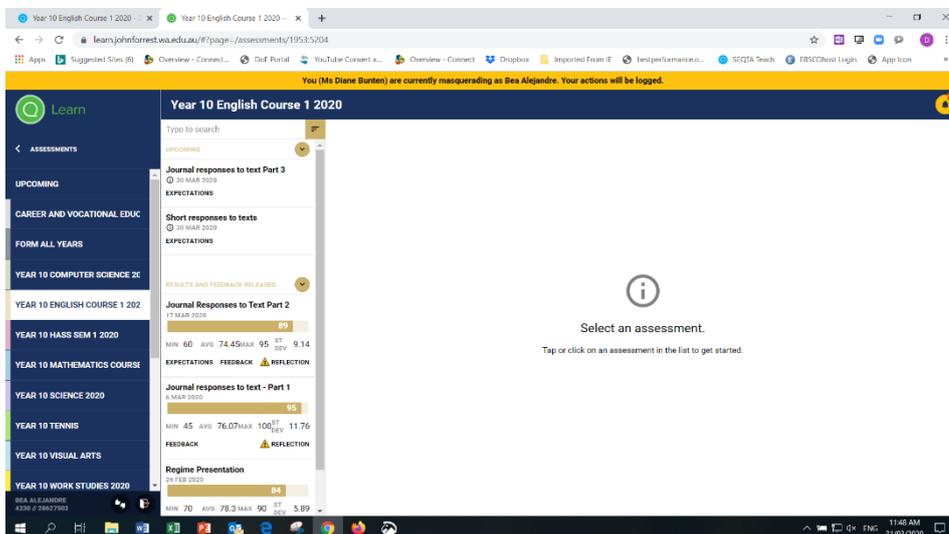
Go to SEQTA. Click on Assessments.



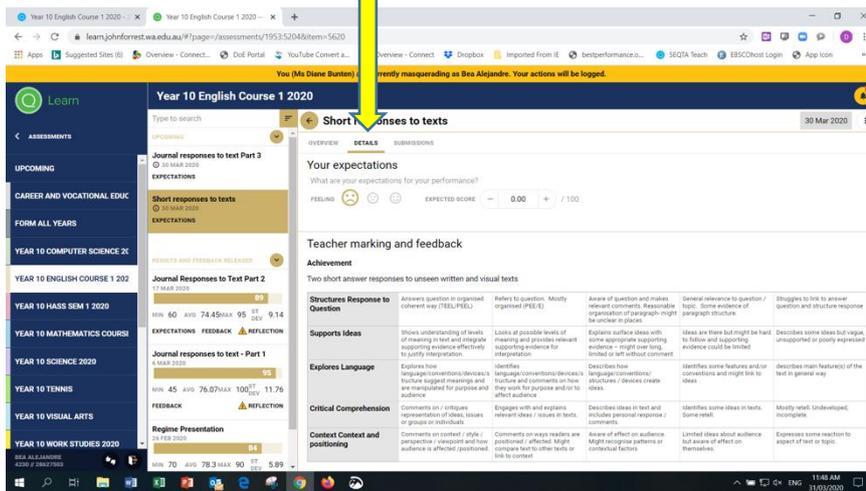
Find the relevant course and click on it.



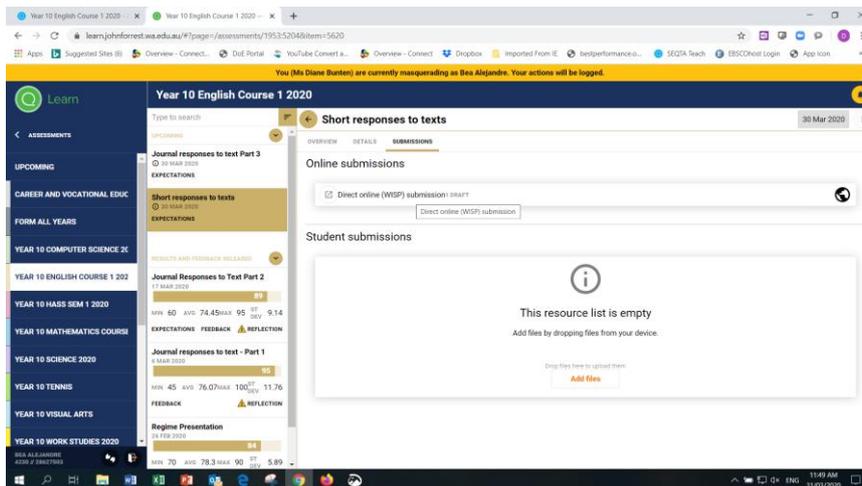
Click on relevant assessment



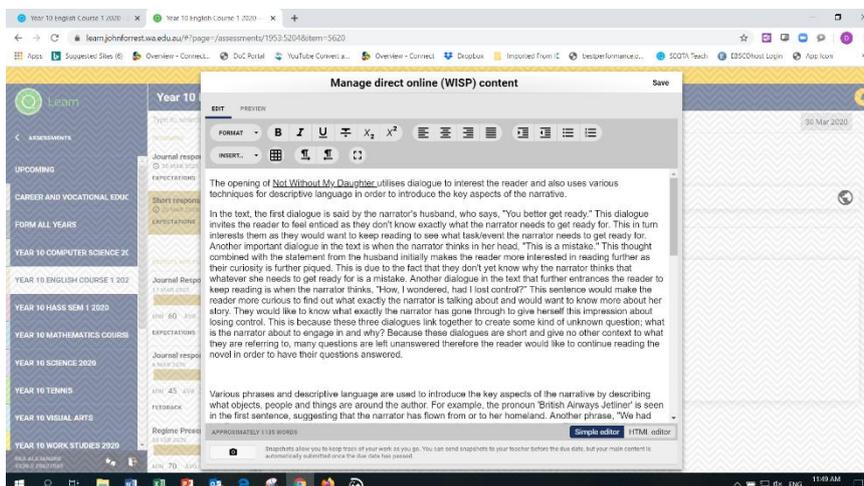
Check out Overview and Details by clicking the tabs



To submit via WISP click top link, to submit via attached file click 'add files'



When the assessment is completed or allotted time is up, press save and it will be submitted. If it is not being done under time conditions, it can be edited right up until the deadline and your teacher can see your drafts and give you feedback if ask for it.





JOHN FORREST SECONDARY COLLEGE

Integrity Courtesy Aspiration Respect Endeavour

	COURTESY & RESPECT	ASPIRATION & ENDEAVOUR	INTEGRITY
In all settings	<p>We wear the appropriate college uniform.</p> <p>We respect property and equipment.</p> <p>We celebrate diversity.</p> <p>We promote belonging.</p> <p>We are inclusive.</p> <p>We use appropriate language and good manners.</p> <p>We are responsible for our environment.</p> <p>We acknowledge personal space.</p>	<p>We aim to develop transferable skills.</p> <p>We embrace self-reflection and personal growth.</p> <p>We commit to our physical and mental health.</p> <p>We celebrate each other's achievements.</p>	<p>We practise safe behaviour.</p> <p>We code switch according to the setting.</p> <p>We accept responsibility for our actions.</p> <p>We share only our stories and experiences or those we have permission to share.</p>
In our learning spaces	<p>We are punctual.</p> <p>We wait patiently.</p> <p>We listen and respond with consideration.</p> <p>We work cooperatively and collaboratively.</p> <p>We uphold others' right to learn and teach.</p>	<p>We persevere to achieve our best.</p> <p>We are prepared and organised.</p> <p>We are productive.</p> <p>We encourage others.</p>	<p>We meet the standards of academic honesty.</p>
On the College grounds	<p>We consume food in the designated areas.</p> <p>We leave bags at the side of the play area.</p>	<p>We engage in positive, active play on the oval and courts.</p> <p>We move to class on the siren.</p>	<p>We play in the spirit of the game.</p> <p>We look out for the safety of others.</p>
In the community	<p>We comply with school and community rules and norms.</p> <p>We represent the College community to the best of our ability.</p>	<p>We engage in learning in community and group activities.</p> <p>We work independently in the community.</p>	<p>We follow road safety rules when travelling to and from the College.</p>
In our use of technology	<p>We take into account the privacy of self and others in what we post online.</p> <p>We access appropriate online content.</p>	<p>We use technology productively to complete tasks to the best of our ability.</p> <p>We bring a device suitable to our educational requirements.</p>	<p>We are committed to the responsible use of technology.</p>
At formal College events	<p>We are active listeners.</p> <p>We follow protocols.</p>	<p>We engage with the content of the presentation.</p> <p>We celebrate peers' achievements.</p>	<p>We represent the College and accept awards with pride.</p>