Biloela State High School

Locked Bag 2, Biloela 4715 Ph: 07 4992 8666
Email: admin@biloelashs.eq.edu.au
Web: http://biloelashs.eq.edu.au
Facebook: Biloela State High School
ABN : 535 684 234 76

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Online Learning

Rationale

Biloela State High School is working to consolidate our online education for students through classroom learning supported by digital technologies. As a Bring Your Own Device school, our students use digital technologies and applications as part of their everyday learning.

We acknowledge that online learning is not able to replace the learning experiences that occur inside the classroom. When students are in attendance at school, digital technologies and applications support in-class learning, homework and study at home.

1. When students are absent and classes are taking place, digital technologies and applications provide absent students with resources that are used in class and a means to communicate with their teacher.

2. When students are absent and the school is closed due to exceptional circumstances, digital technologies and applications are able to support sustained elements of curriculum delivery and a means of communication.
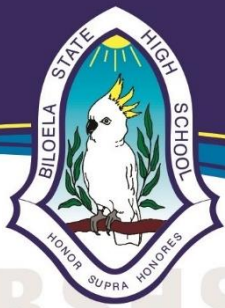
Important Online Learning Applications

• **School email** _____@eq.edu.au is used as the primary digital means for individual students to communicate with teachers and vice versa.
• Teachers maintain **virtual classrooms and student access to resources** through either OneNote Class Notebook or SharePoint.
• Students access **digital textbooks** through the ReadCloud application.

When students are absent (illness / holiday) and classes are taking place as normal

There are times when a student may need to be absent from their educational program at Biloela State High School. Parents need to provide a reasonable explanation for student absences and communicate this reason before or on the day of the absence, or as soon as practicable. In circumstances where the school determines that it is unreasonable for the student to attend school, the school supports the ongoing education of the student through the provision of school work via digital technologies or physical resources in circumstances where these are not available.

When an individual student is absent from school, it is recognised that teachers will be working to prepare, teach and provide feedback to students who are in attendance as well as keeping absent students informed about the work that is occurring.

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Expectations

The following expectations apply where students are absent but are able to meet to school requirements from offsite (due to holiday or illness).
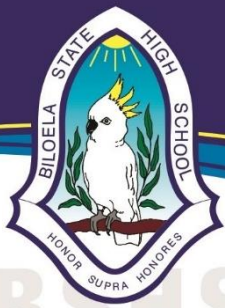
Students

• Dedicate appropriate time to learning, reflective of a school day including homework and study time, as guided by your teachers.
• During each of your timetabled lessons you should be on your online learning platform participating in the learning set out for that lesson.
• Check school email and Online Learning Platforms (One Note Class Notebook and SharePoint) each day Monday to Friday for information on courses, resources and assessment.
• Submit assessments by the due date as communicated by teachers or request extensions as outlined in the Assessment Policy.

Teachers

• Use school email to provide descriptions of the school work completed by students who are in attendance with links to texts and resources.
• Maintain a virtual classroom resources using OneNote Class Notebook and SharePoint
• Communicate work to be completed and information about assessment regularly.
• Provide regular check-in opportunities for students where students may receive feedback.
• Aim to respond to communication from students and parents within 48 hours Monday to Friday during business hours of 9am to 3pm.
• Provide feedback on assessment drafts within 2 days.

Parents

• Assist students in scheduling appropriate time for learning.
• Support students to have access to School email (@eq.edu.au) and online learning platforms including OneNote Class Notebook and SharePoint.
• Be familiar with the Assessment Policy and assist students to communicate with teachers as required.
• Communicate with school staff when necessary, allowing staff members up to 48 hours Monday to Friday to respond.

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When students are absent and the school access is restricted or school is closed

Biloela State High School is able to provide online learning when there are exceptional circumstances that require the school to close. The following arrangements apply where students, staff and parents are in good health and able to attend to school requirements.

While online learning during a school closure will not be able to replicate practices of onsite learning, our learning programs and communications with students will continue using the tools familiar to students, parents and staff.

In general, the online learning model will be flexible, acknowledging that students may need to access materials and complete class work at different times to their peers depending on their circumstances. Digital technologies and applications are able to provide sustained elements of curriculum delivery and a means of communication.
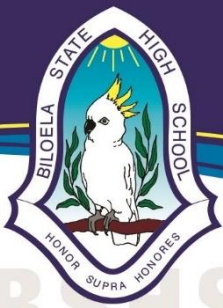
Expectations
Should the school need to close, the following expectations of school community members will apply.

Students
• Dedicate appropriate time to learning, reflective of a school day including homework and study time, as guided by your teachers. Students may be offered the opportunity to communicate online "live" with staff at set times in order to collaborate with their peers. Students will be provided a timeline to complete work set by teachers.
• During each of your timetabled lessons you should be on your online learning platform participating in the learning set out for that lesson.
• Check school email and Online Learning Platforms (One Note Class Notebook and SharePoint) each day Monday to Friday for information on courses, resources and assessment.
• Submit assessments by the due date as communicated by teachers or request extensions as outlined in the Assessment Policy.
• Check SharePoint student notices each day for notices posted by the Principal or Deputy Principals.

Teachers
• Provide school work for students to complete during regular lesson times (70 min) and associated homework and study time.
• Communicate school work as per your timetable, understanding that students will require a timeline to complete set activities or notice to participate in "live" collaboration events on the online platforms (One Note Class Notebook or SharePoint)
• Provide regular check-in opportunities for students and be available during regular school hours where possible (subject to the type of leave staff are on). Reinforce continued access to online learning with regular feedback.
• Aim to respond to communication from students and parents within 48 hours Monday to Friday during business hours of 9am to 3pm.
• Provide feedback on assessment drafts within 2 days.
• Check school email each morning and afternoon, Monday to Friday.
• Communicate information regularly about assessment to students.
• Check SharePoint staff and student notices each day for notices posted by the Principal or Deputy Principals.
• Teachers will track student participation in lessons through the class one note excel tracking system.

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• If a student is not responding to emails or sending in work teachers can email the parent.
• If a student and parent continue not to respond teacher will flag this with HOD by email. HOD will inform relevant Deputy Principal and they will attempt phone contact home.

Parents
• Assist students in scheduling appropriate time for learning.
• Ensure that students have access to school email (_____@eq.edu.au) and online learning platforms.
• Be familiar with the Assessment Policy and assist students to communicate with teachers as required.
• Communicate with school staff via email, as necessary, allowing staff members up to 48 hours Monday to Friday to respond.

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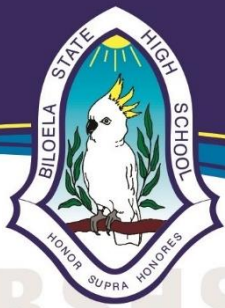Email: admin@biloelashs.eq.edu.au
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Key staff email contacts

Questions relating to:	Contact:	Where:
Course work and online learning	The individual teacher in the first instance followed by the subject Head of Department	Teacher of subject.
Assessment (**not applicable term 2 Weeks 1-5 2020**)	The individual teacher in the first instance followed by the subject Head of Department	Teacher of subject.
Pastoral Care / wellbeing	The House Coordinator in the first instance followed by the year level Deputy Principal (See below)	JB gcmal1@eq.edu.au JF rviss6@eq.edu.au JL zjave0@eq.edu.au JP jaust153@eq.edu.au SB kekow0@eq.edu.au SF sjone645@eq.edu.au SL mmpic0@eq.edu.au SP ehasw1@eq.edu.au
Social-emotional support	Years 7-8-9 Guidance Officer (Christine Taylor) Years 10-11-12 Guidance Officer (Teresa Riley) Chaplain (Daniel Gordan)	ctind12@eq.edu.au taril0@eq.edu.au dgord71@eq.edu.au
Special needs and Inclusion student Support	The individual case manager in the first instance followed by the HOSES	HOSES jbrix6@eq.edu.au
Technology access	Head of Department IT	afoon1@eq.edu.au
General enquiries	Front office	4992 8666 admin@biloelashs.eq.edu.au
Other important issues	Year level Deputy Principal Linda Holman David Hall Tania Roach	Year 7-8 lholm124@eq.edu.au Year 9-10 dhall37@eq.edu.au Year 11-12 troac3@eq.edu.au

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A guide for staff

Consider the following in conjunction with the online learning information for students and parents.

Curriculum Provision
• Existing curriculum documentation including year level plans and unit plans provide the guide for how learning is scheduled and scaffolded.
• In providing online learning in the case of prolonged school closure, we will need to be flexible in our approach to year level and unit plans and may need to reorganise curriculum. This may be particularly important in subjects with significant practical components.

Check-ins and Feedback
• Regular check-ins and timely feedback is especially important to students in online learning environments where students are unable to ask questions as they normally would in a classroom setting.
• Provide clear communication regarding where and how students are able to ask questions and seek clarification specific to learning goals, task requirements and due dates (school email, notices on SharePoint or OneNote Class Notebook).

Types of work
• Consider our approach to learning and teaching and create opportunities for students to:
    1. Engage in *Critical thinking skills;*
    2. Participate in *Creative problem solving;*
    3. *Connect* their learning to their experiences and those of their local and global communities;
    4. *Collaborate* virtually and in person and encourage students to communicate in a variety of forms. Consider including offline and social activities such as engaging in discussions with a family member or friend remotely.
• Implement learning that reflects inclusive practices. Teachers plan for differentiation by referring to class dashboard and OneSchool Support Provisions during planning and implementation. If assistance is required with modification and/or Individual Curriculum Support, email the Head of Special Education Services and copy in the relevant Head of Department.
• Consider other offline activities such as reading, physically writing in a journal, taking photographs, making a video or other artefacts.
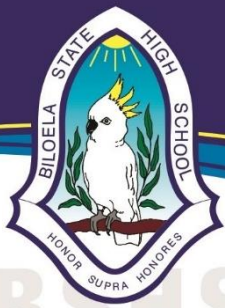• Avoid requiring students to print or scan as many may not have access to a printer.

Work time
• Acknowledge that students and staff may need to work flexibly. Any "live" online activities held in real time should be supplemented with resources that support those who are not able to access or "attend" the learning at the time that it occurs.
• Where optional teacher determined "live" sessions are planned, use the existing timetable as a guide for scheduling.

Assessment (no assessment in term 2 week 1-5)
• Discuss the nature of assessment and due dates with your Head of Department. Many types of assessment and examination tasks may continue with limited variations. Some forms of tests may need to be altered.
• Provide students ample time to complete assignments. We may need to be more flexible with due dates.

Bandwidth
• Consider the size of the files to be downloaded by students; students' WiFi access may have limited and/or intermittent bandwidth.

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FAQ / Trouble shooting

The learning platforms offered are different depending on the class teacher.

The online learning platforms being used to deliver currently reflect practices that staff have already established with their classes.

Option 1: SharePoint only
Teachers will upload each lesson to SharePoint. The resources required for each lesson will be in the lesson folder.

Option 2: One Note Class Notebook only
Teachers will communicate all lessons to their class in the Content library or Collaboration space of the Class Notebook.

Option 3: One Note Class Notebook and SharePoint
Teachers will use a combination of both as detailed above.

There does not seem to be any work for my student on the learning platforms.

Email the class teacher of that subject. If there is no response within 24 hours email the HOD of curriculum of that subject.
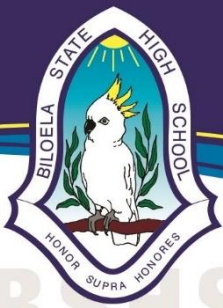
Students would like to view lesson material prior to the online lesson time.

Students may not see materials before the lesson time on their timetable for online learning. During on line learning arrangements students are not required to complete work in the designated lesson time on their timetable. Parents and students are encouraged to develop a learning routine that works best for their home circumstances. Work can be done at any time. Staff are available on email during designated lesson times to support students with their school work.

SharePoint was not accessible due to heavy load on the internet

Due to COVID-19 so many students and adults are working from home. There are going to be ongoing periods of time when their will be network disruptions.

1. Due to the heavy load of internet use for all schools keep trying every 15-20 min to see if this helps access resources.
2. The network may slow down during school hours. Download work and resources outside of 9am and3pm and then work on them during the day or when it suits.
3. Students do not need to complete the work for the lesson that you have during the normal lesson time. If you can only access earlier or later in the day students can do the work then.
4. Teachers are available during lesson times to be emailed. If not, email them at any time and they will get back to you when they can. The email has still seemed to be working through the day.
5. Try to access SharePoint in different browsers – Chrome or Edge or Firefox. This has helped some students.
6. We have asked all teachers to email work home as well when we have identified a problem with SharePoint. Please try to access student emails and see if work comes through. If you see no work email the class teacher for help.

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Will there be any plans to have classroom Skype sessions for students to log into and the teacher teaches, while students can interact/ask questions?

No. As students and teachers have not been using this online learning process prior to the current reason for not being on site this learning option will not be available.

Why can my child only contact a teacher through the school email?

The department email provides a secure contact point for staff and students. Staff will not respond to emails from students that come from a non-school email. Parents can contact through any email provider they use to connect with teachers.

What other help is available?

You may wish to explore the Department of Education's range of learning@home parent resources online at https://education.qld.gov.au/curriculum/learning-at-home.

Further information on supporting your child, maintaining healthy learning routines and setting up a learning space at home can be found at https://education.qld.gov.au/curriculum/learning-at-home/wellbeing-of-students

My school login or password is not working

Email the teacher that you have for that lesson. They can complete a password reset for you. If you are unable to use the school email have a parent contact by email or phone to have this completed.

How do I access my timetable on One School?

Individual student timetables for Years 7 to 12 are available via student's OneSchool login (using their normal login and password).
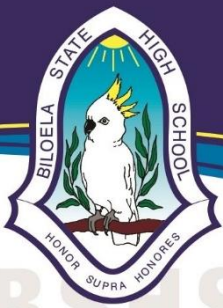
Step 1: Go to: https://oslp.eq.edu.au
Please note: if logging in off the school network, an authentication window will appear. Students will need to type in their regular login and password.

Once logged in:

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Step 2: From the drop down menu (under Welcome), select "Student Timetable - Weekly".

I cannot see my class resource folders on the SharePoint platform
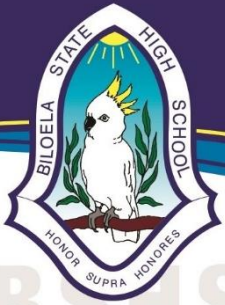
Try scrolling down to the bottom of the page. Sometimes a notice will be found at the top of the screen and you need to scroll down to see class folders.
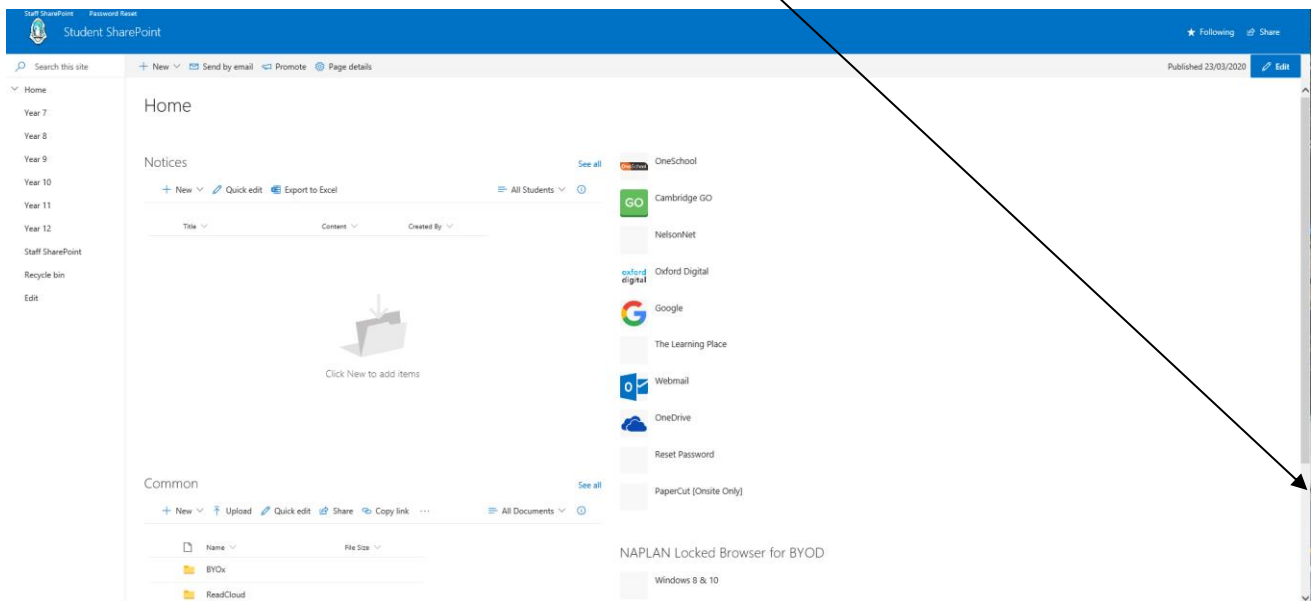
I have recieved hardcopy work instead off working online due to not having a computer at home or no internet connected. What do students do with the completed work?

To comply with current social disctancing measures we do not want people involved in unnecessary travel in the community.

Students are to keep all completed activities at home. They can return these to to school to their teachers when students are permittted to be back on site.

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