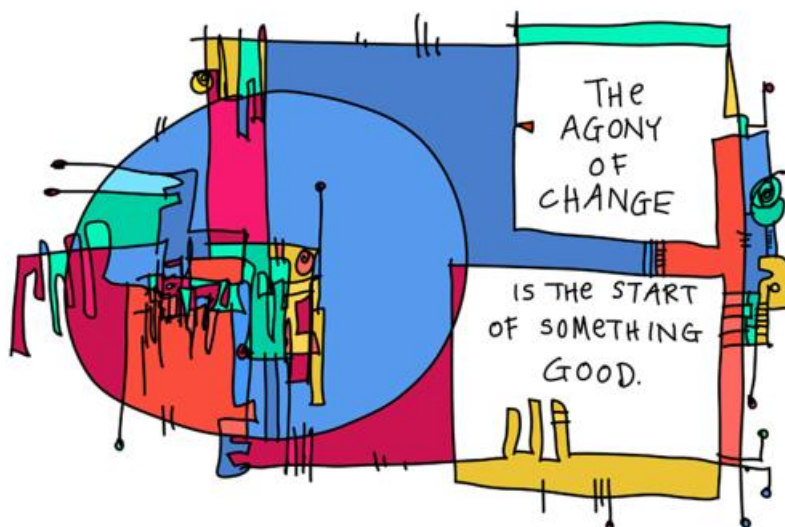# Learning From Home
Guide For Students – Secondary Years

A CHALLENGING TIME

This is a challenging time for many of you. Being away from our usual routines, our friends, and not knowing when the current restrictions we are facing will end. After every challenge and difficulty, Allah creates ease. After the night there is day. After the winter is the summer. And after the bushfire, there is a new forest. An amazing thing about these times is that it allows us to come together and help each other. As is our theme for this year – we are Better Together. Let's choose to be positive, help each other and look after each other as we share our new adventure.

This guide will provide you with information and advice on making the most out of your online learning journey.

HOW WILL LEARNING CONTINUE

We are committed to maintaining continuity of learning for all our students. We will do through the following learning platforms:

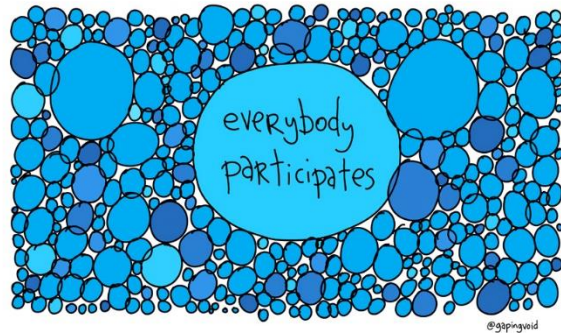| Platform	Description
Google Classroom	Step by step instructions, activities and resources for each lesson. Online lessons conducted via Zoom will be uploaded into Google Classroom.
Zoom	Where you will get to see your teacher in 'live' lessons. These lessons will be recorded and made available in Google Classroom.
Showbie	The place to submit work, with the teacher providing written and verbal feedback.
Email	Teachers and students will continue to use email as needed.

Our team has developed step by step tutorial videos to show you and your child how to access, and use these platforms. The videos are available on our website at Instructional Videos. They provide relevant details in attending lessons, submitting work and communicating with the teacher.

Access to You Tube will be enabled on school issued student devices.

WHAT DO WE ABSOLUTELY NEED FROM YOU TO MAKE THIS WORK

We all need to play our part to make online learning work. We will need you to:

- Be disciplined: get into a good routine and keep regular hours (not as easy as it sounds).
- Be ready to learn, with your devices ready and learning materials available.
- Have a quiet and comfortable place to work from.
- Be present and seen in the lesson (this is more difficult when learning from home).
- Do your work by completing tasks with integrity and honesty.
- Seek help when you need it (from teacher, parents, IT support etc).
- Continue to abide by the College's behaviour guidelines and expectations.
- Maintain a respectful online presence.
- Support your classmates and look after yourself.

TIMETABLE

The current timetable that is used during normal school days will continue to apply. This means that:

- School will commence at 8:20am with Home Group. Attendance will be taken as usual.
- Recess, lunch and salaah time will be as per the current timetable.

You may be sitting for longer periods of time. Whilst we are following our normal timetable, lesson times will be shortened by teachers to enable you to have regular exercise breaks.

UNIFORM

You will be required to wear their school or sports uniform for the online lessons. We understand that there are different views on students wearing school uniform when learning from home. This decision has been made to allow for an appropriate dress code, avoid ambiguity around suitable Islamic attire and maintain a sense of connection to the normality of the school day.

SALAAH

To maintain a link to our Islamic programs, we will be conducting our daily salaah program as follows:

- Students perform their individual prayers during the timetabled Salaah time.
- The talk after salaah will commence via Zoom at **2:00pm**

PUNCTUALITY AND ROLL MARKING

Provisions have been made in the timetable to ensure that transition time is factored into the lesson. You will start the Zoom lesson at least 5 minutes before the scheduled class. You will be placed in the waiting room until the lesson commences. Please arrive early in Zoom. Attendance will be taken during the lesson.

WORKING ENVIRONMENT

You need to find a dedicated study area in your house for your online learning. Ideally, your study area should be well-lit and quiet. If you have other siblings studying at the same time, please ensure that you have your personal space to concentrate on your lessons without distraction. It may be helpful to use headphones or an ear-piece during your online lesson.

BEHAVIOUR IN ONLINE LEARNING

We look forward to having engaging and respectful learning in our online classes. Your teacher will be looking forward to your engagement and positive contributions during the lesson. We have high expectations from you, just as would in a typical classroom setting. To ensure your learning is not disrupted, we will be removing students who persistently exhibit poor behaviour from the online lesson. The usual behaviour expectations and referral procedures apply.

PREPARATION FOR ONLINE LESSONS

You must be fully prepared for your lessons. Please check your timetable at least one day before your lessons. For some lessons, you may be required to complete a **'Pre-Lesson Activity'** before the start of the lesson. In this instance, your teacher will provide you with further in Google Classroom.

RECORDING OF ONLINE LESSONS

All online lessons will be recorded and then uploaded to Google Classroom. The recorded lessons will feature teachers and resources used in the lesson (on the Zoom shared screen). The recorded lessons will serve as a useful resource for students when they want to re-visit concepts that have been covered during the lessons. This will also provide opportunities for students who are unable to attend the online lessons to catch up on their learning independently.

FEEDBACK & ASSESSMENT

Your teachers will provide you with feedback on your assignments through Showbie. Please check Showbie regularly for updates from your teachers.

MAINTAINING COMMUNICATION WITH YOUR TEACHERS

You must check your email daily. During this period, you may receive emails from school or your teachers. If you require additional support outside of your timetable, please contact your teacher via email.

ONLINE RESPONSIBILITY

Learning at home requires you to be responsible when using their devices and online tools. The College's expectations with regards to responsible use of technology at school are the same for the use at home.

DEVICES

Our online learning programme is accessible via laptops, iPad, tablets and mobile phones. All secondary school students have been issued with an iPad which must be used for all online lessons. Please ensure that your iPad is in working condition, has the profile installed, is connecting to the VPN, and that you have access to your email address.

INSTALLATION OF ONLINE PLATFORMS (APPS) IN DEVICES

All the apps can be downloaded to your devices through the following method.

1. If you are using the school iPad, all the apps are available in 'Self-Service'.
2. If you are using a non-school device, the apps can be downloaded from:

   - Google Play Store (for Android devices)
   - Apple App Store (for Macs and Apple devices)
   - Microsoft store (for Windows devices e.g. Microsoft Surface)

Alternatively, these apps have a web-based version which can be accessed directly from your browser. You will be required to log in using your email address.

   - For Zoom (www.zoom.us)
   - For Google Classroom (classroom.google.com)
   - For Showbie (www.showbie.com)
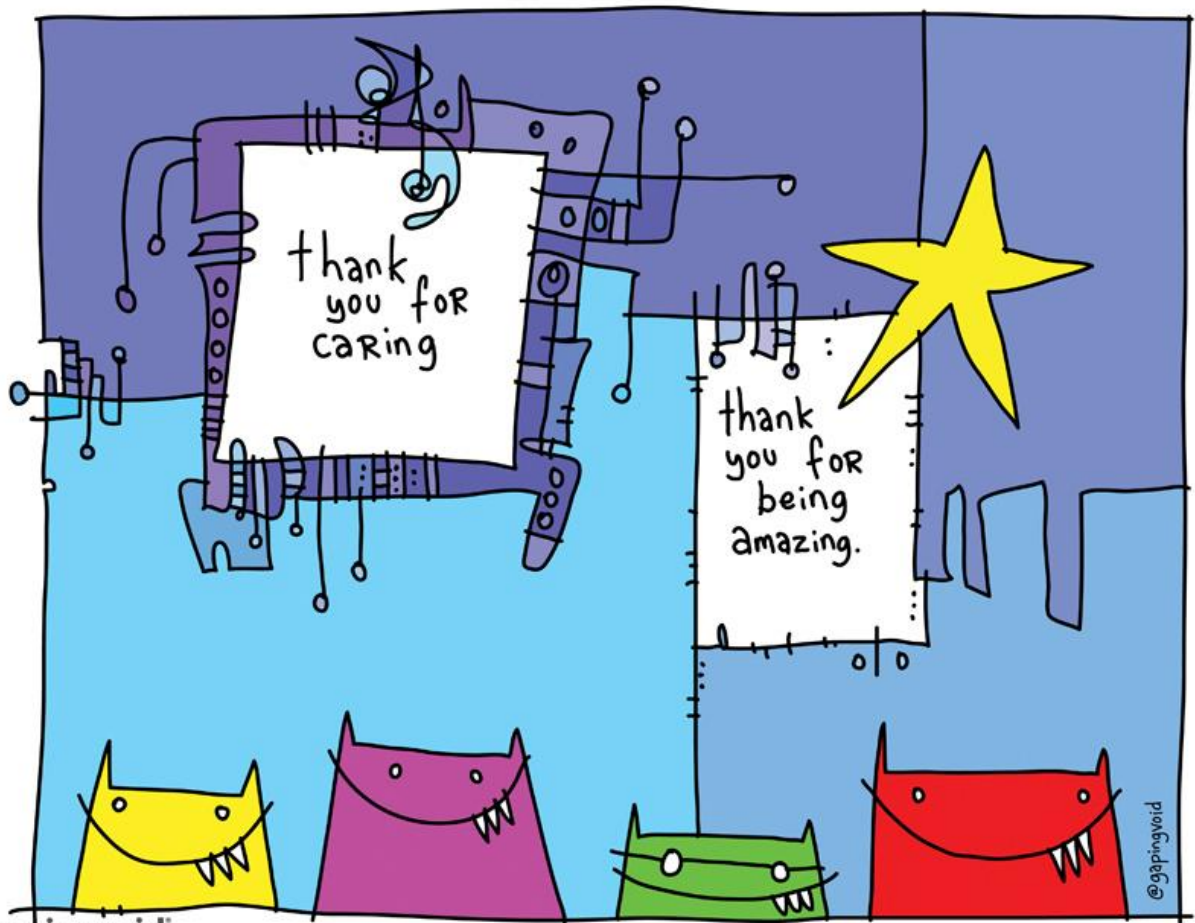
ACCESSING THE ONLINE PLATFORMS

To access the online platforms, you will be required to log into Google Classroom and Showbie using your school email address. In both platforms, please select the **'Sign in with Google Option'**. Your subject teacher will provide you with a **'Class Code'** to access Google Classroom and Showbie classes.

You will access Zoom from Google Classroom. In Google Classroom, a link or a **Personal Meeting ID** will be provided for you to access your lesson. By clicking on the link, the Zoom session will start automatically. No log in is required as long as you have been provided with the link to access the Zoom session.

Please refer to the video tutorials on the school website for a clearer explanation on how to access these platforms.

ACCESSING SUPPORT

Video tutorials are available on the school website to provide you with a step-by-step guide to the Online Learning platforms. If you face technical issues during this period, please contact the Customer Support Team or the IT department for assistance. You can do this by emailing cc@alsiraat.vic.edu.au or calling the school on 9407 7000. Your co-ordinators and mentors will also be available for social and mental support.