

# Online Learning Policy

*April 2020*

**KEIRA HIGH SCHOOL**

*Great traditions, a confident future.*





# Keira High School Online Policy

## Introduction

Online learning will become vital in the event a student(s) are temporarily unable to attend school. Our school must have a plan to provide instructional learning activities for all students in the event that they are temporarily unable to attend school. The plan will ensure the continuity of quality learning for all students.

## Aim

The aim of this policy is to provide staff and students with guidelines to support the effective implementation of online learning across the school community.

## Roles and Responsibilities

### Principal

- Delegate responsibilities to specific people

### Executive Team

- Create and distribute a continuity of learning plan (CLP)
- Establish clear channels of communications between staff, families, and students in the event of this CLP being activated
- Support staff and students/families shifting to an online learning environment
- Help teachers implement the CLP and ensure high-quality learning experience for all students
- Provide models and examples of outstanding distance learning units and lessons
- Recommend new strategies for providing feedback to students
- Support teachers and teams as they design new methods to assess student learning
- Support teachers and teams in developing strategies to differentiate their instruction

### Subject or Classroom Teachers

- Collaborate with other members of your team or department to design online learning experiences for your students
- Communicate frequently with your students and, as needed, with their parents
- Provide timely feedback to support your students' learning

### Learning and Support Teachers including Itinerant Support Teachers

- Communicate regularly with the subject or classroom teachers who teach the students you support
- Offer to scaffold or modify assignments, as necessary, for your students to support subject or classroom teachers
- Help subject or classroom teacher differentiate lessons and activities for the students you support
- Communicate regularly with your students and/or their parents to ensure they are having success with online learning
- Provide supplementary learning activities for the students you support who may benefit from additional practice to close academic and curricular gaps

## **EALD Teachers**

- Collaborate with teachers to design learning experiences that support the students you support
- Provide supplementary learning activities for EALD students, either in the curriculum or with additional targeted learning needs
- Communicate regularly with the students and/or their parents to ensure they have success with online learning
- Monitor the progress of students you support and provide timely feedback

## **Year Advisers**

- Provide guidance and support for students to aid in monitoring and supporting student wellbeing
- Administer wellness surveys to gather data on student well being
- Use virtual platforms or phone calls to conduct advisory check-ins with students in their year group.

## **Counselling Staff**

- Continue to work with the learning and support team and principal to support students
- Set times during school hours for students to access counselling sessions remotely
- Be prepared with resources and information to support students and families, including relevant local services and online contacts.
- If needed, respond as part of a team to assist schools experiencing emergencies

## **Careers Advisor**

- Host Office Hours at set times for students to call in and access support virtually
- Encourage students, parents, and carers to schedule these meetings as needed

## **Librarians**

- Collaborate with colleagues to find resources for high-quality online learning experiences and research on strategies
- Regularly check in with subject and classroom teachers to identify ways to support their design of online learning experiences
- Maintain and update online library site for obtaining resources
- Be available for teachers and students as needed for support

## **SLSOs**

- Monitor student learning and provide feedback to students, as requested by the teachers or departments you support

## **Technical Support Officer**

- Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed
- Be available in person or remotely to provide on-demand tech support help
- Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary support to function in an online learning environment

## Continuity of Learning Plan

### School Structure

- Modified timetable developed for each year group. Teachers should be logged onto Google Classroom, monitoring and responding to student questions during their allocated lessons. Teachers will respond to questions in the time allowed for each lesson.
- Teachers will be working outside of the lessons time preparing lessons, marking student work and providing feedback to students
- Key Documents: KHS Stage 4 and Stage 5 Online Learning Modified Timetable and KHS Stage 6 Online Learning Modified Timetable

### Curriculum Guidelines

- Where possible, teachers need to follow the existing Keira High School programs

### Lesson Structure

- All lesson material will be made available on Google Classroom by 8:30 am on the day of the scheduled online lesson
- All lessons will use the 'online learning lesson template' to ensure consistency across the curriculum and support student understanding of lesson requirements. The online learning lesson template will be made available on Google Classroom for every lesson.
- Other required material and resources for the lesson will be made available on Google Classroom for every lesson. If a student is required to edit the resource, it must be uploaded as a word document to enable the student to edit and save as required.
- Teachers must ensure lesson activities reflect the time allocated to the lesson. Teachers are to be mindful of additional time needed for students to process, interpret and complete when learning online.
- Announcements of Google Classroom is limited to one announcement per lesson
- Key Document: KHS Online Learning Lesson Template

### Google Classroom Assignment

- Each subject has been allocated a set day for the submission of a Google Classroom assignment for Stage 4 and Stage 5. Assignments should have an emphasis on extended written responses. Assignments must be marked and returned to student with feedback to support continued learning.
- Assignments must clearly indicate what class work it is addressing and when it is due. For example:
  - the assignment requires the work from the previous week to be submitted on prescribed day the following week
  - the assignment requires the work to be completed as a form of pre-learning for upcoming lessons
  - the assignment is an assessment task
- Key Document: KHS Stage 4 and Stage 5 Assignment Submission Overview

### Google Classroom Attendance

- For every online lesson identified on the KHS Stage 4, Stage 5 and Stage 6 Online Learning Modified Timetable, teachers are required to create attendance. See video link below to demonstrate how to set this up within your Google Classroom.

<https://m.youtube.com/watch?v=YKKEIaIJ0So>

## Using Live Video with Students

- The preferred live video platform with students is either TEAMS or ZOOM
- Teachers must ensure they are wearing professional attire when using live video
- Teachers must refer to the NSW Department of Education document *Continuity of Education: Guidelines to Support Schools using Live Video with Students*
- Key Document: Continuity of Education: Guidelines to Support Schools using Live Video with Students

## Supporting Documents

- KHS Stage 4 and Stage 5 Online Learning Modified Timetable
- KHS Stage 6 Online Learning Modified Timetable
- KHS Online Learning Lesson Template
- KHS Stage 4 and Stage 5 Assignment Submission Overview
- DoE Continuity of Education: Guidelines to Support Schools using Live Video with Students
- KHS Guidelines for Online Learning
- KHS Guide on how to access Google Classroom