



REMOTE LEARNING GUIDE FOR STUDENTS

St Mary's Castlemaine – Student Guide for Remote Learning.

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Contents

Remote Learning at Home	2
Video Conferencing Guidelines for Students.....	3
Remote Learning: What can I do?.....	4
As a student, I can:	4
Some further tips before you get started with video conferencing using Google Meet.....	4
When in Google Meet video conference	5
After the Google Meet video conference	5

MORNING ROUTINE

- We start our day with a good routine that supports our learning
- We eat breakfast, get dressed and are ready to learn by 8:50am

PLAN YOUR DAY

- Is your device charged and ready to use?
- Is your learning space tidy?
- Do you have all the materials you may need for the day?
- Check in with your classroom teacher



ENGAGE IN LEARNING

- Map out your day following your check in:
 - What tasks will you do?
 - When will you do them?
 - Do you have a conference today?
 - What is your specific task for today?
 - Are there any questions you need answered to succeed today?
 - How are you progressing?
 - What feedback have you received and what are your next goals?
- To be successful with your learning, you need to:
 - Participate and persist through challenges
 - Ask clarifying questions
 - Complete and submit work to your teachers
 - Reflect on feedback received and set goals for future learning

HEALTHY MIND



- Drink plenty of water and make sure you have a drink bottle near your workspace
- Manage your screen time and structure regular breaks
- Remember to maintain positive thinking and look at problems with a growth mindset
- Use mindfulness when the mind starts racing

HEALTHY BODY

- Practice good hygiene at all times
- Eat healthy foods and beverages
- Structure movement breaks into your day
- Incorporate at least 30 minutes of exercise into your routine
- Get outside and take in some fresh air

Video Conferencing Guidelines for Students

SETUP YOUR WORKSPACE

- Setup a quiet workspace where you can listen and work
- Ensure your device is charged and working correctly
- Organise your learning materials
- Keep your workspace clean and tidy
- Check your posture and make adjustments so that you feel good
- Use headphones to support your listening if possible

FOCUS



- Plan to take notes during the conference. Have a pen and some paper nearby, ready to write.
- During video conferencing with your teacher, stay focused. Avoid reading chats or switching to other tabs
- Ask questions to clarify meaning.

USING CHAT

- Use the chat function only when directed to by your teacher
- Be sensible when using chat and type using correct grammar
- Avoid using excessive amounts of emojis
- Allow time for others to respond and express their ideas

BE RESPECTFUL

Be respectful of your teacher and other learners by:

- Taking turns in whole class conferences
- Asking questions politely if you do not understand
- Using your manners
- Acting appropriately on screen



MICROPHONE

- Make sure you mute your microphone until it is your turn to speak
- When you speak, speak clearly and with a volume that is not too loud for others

TURN OFF YOUR MIC and CAMERA



- At the end of your conference, make sure you turn off your microphone and camera.

Remote Learning: What can I do?

As a student, I can:

- establish and/or follow a daily routine for learning with your parents/carers
- identify a safe, comfortable, quiet space where you can work effectively and successfully
- regularly monitor digital platforms and communication to check for announcements and feedback from teachers
- complete tasks to the best of your efforts, follow up on feedback and work within set timeframes
- seek out communication with school staff as different needs/difficulties arise
- organise your time to manage learning whilst taking care of your wellbeing
- follow the school's ICT Acceptable Use Agreement and report inappropriate use.

Some further tips before you get started with video conferencing using Google Meet

- Make sure that the room you are going to film in is clear of things that might embarrass you. Look at your walls and try to pick one that has a plain background that people will not take offense at or find humour in.
- Try before you go live! You can set up a Google Meet with no one in it except yourself. This way you can see what others see before you go live, and make changes to make the image look better.
- Tell others in your house what you are doing. Here your parents can help with controlling your siblings. If your parents know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly.
- Sit still and quietly for a moment and listen to the sounds around you ... if you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.
- Consider using headphones so that you can hear clearly.
- Remember that you are going to be in an educational environment! Dress appropriately and act accordingly as the same rules at school apply in a virtual environment.

When in Google Meet video conference

- Make sure you are on time for your Google Meet video conference.
- Start with your camera off and microphone muted and wait to be invited by the teacher.
- Understand that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Students should comply with your school's *Responsible use of ICT and social media student guidelines*.
- Get familiar with the tools ... use the "Chat" feature to ask questions of your teacher. This way your teacher can answer you directly and communicate the response to the whole group.
- Participate in the learning activities.

After the Google Meet video conference

- Make sure you use the Leave Meeting menu to exit the meeting when it is finished.
- Follow up the learning activities and complete all assigned tasks.