



# Blakehurst High School

## *Online* STUDENT Expectations and Responsibilities

### **When should I do school work on line?**

The core operational hours for the school are between 8:30 am and 3:30 pm, Monday to Friday. The teaching hours are from 9.00 am to 3.00 pm each day. If you have a period “ 0 “ your day will start at 7.45am. There is an expectation that you are online during your timetable periods. However, it is recognised that at times this may not be the case as you may have to share access to computers and Internet at home and you may want to complete some work outside of these hours. However, you need to be aware that your teachers will limit their interactions with students and parents as much as possible to our core *teaching hours 9.00am – 3.00pm* or 7.45am in the case of a period “ 0 ”.

Students and staff will be isolated during this time and it is important that we maintain a sense of normal routine and operation when working from home. It is important that all students have adequate breaks and don't “over- work”, which can be easier to do when working online.

Please communicate with your teachers if you are feeling overwhelmed.

### **How do I work online?**

- Blakehurst High School will be delivering online learning using Google Classroom.
- Google Classroom can be accessed through the Blakehurst High School Online Learning Portal from a Chromebook computer or from the Chrome Internet browser on a home computer
- You can access the Online Learning Portal through your student portal.
- You will connect to the Portal using your GHS Google account (the same one you use at school).
- Once you connect to the Portal you will need to enrol in the Google Classroom classes for each of your school academic classes. The school has set up a Google Classroom class and for each for each Year Group, run by the Year Adviser. All students should have done this by now. If not, you or your parents need to contact the school.

### **What should I be doing each day?**

- Get up and get dressed
- Have breakfast, brush your teeth and wash your hands
- Log into your Google account and online learning
- Check messages in your email and Google Classroom
- Follow your timetable and join your classes on line -Check in with your teacher in directly in class meetings or by completing and turning in work through Google Classroom

- Complete all work set by your teacher as best you can
- Teachers will be able to see if students are completing work over a period of time.
- Complete and submit any assessment tasks.
- Contribute to class discussions and participate in class meetings organised by your teacher.
- Teachers will give positive Sentral entries for student participation in online learning.
- Contact your teacher if you need help. If you need help with work, you should contact your teacher through Google Classroom. Student Learning and Support Officers will be assigned to support students who are experiencing difficulty.

### **How do I work safely and respectfully on line ?**

- Find a suitable common space in your house to work outside of your bedroom. Dress appropriately, as you may be participating in some video meetings with your teacher and classmates using Zoom or Teams.
- Only connect with your own Login details and never share these details with others.
- Be a respectful online learner at all times. That is, you must not behave in a manner that is offensive, threatening, abusive, defamatory or would otherwise be considered bullying.
- Treat your online teachers and fellow students with respect and should allow for and respect the views of others during class discussions and messaging.
- When participating in online learning you are participating in activities related to the school and so have to abide by normal school rules. Students breaching these rules will be dealt with using the schools normal discipline policies and procedures.
- Any student found behaving in an inappropriate manner online will have their access to our school online learning suspended until the matter is resolved and the student can demonstrate that they can behave appropriately.
- Do not use your computer to hack or bypass any secure school or Department of Education systems or websites. Do not use your computer to access or share any content which would be considered inappropriate such as discriminatory, violent or pornographic content.

### **How can I look after my own Health?**

- Now that you aren't at school, make sure you still get lots of exercise at home. Eat as well as you can and look after your physical health.
- We are in the process of developing an online " Wellbeing " tab on our school website.
- Online wellbeing resources will be posted on the schools website and will be also shared by Mr Roff, the School Counsellors and Year Advisers on the Year Group Google Classrooms

### **How can I keep in contact with teachers?**

- Teachers will contact students by email, or Google Classroom. or by phone call.
- Communicate with your teachers using email and Google Classroom.
- Teachers may also use Zoom to communicate with students directly.
- If you are having issues with you account login then please email the school and attention the email to the Technology Officer. Note that this ONLY applies to username and password issues. We are not in a position to solve WiFi or other connectivity problems.

#### **What does School Assessment look like?**

- If you weren't present for one of the few exams that ran in the last two weeks, you will be assessed on the included outcomes at a later date
- All future assessments will be converted to tasks that need to be submitted online through Google classroom.
- If you do not submit an assessment online you will get a zero mark
- Regarding misadventure, you do not need a medical certificate. A note from a parent/carer will be sufficient, clearly stating the reason why you could not submit your assessment online by the due date.
- Parents will be able to negotiate an extension date with your teacher, however if you do not hand in your assessment by that due date you get a zero
- N Warning procedures will follow for Years 11 and 12 for students who do not submit work with no substantial notification from parents

By early next term we will provide you with REVISED assessment schedules for each subject. We need to wait a little while to see how long this situation is likely to go on.

You will also find editable misadventure and request for extension forms on the BHS website very soon (once I have them I will attach to this post). You should keep up to date with these: fill them in electronically and email to the HT of the subject.

WE WILL KEEP YOU UP TO DATE WITH ANY NEW DEVELOPMENTS

*Wishing you all well and the very best,*

*Mrs Kapsimalis*

*Mr Ali and*

*Ms Peachey*