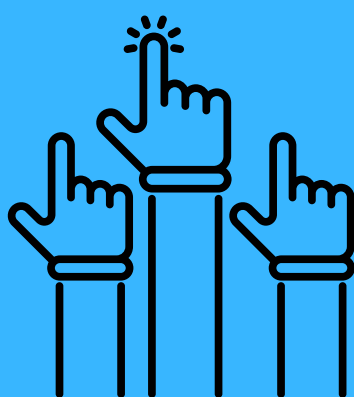


STUDENTS GUIDE TO ONLINE LEARNING

Term 2 @ Terrigal High School



1

MARK YOUR ATTENDANCE

- Roll call will be held every morning via <https://tiny.cc/THSDaily>. Fill out the form each day by 9:00am.
- At the start of each period log into your Google Classroom. Each lesson will have a prompt to mark your attendance in that class.

2

FOLLOW YOUR TIMETABLE

Each period will run for **40 minutes followed by a 10 minute break before your next period starts.**

Lesson content for the day will be uploaded at 9:00 am for every lesson everyday.

3

CONNECT WITH YOUR TEACHERS

Connect with teachers at the start of lessons via Google Classroom to access the lesson content. You will have access to video conferencing via Microsoft Teams or Zoom (Yrs 11& 12 only).

4

COMPLETE SET TASKS

Ensure that all learning tasks are your own work, completed to the best of your ability and completed on time. All hand in tasks are to be submitted via Google Classroom unless your teacher specifies otherwise.

5

STUDENT ENGAGEMENT

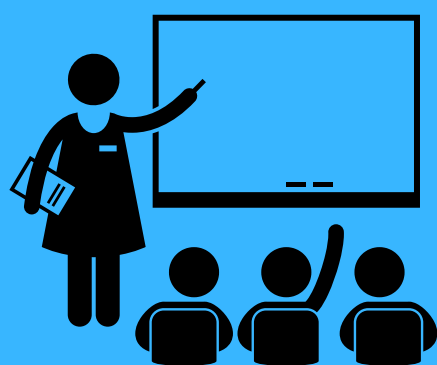
Teachers will be monitoring student engagement based on your connection with teachers and classes.

6

THS VAULES

Follow all Terrigal High School values and behavior code. Behave appropriately online and follow the Acceptable Use of Technology Agreement.

Period	Time
0	8:10 – 8:50
1	9:00 – 9:40
2	9:50-10:30
Recess	10:30-10:50
3	10:50-11:30
4	11:40-12:20
Lunch	12:20-1:10
5	1:10-1:50
Offline	1:50 – 3:15





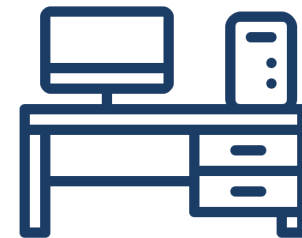
LEARNING FROM HOME STUDENT GUIDE TERM 2 2020

DAILY REQUIREMENTS

- Record your attendance by 9am each day via <https://tiny.cc/THSDaily>
- Check email, Google Classroom and Microsoft Teams for announcements/feedback.
- Follow your timetable for lessons.
- Each lesson will run for **40 minutes with a 10 minute break**.
- Set reminders for any live classes through Video Conferencing (VC).



SUITABLE WORKSPACE



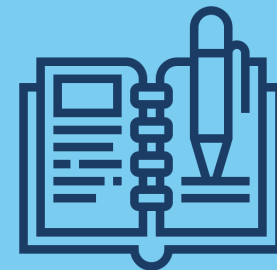
- Your learning space should be tidy, comfortable and as quiet as possible.
- Use a desk or table to help stay focused, organised and maintain good posture.
- Use your workspace for VC - don't walk around or lie down.

DRESS APPROPRIATELY

- You do not have to wear uniform but dress in neat, appropriate, casual clothes.
- Do not wear pyjamas.
- Make sure your clothes are appropriate for a VC.



ORGANISATION



- Wake up with enough time to get ready for your first class.
- Be prepared - make sure you have required resources, including pens and paper for notes.
- Charge/plug in devices.
- Use headphones when doing a VC.

ETIQUETTE

- All THS policies and normal expectations of behaviour still apply.
- Be polite and respectful to your teacher and classmates.
- Use a headset if available and mute your microphone until required. Turn your phone to silent.



WORK ETHIC & VALUES



- Complete tasks to the best of your ability and with integrity and academic honesty Submit work on time.
- Comply with the THS behaviour code
- Comply with the Department of Education's student use of digital devices and online services policy.

HEALTH

- Take a break every after each class.
- Eat regular meals and healthy snacks.
- Go outside if possible every day, or open the windows.
- Maintain good exercise habits even if indoors.
- Let us know if you're unwell via the daily attendance form.



COMMUNICATION



- Only use your student email, Google Classroom & Microsoft Teams to contact teachers.
- Only contact teachers during timetable lessons.
- Collaborate with + support each other
- Be proactive and inform your teachers if you can't meet deadlines or need support.

STUDENT SUPPORT SERVICES:

- Log tech support through the Google Form <https://tiny.cc/THSupport>
- To make a referral to the School Psychologist or Counsellor please access the link <https://forms.gle/NK3kEZypRPXvJjKn9>
- For any other support needs, email your Year Advisor or Deputy Principal.