



**ROSTREVOR**  
COLLEGE

# Online Learning

Years 7-12 Student Guide

# 2022

A CATHOLIC ALL BOYS' DAY & BOARDING  
COLLEGE IN THE EDMUND RICE TRADITION

Reception to Year 12

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## Setting up your space



Make sure your devices are charged and connected to both power & wifi.



Have water and healthy snacks on hand.



Keep the tools you need close by - pens, pencils paper.



Set up your work space, a public room is best. Elevate your laptop, use a good chair and don't forget to stand up and stretch regularly. Stay comfortable!

## Daily online learning schedule

Teams will run for the first 10 minutes of each lesson and there will be a check in at the end. Teachers will send a calendar invite.

TIMES	YEAR 7-12
8.40am - 8.50am	PC
8.50am - 9.00am	Transition
9.00am - 10.10am	Lesson 1
10.10am - 10.30am	Recess
10.30am - 10.40am	Transition
10.40am - 11.45am	Lesson 2
11.45am - 11.55pm	Transition
12.00pm - 1.15pm	Lesson 3
1.15pm - 1.55pm	Lunch
1.55pm - 2.05pm	Transition
2.05pm - 3.15pm	Lesson 4

## Staying connected daily



Check your class/subject/PC Team for learning materials.



Check SEQTA Learn for updates and grades.



Log onto PC Team by 8.45am for prayer and attendance.



**IT Support:**  
[icare@rostrevor.sa.edu.au](mailto:icare@rostrevor.sa.edu.au)



If you are unwell and can't get online please ask your parent to email your PC teacher to record your absence.

## Mental health



### Diet

Maintain a healthy diet and drink water throughout the day.



### Devices

Spend time offline. Disconnect from your phone, game consoles and unnecessary devices during school hours.



### Exercise

Keep moving! It's important for mental and physical health.



### Mindfulness & prayer

All you need for your daily reflection.



### Stay connected

Start a conversation & connect with a friend or family member (e.g. use social media, FaceTime or phone)



### Take responsibility

Vacuum the house, walk the dog or offer to cook dinner.

## Mental health support

**Rostrevor counsellors**  
talk@rostrevor.sa.edu.au

**Smiling Mind**  
smilingmind.com.au

**Headspace**  
headspace.org.au

**Beyond Blue**  
1300 224 636

**Lifeline**  
13 11 14

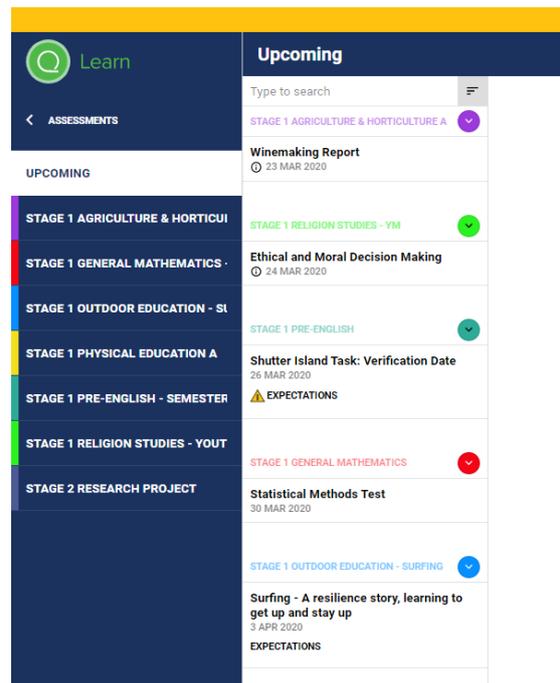
**Kids Helpline**  
1800 551 800

*This guide will assist you in making the most of your online learning experience or if you need to self-isolate.*

## What Will My Day Look Like?

Secondary School students can expect to follow their normal timetable, with a few exceptions, as we move to online learning. Students will access their lessons and mentoring meetings via SEQTA. Your lessons will vary depending on the subject and where you are in the course.

Each day, your teachers will post learning plans of your lessons in SEQTA Learn including the goal of the lesson, links or directions to text, video or audio resources and description of the activities that you need to complete and your assessment dates and details will be available under Upcoming Assessments (as per screen shot). Work submissions will be monitored, marked or responded to with feedback as appropriate. Teachers will monitor your subject Team for questions from students. For interactive Team lessons, your teacher will set up a video conference via Microsoft Teams so they can speak to you directly and deliver their lesson in real time. You need to log into your Microsoft Team for at least the first 15 minutes of each lesson to have the roll taken and see the expectations for the lesson. The teacher may choose to stay online for a lengthier period of time during the scheduled lesson if there is more substantial work to discuss.



Assessment will continue for the period of remote learning, with some amendments. Draft and assignment submissions are to be made online via SEQTA as per the usual process. If the lockdown continues, some assessment of a practical nature may have modifications made. We will continue to follow advice from the SACE Board of SA regarding Year 12 assessment. You will be advised of any adjustments of assessment. Assessment due dates will be reviewed and continue to be available on SEQTA Upcoming Assessments.

## What Do We Expect of Students?

In many ways, the expectations of you when we are in the online environment will be the same as when you are in a normal class. It goes without saying that you are expected to:

- Be ready to learn when you check in at 8.45am each day for PC.
- Be punctual by being online and engaged in class work, according to your normal timetable at school. Attendance rolls will be taken, and absences will be followed up.
- Complete all tasks to the best of your ability, meeting deadlines that are set.
- Be proactive; reach out to your peers and teachers via Microsoft Teams during your scheduled lessons to ask questions if you are unsure.
- Support the learning of your classmates by collaborating as required by your teachers.
- Close any games, social media, or other distractions during the time you are doing your schoolwork.

## Video Conferencing Etiquette

Students across the College will also be able to access live video conferencing with their teachers. You will be expected to adhere to the following rules of etiquette for engaging in video conferencing:

- Be appropriately dressed for engaging in conferencing with teachers and peers – casual clothes are fine. You might like to wear your Rostrevor sports top.
- Avoid eating and drinking when participating in calls; you should be focussed on the learning and discussion, and just as you would not eat and drink in class, you should avoid this when engaging online.
- Be polite and respectful to peers and teachers – a video conferencing call may seem more casual, but student engagement and communication will be expected to meet the same high standards as face-to-face interactions would at school.
- Notify your teacher if you are unable to participate – just as you would be expected to let a teacher know if you are unable to attend a class or activity. Attendance and participation will be logged.
- Locating yourself appropriately – finding a relatively quiet but public space will enable you to focus on engaging with your teacher and peers. Your bedroom is not an appropriate place for a video conference.

- Be aware that your teacher may record video conferencing sessions; if you have a concern about this, please alert them before participating. Think about what else might be going on in the background and where you are sitting.
- Only use Microsoft Teams for educational purposes and with teacher permission.
- Camera and audio must be turned off before joining a meeting and only turn on your audio and camera if asked to do so by a teacher.
- Good posture is essential when using devices – sit at a desk. You must not be lying in bed or on a couch or the floor.
- If available, use headphones and a microphone.

For instructions on how to get connected for a Microsoft Teams conference [click here](#).

### **General Digital Etiquette**

- Don't expect instant responses from peers or teachers; in these circumstances, they may have other responsibilities that they need to attend to.
- Be mindful of giving personal space and being understanding that your teachers are supporting many students online; you may need to wait a little while for a response and cannot reasonably expect responses outside of normal school hours.
- Be a good Digital Citizen; treat others with respect, kindness, and consideration.

### **Online Safety**

- Don't accept invitations to join digital platforms or groups unless you recognise your teacher's email address. Microsoft Teams should not be used without the permission of your teacher.
- If you experience any kind of online bullying or negative behaviour, don't hesitate to contact your Pastoral Care teacher or Head of House – they will be happy to follow up. Provide a screenshot if you can.
- Ensure that you don't post any personal details or those belonging to others online in any forum.

## **Digital Content Rules**

- Never share content from your teachers on social media or outside of the College; this content does not belong to you, and you are required to respect the privacy of teachers creating content for your use.
- Respect content shared with you by your peers; do not share outside of your designated classroom digital space, even within school.

Remember: You should continue to follow Acceptable Use of Technology Policies; you are still bound by these as a student of Rostrevor College even though you are not on school property.

## **Suggestions for Learning Remotely**

Remote learning is still relatively new for most of us. This is a challenging time for teachers, students, and parents/caregivers as we establish our processes and test new learning platforms. Students will be expected to be more independent and will need to be disciplined to ensure they get the most out of the experiences that teachers design for them. Refer to the tips listed below.

### **Establish a Routine**

Start to establish a routine as soon as you can; this will help you to adjust and to keep up with your learning workload. Start by checking SEQTA to see what is scheduled for the day. Your teachers will keep to the timetable wherever possible.

It's a great idea to make use of a diary, tasks on your dashboard and the homework feature on SEQTA; take particular note of any scheduled Microsoft Teams video conferences as these are live; you can always fit other tasks around these to suit your preference.

### **Avoid Multi-tasking**

Set aside gaming, Netflix, playlists, social media, and any other distractions during school hours. These activities should be reserved for relaxing at the end of the day and on weekends.

## **Know How to Access Information**

All core information will be on SEQTA but there may be instruction to log into Microsoft Teams at a particular time. If you aren't sure, contact your teachers and ask what to expect.

Remember that SEQTA is always your first point of reference as it will tell you where to go to find further details. Make a note of how you'll be accessing your learning for each subject. Your parents/caregivers can log into SEQTA Engage; not only can they then provide you with better support, but they will know what to expect as well.

## **Use Good Digital Work Habits**

Avoid emailing files to your teacher; instead, share your files via SEQTA, a Class Notebook or Team.

Keep your content organised in your One Drive, saving things to the correct folders as soon as possible. This will help you to remain organised and on top of your workload and will make the transition back to normal school easier.

## **Find a Balance**

Once you've worked out your routine, make sure that you build in time to move away from your screen and your schoolwork. Whilst you'll need to keep on top of your learning, you also need to take care of your wellbeing and find time to switch off and engage in leisure activities. Try to avoid further screen time if you can and make some time to go outside and get some fresh air and activity as much as possible.

## **Connect with Your Peers**

Stay connected with your peers however you see fit; give them a call, stay in contact via social media (with parental permission) or schedule a video chat with a group of friends. Remember that they're in the same position as you, which can be a comfort if you're finding remote learning a challenge for any reason.

## Reach Out for Support

Your class teachers, PC teacher or Head of House will be more than happy to help if you're starting to feel overwhelmed or are struggling to manage in this new situation. It's normal to feel uncomfortable in this situation; it isn't a normal one and being relatively isolated from your peers can have an impact on your wellbeing. Contact your parents/caregivers or peers for support as well and remember that you can access support from the school counsellors. Should you encounter any issues with our College network please feel free to contact your teacher, or our ICT Helpdesk directly – [icare@rosvrevor.sa.edu.au](mailto:icare@rosvrevor.sa.edu.au).

Some of the online tools available to assist during this unprecedented time are Smiling Minds, Beyond Blue and Headspace. Remember, our vision states that Rostrevor College inspires its students to achieve their personal best in all endeavours and to become *men for others* who make a positive difference in the world. Now we are called to live out our mission to be "*men for others*".

## Key Contacts

### Heads of House

Barron House:	Matt Footner – <a href="mailto:mfootner@rosvrevor.sa.edu.au">mfootner@rosvrevor.sa.edu.au</a>
Egan House:	Tom Hodkinson – <a href="mailto:thodkinson@rosvrevor.sa.edu.au">thodkinson@rosvrevor.sa.edu.au</a>
Gurr House:	Elias Degeorge – <a href="mailto:edegeorge@rosvrevor.sa.edu.au">edegeorge@rosvrevor.sa.edu.au</a>
Murphy House:	Justin Chung – <a href="mailto:jchung@rosvrevor.sa.edu.au">jchung@rosvrevor.sa.edu.au</a>
O'Brien House:	Lee-Anne Genner – <a href="mailto:lgenner@rosvrevor.sa.edu.au">lgenner@rosvrevor.sa.edu.au</a>
Webb House:	Belinda DeConno-Coward – <a href="mailto:bdeconno@rosvrevor.sa.edu.au">bdeconno@rosvrevor.sa.edu.au</a>

### Heads of Faculty / Teaching & Learning

Arts:	Peter Waterman – <a href="mailto:pwaterman@rosvrevor.sa.edu.au">pwaterman@rosvrevor.sa.edu.au</a>
English and LOTE:	Emilia Triantafilakis – <a href="mailto:etrianafilakis@rosvrevor.sa.edu.au">etrianafilakis@rosvrevor.sa.edu.au</a>
Flexible Learning	Julie Farmer – <a href="mailto:jfarmer@rosvrevor.sa.edu.au">jfarmer@rosvrevor.sa.edu.au</a>
Health & Physical Education:	Glen Urbani – <a href="mailto:gurbani@rosvrevor.sa.edu.au">gurbani@rosvrevor.sa.edu.au</a>
Humanities:	Shannon Simpson – <a href="mailto:ssimpson@rosvrevor.sa.edu.au">ssimpson@rosvrevor.sa.edu.au</a>
Inclusive Education:	Melissa Whiting – <a href="mailto:mwhiting@rosvrevor.sa.edu.au">mwhiting@rosvrevor.sa.edu.au</a>
Mathematics (Acting):	Lauren Bottin – <a href="mailto:lbottin@rosvrevor.sa.edu.au">lbottin@rosvrevor.sa.edu.au</a>
Religion:	Sonja Robinson – <a href="mailto:srobinson@rosvrevor.sa.edu.au">srobinson@rosvrevor.sa.edu.au</a>
Science:	Peter Steel – <a href="mailto:psteel@rosvrevor.sa.edu.au">psteel@rosvrevor.sa.edu.au</a>
Technology:	Will Hunt – <a href="mailto:whunt@rosvrevor.sa.edu.au">whunt@rosvrevor.sa.edu.au</a>
Director – Teaching & Learning:	Kerry Hodkinson – <a href="mailto:khodkinson@rosvrevor.sa.edu.au">khodkinson@rosvrevor.sa.edu.au</a>
Deputy Principal – Dean of Faculty (R-12):	Nicole Laube – <a href="mailto:nlaube@rosvrevor.sa.edu.au">nlaube@rosvrevor.sa.edu.au</a>

### Wellbeing

Director – Student Wellbeing (Middle Years):	Bill Trewartha – <a href="mailto:wtrewartha@rosvrevor.sa.edu.au">wtrewartha@rosvrevor.sa.edu.au</a>
Director – Student Wellbeing (Senior Years):	Evan Pezos – <a href="mailto:epezos@rosvrevor.sa.edu.au">epezos@rosvrevor.sa.edu.au</a>
Deputy Principal – Dean of Students (R-12)	Frank Ranaldo – <a href="mailto:franaldo@rosvrevor.sa.edu.au">franaldo@rosvrevor.sa.edu.au</a>