



Mater Christi College

Guide to Continuing Learning

Term 3 - 2020



14 July 2020

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Tips for Parents

We use various platforms to support online learning and collaboration:

- **Canvas** is our Learning Management System (LMS) and is where students and subject teachers work together.
- **Zoom** is our teleconference platform for timetabled online lessons.
- **Email** remains the main form of communication between students, parents and teachers.
- **Office 365 Tools** also support collaboration between students and teachers.
- Box of Books, Edrolo, Education Perfect and other online resources are also used for particular purposes by students and teachers.

How to support your daughter:

- Take an active role in helping your daughter and encourage her to take on responsibility for her own learning
- Support your daughter to establish a routine and make your expectations of her clear
- Help your daughter to set up a learning space that is well lit, quiet and has good access to Wi-Fi – this should not be her bedroom if possible
- Ask your daughter to display her timetable and lesson times clearly in this space
- Ensure she is sleeping well, eating well and drinking plenty of water
- Check in with her regularly about what she's learning – as you might at the end of each school day
- With your daughter, monitor Announcements as well as her To-Do List and Calendar on Canvas and support her in submitting assignments according to the established deadlines
- Remind your daughter to email her teachers if she has any questions or needs extra help and support. Our teachers will do their best to respond to all emails within 24 hours
- Monitor screen time
- Encourage attendance, as much as possible, to the regularly scheduled virtual classes offered by each of your daughter's teachers
- Support balance by encouraging reflection, physical activity, conversation, and recreation

Each lesson will begin and end with a class Zoom meeting. There may be times when your daughter requires a one-on-one Zoom meeting with a member of staff for additional support eg subject teacher, tutor, Careers Counsellor or Personal Project Mentor. Parents may be notified by email in advance and sessions may be recorded.

If at any stage you have concerns about your daughter's wellbeing or learning, please contact her Pastoral Group Teacher via email.

Guidelines for Students

Each Week

- Ensure you are keeping healthy habits (e.g. sleeping, eating well, regular exercise and monitoring screen time)
- Remember to use digital and communication technologies in a respectful way for appropriate purposes at all times
- Always seek permission prior to recording any individual, class or College activity.
- Do not use any digital device to engage in personal attacks, harass another person, or post private information about another person or take/store/send objectionable images. These actions may be deemed criminal offences and result in serious disciplinary actions and/or potential legal consequences.
- You may only upload, download, stream or store video, music or image files in accordance with College expectations and legal requirements.
- Remember that all activity on Zoom is trackable by the College – this includes any messages sent in the Chat function
- Attend the regularly scheduled classes offered by each of your teachers
- At all times, staff and students are required to uphold the Mater Christi College [Digital Technologies User Agreement](#)

Before the Lesson

- Make sure that you are out of bed and dressed in time for your Period 1 class – if you're not sure what to wear, your MCC rugby jumper is a great option!
- Make sure that you have had a good breakfast or snack and that you are not eating during the lesson – this can be very distracting for your classmates!
- Identify a comfortable, well-lit and quiet space to learn – try to pick somewhere with good access to Wi-Fi. It would be better that this is not your bedroom.
- Check Canvas announcements daily for information on Zoom links, classes, assignments and resources
- Have headphones ready to block out any background noise and to hear your teacher clearly
- Close any apps or websites that you may find distracting
- If there is anyone else around that your teacher needs to know about, please let them know. For example, you may be working in the same space as your parents or siblings
- If you are unwell and not able to participate in classes, please ask your parents to contact the College

During the Lesson

- Make sure that you have your video on during each class but please be mindful of what are doing during the class and what is going on around you
- Engage in all learning with academic honesty
- If you have a question for your teacher – use the hands up function in Zoom and wait for them to call your name before you unmute yourself
- If your internet speed is an issue, let your teacher know first and then turn off your video and use the chat feature to interact with your teacher
- At times, your teachers may choose to record Zoom sessions
- Any students not using Zoom appropriately during learning time will be removed by the teacher and their Pastoral Group teacher will be notified
- Phones – unless directed otherwise by your teacher, please do not use your phone during learning time

After Each Lesson

- Submit all work on time
- If you need to contact a teacher outside of scheduled class times, please do so via email, not via Zoom
- If you have any concerns about your online learning experience, please contact your Pastoral Group teacher via email

Wellbeing Tips

- Talk with your parents about any concerns.
- If you need other support, email your Pastoral Group teacher or Year Learning Coordinator and they will respond as soon as possible.
- During **class time** try to make your workspace bright. Sit in a chair that supports your back. Stand up and stretch. Give your eyes a rest from the screen by looking away when you can. If you're near a window look out for your eyes to focus and your mind to have some different input.
- When it's **Recess**, do some stretches, go outside and do some deep breathing.
- Support your own **social** and **emotional balance** by keeping **healthy habits** (e.g. sleeping, eating well, regular exercise and monitoring screen time).
- Get onto the **Virtual Fitness Hub** on Canvas and choose one of the activities provided by our energetic HPE staff. You could do several different ones over the week.
- **Take a break** from news or social media, especially if there is no new information or you are feeling overwhelmed or tired from screen time.
- Take time to **reflect** - pray, meditate, create something.
- **Stay in touch** with friends, family and your support network.

Shape of the Day: **Years 7 - 10**

We will continue to follow our regular order of lessons but have adjusted our times to better support learning for all students in an online environment.

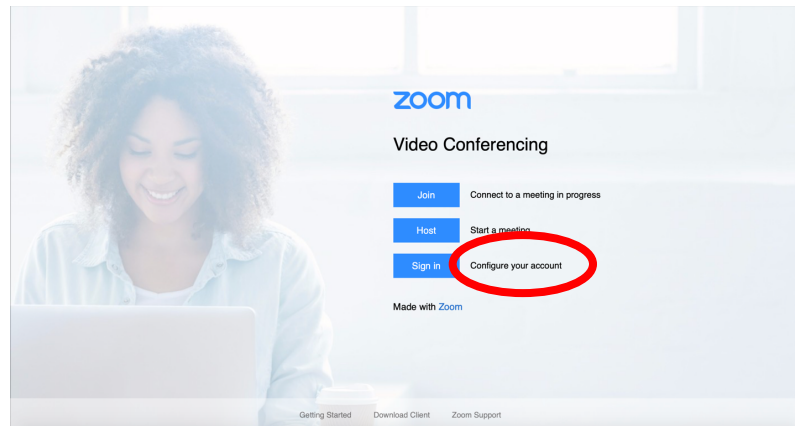
Time	Activity	Length
Before School	<p>Try to get up at the same time you would on a normal school day. Help around the house:</p> <ul style="list-style-type: none"> Make your bed, unpack the dishwasher, help with household chores <p>Prepare for the School Day:</p> <ul style="list-style-type: none"> Make a note of any questions for your teachers Make sure you are dressed appropriately for school Have breakfast Check your online resources are accessible (Canvas, Zoom, Box of Books/Edrolo, Email) Make sure your device is charged Organise your desk space Fill your water bottle Have pens, paper, books and any other resources ready Check your timetable for the day Check the Canvas announcement for your Period 1 class 	
8:45am	Period 1 (Period 1 includes an additional 5 minutes for Prayer/Reflection)	55 Minutes
9:40am	Changeover / Stretch / Get some air	10 Minutes
9:50am	Period 2	50 Minutes
10:40am	Break Screen Free/Active Time	25 Minutes
11:05am	Period 3	50 Minutes
11:55am	Changeover / Stretch / Get some air	10 Minutes
12:05pm	Period 4	50 Minutes
12:55pm	Changeover / Stretch / Get some air	5 Minutes
1:00pm	Days 2 & 7 only - Period 5: Community Time (PG/Assemblies/etc.)	20 Minutes
1:20pm	Lunchtime Screen Free/Active Time	40 Minutes
2:00pm	Period 6 Individual Learning Time – finishing off work from your classes, completing homework/assessments, study, preparation for lessons the next day, opportunity to contact teachers via email for clarification or support	65 Minutes
After School	<p>Be Active – go for a walk or a run or do some yoga.</p> <p>Be Creative – knit, bake, sew, do some craft, write, read, imagine, paint, do a puzzle, etc.</p>	

Shape of the Day: **VCE, VCAL & Year 10 Higher Studies**

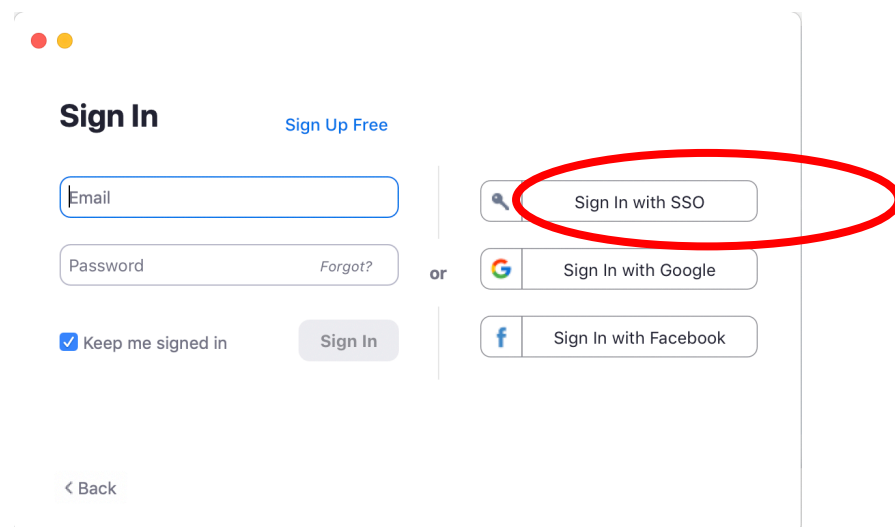
Time	Activity	Length
	<p>Years 11 & 12 students attend school at times as below.</p> <p>Year 10 Higher Studies students:</p> <ul style="list-style-type: none"> • Attendance at school required for VCE classes only. • With parent consent, students can return home during day. • Otherwise, students participate in online program from school. • Study supervision will be provided. 	
8:45am	Period 1 (Period 1 includes an additional 5 minutes for Prayer/Reflection)	55 Minutes
9:40am	Changeover	10 Minutes
9:50am	Period 2	50 Minutes
10:40am	Break Screen Free/Active Time	25 Minutes
11:05am	Period 3	50 Minutes
11:55am	Changeover	10 Minutes
12:05pm	Period 4	75 Minutes
1:00pm	Day 7 only - Period 5 Community Time (PG/Assemblies/etc.)	20 Minutes
1:20pm	Lunchtime	40 Minutes
2:00pm	Period 6 Supervised Study / SACs/ Prac classes as required Teacher consultations as arranged	65 Minutes
3:05pm	End of school day: Charter buses running at regular times	

Getting Started with Zoom

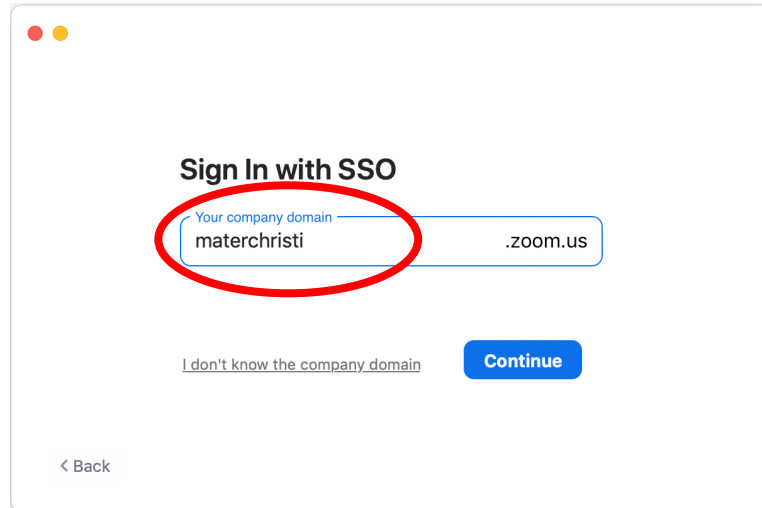
1. Go to materchristi.zoom.us and select the sign in option – if prompted, use your Mater Christi login credentials to sign in.



2. Locate the Zoom App on your MacBook or iPad and select “Sign in with SSO”.

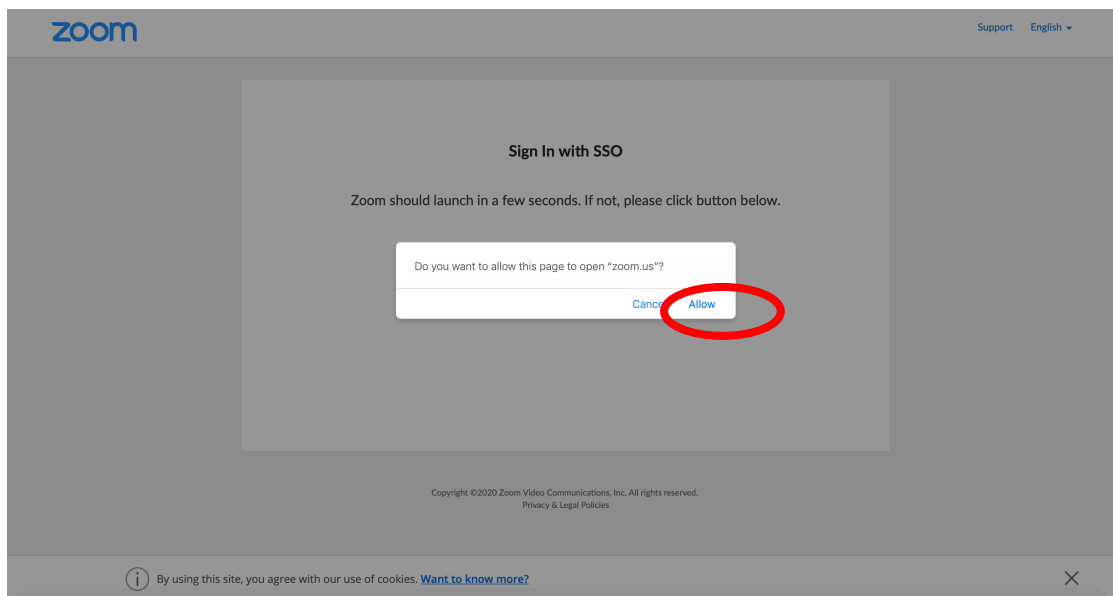


3. Enter “materchristi” as the company domain.



The image shows a Zoom web interface for signing in with SSO. The title is "Sign In with SSO". Below it, there is a text input field labeled "Your company domain" containing the text "materchristi". To the right of the input field is a ".zoom.us" label. A red circle highlights the input field. Below the input field is a link that says "I don't know the company domain". To the right of this link is a blue "Continue" button. At the bottom left, there is a "< Back" link.

4. You may then be directed back to your internet browser – when asked for permission to open zoom.us select “Allow”.



5. You will then be taken back to the Zoom App. If prompted to do so at any stage, use your Mater Christi login credentials to sign in.
6. At the beginning of each week your teacher will post a Canvas announcement which will include the Zoom link for each class. When you click on this link you will be taken to your browser and then to the Zoom app to join the class. Always allow video and microphone access for the Zoom app.

A Typical Online Lesson

Time	Activity
Before the lesson	<p>At the beginning of each week your class teacher will post an announcement with the resources required, activities for the week and a Zoom link.</p> <p>Make sure you have located this and that you are ready for learning.</p>
Start of the lesson	<p>Please make sure you are on time for class.</p> <p>Once the teacher is ready to start, they will mute the class.</p> <p>If your class is Period 1 then your teacher will begin the lesson with a prayer or reflection.</p> <p>Roll marking.</p>
10 minutes	<p>Your teacher will explain the activity for the lesson, take you through any important information and answer any questions you may have.</p>
25 minutes	<p>Once you understand the task your teacher may give you the option of working offline as you complete it. They will be available on Zoom during this time to answer any questions.</p>
5 – 10 minutes	<p>Go back online to wrap up the lesson with your class. Your teacher may have a quick activity to finish off or information about homework or assessment.</p>
After the lesson	<p>Make sure you complete all homework and assessment set by your teacher. Make a note of any questions you may have for your teacher in preparation for the next lesson. Email your teacher if you have any urgent questions or require some additional support.</p>

Who to Contact

For questions related to...	Contact
A class, an assignment or a resource	Subject Teacher via email
Technology issue or request	ictservices@materchristi.edu.au
Other learning issues	Collette Bond – Director of Curriculum bond_c@materchristi.edu.au
Wellbeing issues	In the first instance, a student's Pastoral Group teacher can be contacted via email
Learning Diversity	Justine Edwards – Learning Diversity Leader edwards_j@materchristi.edu.au
Any other issues	Mary Fitz-Gerald – Principal fitz-gerald_m@materchristi.edu.au 0438 270 744 Julie Feeney – Deputy Principal feeney_j@materchristi.edu.au 0424 499 171

If your daughter is unwell and unable to participate in classes, please contact the College absentee line on 9757 0980 as you normally would to notify us of an absence.

For all other inquiries, please contact Main Reception on 9754 6611.

Digital Technologies User Agreement

Mater Christi College is an eSmart School and is committed to supporting the creation of a cyber safe environment for all. Cyber safety help and information is available from College staff, at www.eSafety.gov.au and through SchoolTV on the College website.

All communication systems within Mater Christi College network, including e-mail, internet and intranet services are the property of the College. The College allows use of its network, leased and personal digital devices for College related activities upon agreement and adherence to the conditions outlined below.

I agree to...

- use digital and communication technologies in a respectful way for appropriate purposes at all times.
- keep my passwords confidential and lock my devices when unattended.
- seek permission prior to recording any individual, class or College activity.
- use social media sites only when permitted, representing College values appropriately.

I understand that...

- I may not use any digital device to engage in personal attacks, harass another person, or post private information about another person or take/store/send objectionable images. These actions may be deemed criminal offences and result in serious disciplinary actions and/or potential legal consequences.
- mobile phones may be used in classes, exams or on extra and co-curricular activities only when permitted by the teacher.
- during the regular school day, mobile phones are to be kept in my locker. In cases of emergency, the School Office remains the primary point of contact for parents.
- I am responsible for ensuring that my devices are fully charged overnight in readiness for use in all classes.
- I am responsible for the regular and secure back-up of my data.
- I am responsible for the security of my property. The College accepts no responsibility for lost, stolen or damaged personal devices either at school or travelling to and from school.
- I am responsible for the condition of devices leased through the College, and that I must promptly report any damage or safety issues to ICT Services.
- I may only remove or adjust College hardware and/or peripheral devices with authorisation.
- I must adhere to copyright protocols and laws and acknowledge sources appropriately.
- I may only upload, download, stream or store video, music or image files in accordance with College expectations and legal requirements.