Rochedale SHS Online Learning Plan

<mark>**Version 4.0 – 24 January 2022**</mark>

Rochedale State High School confidently uses a variety of eLearning resources to support teaching and learning – both in the classroom and externally. We are ready to transform our teaching and learning processes into an online curriculum should the need arise.

As a BYOD school, we have engaged extensively with a strong eLearning agenda over the past four years and our staff already confidently use a broad range of web-based resources in their teaching practise.

IMPORTANT ELEARNING RESOURCES

School Email	All staff and students can access their school email addresses by going to mis.eq.edu.au. School email addresses are _____@eq.edu.au. Passwords cannot be reset at home – please contact our Technical Support team if you have a problem with your password.
JacPlus	Students in Years 7-10 have access to the JacPlus platform for online textbooks. To access, students go to www.jacplus.com.au. Their Username is their school email address, default password is Rochedale (though students may have reset to something personal).
Write That Essay Online Tool	All students have access to the Write That Essay Online Tool to practice their writing skills. Go to https://www.writethatessay.org/account/login. Student usernames are their school email address and the default password is Rochedale (for first time login only). Please select 'Forgot my Password' if students cannot remember their password.
BlackBoard Collaborate	Teachers may opt to use a web conferencing tool to stay in contact with their class. Our school is using BlackBoard Collaborate, which is a feature of The Learning Place. If a teacher is going to use this tool with their class, they will email their students with a link to access. The BlackBoard Collaborate tool requires a software download to launch – this download will be prompted when you click on the link. Please follow all instructions to install correctly.
QParents	Parents can stay up to date through the QParents application. Parents can access QParents via https://qparents.qld.edu.au/You will need to register before accessing.
Virtual Classrooms, Online Platforms + Digital Resources	Teachers will be using a variety of virtual classroom spaces and eLearning resources, including Class Notebook, The Learning Place, Clickview, Nearpod and a vast array of other engaging online resources. They will contact parents and students with individual subject requirements and login details.

ENSURING CONTINUITY OF LEARNING

In the Event of a School Closure

Should a school closure take place due to exceptional circumstances, Rochedale State High School can utilise eLearning resources and applications to support curriculum delivery, feedback, formative assessment and communication at home. Whilst it is not possible to completely replicate our onsite learning practices, teaching and learning will continue using the eLearning tools students and teachers are familiar with.

We recognise that our *Online Learning Plan* needs to be flexible as students may need to access learning materials and class work at different times to their peers depending on their circumstances. Wherever possible, Rochedale SHS will provide digital resources that will enable students to proceed through their learning at an independent pace, whilst also meeting expectations and due dates.

Expectations

Should the school need to close, the following expectations of community members will apply:

Students

- Commit appropriate time to learning and assessment that is reflective of a normal school day (follow your timetable is best practice). This includes time dedicated to homework and study time, as guided by your teachers.
- Participate in all learning activities and complete all set work with maximum effort.
- ***Contact your Period 1 teacher by 10am (eg email)*** to check-in and be marked present for online learning.
- Virtually attend "live" online learning events at a set time if requested by their teacher in order to collaborate with their peers (where possible). Students will receive at least 24 hours' notice of live events. A recording will be provided where possible.
- Complete all work set by the teacher by the due date. Students will be provided a minimum of 24 hours' notice to complete work set by teachers.
- Check their school email and Online Learning Platforms each morning and afternoon, Monday to Friday, for information on courses, resources and assessment.
- Submit assessments by the due date as communicated by teachers or request extensions as outlined in the Assessment Policy.
- If students do not have Internet access or a device: please contact ITHelp@rochedaleshs.eq.edu.au to discuss school laptop loan options OR call the Office to arrange borrowing of textbooks.

Teachers

- Provide curriculum activities that is reflective of regular learning time and associated homework / study time.
- Engage students using a variety of eLearning tools designed for curriculum delivery and formative assessment.
- Monitor participation and provide feedback on progress.
- Contact students and parents if participation or engagement with learning is not meeting expectations.
- Communicate school work regularly using an Online Learning Platform or student emails in a pattern similar to a student's timetable, understanding that students may require a minimum of 24 hours' notice to participate in "live" events should they be scheduled, or to complete set work.
- Should "live" online learning be chosen as a strategy by the teacher, provide resources so that students who are not able to virtually attend or access a live event are catered for.
- **Regular 'check-in' for students every day in Period 1 (record attendance per school procedures).**
- Respond to communication from students (outside of lessons) and parents within 48 hours Monday to Friday.
- Provide feedback on formal drafts within 5 days.
- Check school email and Online Learning Platforms each morning and afternoon, Monday to Friday.
- Communicate information regularly about assessments to students and parents.

Ensuring Continuity of Learning

Parents

- Assist students in scheduling appropriate time for learning.
- ***Inform the school via SMS (0427 263 283) of child's absence from online learning due to illness, medical, appointments etc.***
- Ensure that students have access to their school email (_____@eq.edu.au) and Online Learning Platforms.
- Make certain that students are participating in learning experiences, completing activities and progressing through assessment as set by each teacher.
- Be familiar with the Assessment Policy and assist students to communicate with teachers as required.
- Communicate with school staff as necessary, allowing staff members up to 48 hours Monday to Friday to respond.
- Raise questions as required.
- Support Rochedale SHS in its Online Learning Planning.

Contact Details for Key Staff

Questions Relating To:	Contact:	Where:
Course work	The individual teacher in the first instance followed by the subject Head of Department.	Teaching Staff Contact List via https://rochedaleshs.eq.edu.au/
Assessment	The individual teacher in the first instance followed by the subject Head of Department.	Teaching Staff Contact List via https://rochedaleshs.eq.edu.au/
Student Engagement	Junior and Senior Deans in the first instance followed by the Junior and Senior School HODs	**Dean Yr7 & 8:** Paget Foerster pfoer2@eq.edu.au **Dean Yr9 & 10:** Alicia Caddies acadd14@eq.edu.au **Dean Yr11 & 12:** Sandra Buist slbui0@eq.edu.au **Junior School HOD:** David Crase dcras1@eq.edu.au **Senior School HOD:** Ben Luthe bluth6@eq.edu.au
Social-Emotional Support / Student Welfare	HOD Student Welfare Guidance Officers	**HOD Student Welfare:** Jason Reeves jreev73@eq.edu.au **Guidance Officer Yr10, 11, 12:** Leanne McBrien ljmcb0@eq.edu.au

	Chaplain	**Guidance Officer Yr7, 12:** Robert Miller rmill81@eq.edu.au **Guidance Officer Yr7, 8, 9:** Sabrina Blaas sblaa4@eq.edu.au **Chaplain:** Emmalea Lingard emmaleal@chappy.org.au
	Indigenous Student Support	**Indigenous Student Support:** Kelly Hiley khile0@eq.edu.au
Special Needs + Learning Support	HOD Special Education Services	**HOSES:** Rowena Condoleon rcond1@eq.edu.au
International Student Support	Homestay Co-ordinator	**Homestay Co-ordintaor:** Jo Morier jmori8@eq.edu.au
eLearning	HOD IT	**HOD IT:** Phil Monsour pmons1@eq.edu.au
Technical Support	Technical Support Team	ITHelp@rochedaleshs.eq.edu.au
Other Important Issues	Sub School Deputy Principal	**Junior Years 7-9:** John Baxter jbaxt35@eq.edu.au Graham Ritchie gritc1@eq.edu.au **Senior Years 10-12:** Jenny Talbot jtalb5@eq.edu.au Nathan Smith nsmit61@eq.edu.au

Ensuring Continuity of Learning