

ONLINE LEARNING

a guide for
STUDENTS and FAMILIES
to support
LEARNING FROM HOME



“Every Student Matters”

 valleyview.sa.edu.au

Communication | Attitude | Responsibility | Resilience



RATIONALE

Families have made informed decisions about whether or not to send their child to school or to support them to learn from home.

In the event that families choose to access learning from home this guide outlines the processes and procedures to achieve the delivery of high quality education through an online environment.

The aim is to:

- articulate clear processes, protocols and expectations for managing teaching, learning and wellbeing
- ensure continuity of learning for all students
- ensure integrity and fairness in assessment.

TECHNOLOGY

Teachers at Valley View Secondary School will operate from **Daymap and Microsoft Teams** to provide authentic and rich learning for all students in real time.

Teachers and students will connect and collaborate in an online classroom environment. All students will have access to high quality teaching and learning within a contextualised virtual classroom.

Digital Platforms

The following digital platforms will underpin the teaching and learning process:

- Daymap: <https://www.valleyview.sa.edu.au/portal-links/>
- Microsoft Teams: <https://www.office.com/> (accessible via students' LearnLink Accounts)

Digital Resources and Communication

- Zoom Video Conferencing: <https://zoom.us/about>
- MS Team video conferencing <https://www.office.com/>
- ClickView: <https://www.clickview.com.au/> (accessible via students' LearnLink Accounts)
- LearnLink Email

Technology and Infrastructure for the delivery of on-line learning

Staff and students will require:

- access to a laptop device or PC (Students can use a tablet to access Teams and video conferencing)
- access to internet.



Technology Support

ICT support will be provided remotely by dedicated staff via email at:

- dl.1184.ictadmin@schools.sa.edu.au or
- Online support form via <https://www.valleyview.sa.edu.au/learning/online-learning/> and clicking on VVSS ICT Support Request Form
- Support is provided for password resets and will be subject to verification of Parent Guardian 1, Parent Guardian 2, or guardianship of the student.

Remote Technical Support

Students can join an IT support Zoom meeting, to share their computer screen via remote services when previously booked and arranged with the IT department. This booking can be made via the above options.

Support can only be provided if an adequate internet connection is in use at the student's home at the time of support request.

Tasks such as searching for lost files or assisting with basic application functionality should be the responsibility of the device user or parent.

In these circumstances we recommend a thorough google search on the task students are attempting to perform.

Support that requires elevated security permissions such software installations must be done on site by IT support





TEACHING & LEARNING

Timetabled program

Lessons will run according to current Valley View Secondary School student and staff Daymap timetables:

	Monday	Tuesday	Wednesday	Thursday	Friday
Block 1 8:40 – 9:30 9:30 – 10:25 (105 minutes)	Line 4	Line 7	Line 2	Line 5	Line 3
Recess 10:25 – 10:50					
Home Group 10:50 – 11:05 (15 minutes)	Home Group		Student Wellbeing and Development	Home Group	
Block 2 11:05 – 12:00 12:00 – 12:50 (105 minutes)	Line 5	Line 3	10:50 – 11:20 11:20 – 12:00 (70 minutes)	Line 6	Line 1
Lunch 12:50 – 1:08 1:08 – 1:25			Lunch 12:00 – 12:18 12:18 – 12:40	Lunch 12:50 – 1:08 1:08 – 1:25	
Block 3 1:25 – 2:15 2:15 – 3:10 (105 minutes)	Line 6	Line 1	Line 4 12:40 – 1:30 1:30 – 2:25	Line 7	Line 2

Protocols for Learning from Home

As we move into a video-conferencing space to support explicit teaching of content and provide on-line support, it is important that we abide by a consistent set of protocols that will enable the effective delivery of teaching.

Teachers will ensure:

- the scope of the video conference and that students have necessary resources prior to the session
- that time is dedicated to understanding lesson content; collaborative discussion; providing clarity about the next steps
- that video conferences are scheduled within normal school hours
- the use of the most appropriate software to meet class needs and will register via their school email address
- protection of their privacy by being professionally dressed and selecting an appropriate background image/room from which to videoconference
- the delivery of all videoconferences to a **minimum** group size of 3 students. One-to-one video conferences are strictly prohibited
- that only class members participate in video conference lessons. Students from different classes, friends and family members are not permitted to join in lessons
- that the video conference lesson is recorded and published at the teacher’s discretion but strictly without images of any class members
- that students behaving inappropriately are immediately excluded from video-conferencing sessions
- that school leaders are able to access and monitor online teaching materials and video conferences



Students will ensure:

- that they abide by regular school expectations that the only participants in video conferences, beyond staff, are students enrolled in the class
- they are prepared for video conference lessons including prior reading, viewing or preparatory listening to relevant resources
- they wear school uniform
- they join the video conference from a dedicated study space (ie not from a bedroom)
- they protect their privacy by being mindful of the projected background
- they do not record or photograph any part of the video conference
- they engage respectfully in discussions

We request that parents:

- encourage and support their child's learning and provide a suitable environment at home for videoconferencing
- do NOT participate in class video conferences. Should additional support be required, teachers are to be contacted outside of class video conference sessions.

Lesson Delivery

- Lessons will be delivered to the whole class via Microsoft Teams and/or Zoom in accordance to our current VVSS timetable
- Teachers will be available via Teams/Zoom for student interaction and support
- Activities may be delivered using Teams, ClickView and other web-based technologies

Lesson Materials and Instructions

Supplementary learning materials will be accessible via Daymap and Microsoft Teams.

These include:

- programs of Learning or Scope and Sequence documentation
- lesson notes, resources and learning artefacts
- homework instruction
- *assessment tasks including timelines, due dates and quality student feedback
- published grades and feedback provided to students

**Please note that all assessment tasks are to be submitted via Daymap*



Monday, Tuesday, Thursday and Friday on-line learning timetable

How to stay motivated and experience success remotely:

1. Establish routines – go to bed a wake up at the same time, make your bed etc
2. Eat healthy food – eat at scheduled times
3. Get up and move during breaks and drink plenty of water
4. Set up a designated study space free from as many distractions as possible

Between 7:30 and 8:30am	Morning Routine	<ul style="list-style-type: none"> ✓ Eat a healthy breakfast ✓ Make your bed and tidy your room ✓ Complete other daily chores ✓ Get dressed into your school uniform ✓ Move to your designated study space and turn on all technology
8:40 - 9:30	Block 1	On-Line Learning / Explicit Teaching <ul style="list-style-type: none"> • Access your DayMap to access instructions for the lesson to come • Make sure that you are on time to join the class conference • Participate actively in the lesson and come prepared with questions as required
9:30 - 10:25		Individual Learning / Support <ul style="list-style-type: none"> • Complete tasks or learning activities • Ask for help if needed • Submit work if required • Record any homework in diaries
10:25 – 11:00	Recess	Eat and drink something healthy, move around and get some fresh air. Get ready to access learning on-line.
11.05 - 11.50	Block 2	On-Line Learning / Explicit Teaching <ul style="list-style-type: none"> • Access your DayMap to access instructions for the lesson to come • Make sure that you are on time to join the class conference • Participate actively in the lesson and come prepared with questions as required
11.50 - 12.45		Individual Learning / Support <ul style="list-style-type: none"> • Complete tasks or learning activities • Ask for help if needed • Submit work if required • Record any homework in diaries
12:50 - 1:20	Lunch	Eat and drink something healthy, move around and get some fresh air. Get ready to access learning on-line.
1.25 - 2.15	Block 3	On-Line Learning / Explicit Teaching <ul style="list-style-type: none"> • Access your DayMap to access instructions for the lesson to come • Make sure that you are on time to join the class conference • Participate actively in the lesson and come prepared with questions as required
2:15 - 3:10		Individual Learning / Support <ul style="list-style-type: none"> • Complete tasks or learning activities • Ask for help if needed • Submit work if required • Record any homework in diaries
3.15 - 4.00	Down Time	<ul style="list-style-type: none"> ✓ Read for pleasure: Read a book or a magazine. Choose something you enjoy or maybe completely new ✓ Watch something informative: There are lots of interesting documentaries about healthy eating, environmental issues and history ✓ Check-in with someone: Call a friend or send a message. Catch up on social media ✓ Movement: Take your dog for a walk, or play with your pet. Remember social distancing is important if you do leave the house
4:00 - 5:00	Homework	Complete any homework or assignments that have been written in your diary
Later	Night Routine	Make sleep a priority and stick to healthy routines



Wednesday On-Line Learning Timetable

How to stay motivated and experience success remotely:

1. Establish routines – go to bed a wake up at the same time, make your bed etc
2. Eat healthy food – eat at scheduled times
3. Get up and move during breaks and drink plenty of water
4. Set up a designated study space free from as many distractions as possible

Between 7:30 and 8:30am	Morning Routine	<ul style="list-style-type: none"> ✓ Eat a healthy breakfast ✓ Make your bed and tidy your room ✓ Complete other daily chores ✓ Get dressed into your school uniform ✓ Move to your designated study space and turn on all technology
8:40 - 9:30	Block 1	On-Line Learning / Explicit Teaching <ul style="list-style-type: none"> • Access your DayMap to access instructions for the lesson to come • Make sure that you are on time to join the class conference • Participate actively in the lesson and come prepared with questions as required
9:30 - 10:25		Individual Learning / Support <ul style="list-style-type: none"> • Complete tasks or learning activities • Ask for help if needed • Submit work if required • Record any homework in diaries
10:25 – 10:45	Recess	Eat and drink something healthy, move around and get some fresh air. Get ready to access learning on-line.
10.50 - 11.20	Block 2 Wellbeing & Development	On-Line Learning / Explicit Teaching <ul style="list-style-type: none"> • Access your DayMap to access instructions for the lesson to come • Make sure that you are on time to join the class conference • Participate actively in the lesson and come prepared with questions as required
11.20 - 12.00		Individual Learning / Support <ul style="list-style-type: none"> • Complete tasks or learning activities • Ask for help if needed • Submit work if required • Record any homework in diaries
12:00 - 12:30	Lunch	Eat and drink something healthy, move around and get some fresh air. Get ready to access learning on-line.
12.35 - 1.30	Block 3	On-Line Learning / Explicit Teaching <ul style="list-style-type: none"> • Access your DayMap to access instructions for the lesson to come • Make sure that you are on time to join the class conference • Participate actively in the lesson and come prepared with questions as required
1:30 - 2:25		Individual Learning / Support <ul style="list-style-type: none"> • Complete tasks or learning activities • Ask for help if needed • Submit work if required • Record any homework in diaries
2.25 - 4.00	Down Time	<ul style="list-style-type: none"> ✓ Read for pleasure: Read a book or a magazine. Choose something you enjoy or maybe completely new ✓ Watch something informative: There are lots of interesting documentaries about healthy eating, environmental issues and history ✓ Check-in with someone: Call a friend or send a message. Catch up on social media ✓ Movement: Take your dog for a walk, or play with your pet. Remember social distancing is important if you do leave the house
4:00 - 5:00	Homework	Complete any homework or assignments that have been written in your diary
Later	Night Routine	Make sleep a priority and stick to healthy routines



ASSESSMENT

Assessment of and for learning:

- refers to a wide variety of methods that teachers use to determine evidence of learning against the Australian Curriculum Achievement Standard in each learning area and the SACE Performance Standards for SACE subjects
- includes the provision of explicit student feedback to support learning by all subject teachers
- incorporates the adjustments that may need to be made to ensure equity and access to the curriculum

Teacher Responsibilities

Teachers working within the Australian Curriculum will:

- publish the Learning Area Assessment Plan and provide clear due dates for assessment tasks and under what conditions they are to be completed (eg supervised or non-supervised)
- ensure that the 'Student Declaration' form (in Appendix #2) is attached to supervised tasks
- publish the program of learning (scope and sequence)
- provide continuous feedback to ensure students can access learning activities and tasks
- utilise DayMap to record and provide feedback against the grade-bands for each task.

Teachers delivering SACE subjects will:

- publish Learning and Assessment Plan (LAP) with clear due dates and under what conditions tasks should be completed (eg supervised or non-supervised)
- ensure that the 'Student Declaration' form (in Appendix #2) is attached to supervised tasks
- publish the program of learning (scope and sequence)
- utilise DayMap to record and provide feedback against the grade-bands for each task.

Student Responsibilities

Students are required to:

- complete all assessment tasks and submit a 'Student Declaration' form when instructed
- act on feedback provided to improve learning outcomes
- seek further feedback or support as necessary
- upload assessment tasks to Daymap in accordance with prescribed timelines.

Supervised Assessment Tasks

As cited above, all tests or supervised assessment tasks must be accompanied by a signed 'Student Declaration' form upon submission (see Appendix #2).



STUDENT ATTENDANCE

Student attendance will be marked for the two lessons per week where the whole class is required for face to face teaching.

At least two lessons per week (1 lesson per block) will be delivered to the whole class via Microsoft Teams and/or Zoom.

Codes for Learning at Home:

- all students will be marked as **H** to denote a pending 'Home Study' status
- students PRESENT (via Microsoft Teams/Zoom) for the scheduled 'face to face' teaching lesson will retain **H** to confirm Home Study status
- students ABSENT (via Microsoft Teams/Zoom) for the scheduled 'face to face' teaching lesson will be marked as **U** to indicate an UNEXPLAINED absence.

Student Attendance Follow Up & Concerns

Parents are required to monitor DayMap attendance for each student and to provide an explanation for all absences via email to the relevant subject teacher.

Pending the explanation, absences will be reconciled as either: **I**- Illness | **C** – Certificate | **F** – Family.

Student absences and attendance concerns will be monitored and followed by:

- the subject teacher via phone call or email to parents (absent 1 lesson or more)
- the House Manager or assigned SSO via phone call or email to parents (for persistent absences).

A list of staff emails is available in Appendix #1.

Staff Unplanned Absence

Students will be advised of unplanned teacher absences via email so please remember to check emails frequently. Detailed lesson notes will be provided on Teams or DayMap for the scheduled lesson.



STUDENT BEHAVIOUR EXPECTATIONS

Students are expected to abide by the established Valley View Secondary School and Department for Education policies and processes for all online lessons, as per regular schooling.

These include the policies listed below which are all accessible via the Valley View Secondary School webpage: www.valleyview.sa.edu.au

- Behaviour Management Policy and Process
- Bullying and Harassment Policy
- Mobile Phone Policy
- Cyber Safety Policy

Any breach of the following policies or protocols will result in school suspension via the current exclusion processes. In addition to the above, general school rules apply. These include:

- punctuality in joining lessons on time
- respectfully engaging with teacher and peers
- actively participating in group discussions/collaboration
- muting videoconferences as required
- being located in designated and appropriate study spaces
- wearing school uniform

Students behaving inappropriately online will be removed from the live forum and parents will be contacted as required.

Protective Practices

To ensure the online safety for all staff and students must ensure that:

- all electronic or phone communication relates to teaching and learning or wellbeing
- no sharing of personal internet locations, correspondence of a personal nature via social media, internet postings, or use of private online chat rooms is made
- there is no uploading or publishing of still/moving images or audio recordings of students or teachers to any location other than Teams, Zoom or Daymap
- the Cyber Safety Policy Protocols are strictly followed.

For further details please refer to the Protective Practices Guidelines (specifically page 8 & 9)

https://www.education.sa.gov.au/sites/default/files/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf

CONTACTS FOR PARENTS

Helpful Links and Resources

<https://www.valleyview.sa.edu.au/learning/online-learning/>

www.esafety.gov.au

www.kidshelpline.com.au

www.reachout.com



CONTACTS FOR PARENTS

Parents are kindly asked to follow the process with key contacts as listed below for any concerns arising:

For Learning and Subject related matters

- Email the subject teacher
- Refer to Appendix #1 for emails

ICT / Technology / Laptop / Log-on

- Email IT support – dl.1184.ictadmin@schools.sa.edu.au

Reporting Non-Attendance

- Call 8360 611
- If no answer, email dl.1184.info@schools.sa.edu.au

Wellbeing Concerns

- For students already accessing support from our Wellbeing Leaders, ongoing support will continue via phone, Teams or email, should students wish to connect.
- For students requiring support, please email:
nakita.anzellotti168@schools.sa.edu.au for Years 10,11,12 and FLO students
jamie.maniero09@schools.sa.edu.au for Years 8, 9, Students in Care and Inclusive Education
- External providers will contact families directly to arrange their ongoing service.
- If you require immediate support please call 8360 6111

Aboriginal Learners

- For students already accessing support from our AET and ASETO, ongoing support will continue via phone, Teams or email, should students and parents wish to connect.
- For students requiring support, please email:
dina.calbert405@schools.sa.edu.au
aaron.raschella41@schools.sa.edu.au

For Persistent Concerns

Learning / Subject

- Email Learning Area Coordinator (see Appendix #1)

Reporting Bullying and Harassment

- For students requiring support, please visit <https://www.valleyview.sa.edu.au/well-being/student-support-services/> and fill out a Student Incident Report Form
- Email and communicate with House Managers (see Appendix #1)

Unresolved Concerns

In the event that concerns cannot be resolved please contact a member of the Executive Team (see Appendix #1)



APPENDIX #1-STAFF EMAIL LIST

SURNAME	FIRST NAME	EMAIL ADDRESS	LEADERSHIP	TEACHING / ROLE	HG
Anzellotti	Nakita	Nakita.Anzellotti168@schools.sa.edu.au	Wellbeing / FLO / House Leader Coordinator	Psychology	
Archer	Rebecca	Rebecca.Archer384@schools.sa.edu.au	Arman House Manager	English / Research Project	
Balestrin	Andrea	Andrea.Balestrin764@schools.sa.edu.au		HASS / Visual Art / English	R1
Sarazin	Sandra	Sandra.Barazin830@schools.sa.edu.au		Mathematics	B3
Calbert	Dina	Dina.Calbert405@schools.sa.edu.au		Italian / History / English	AE
Chance	StJohn	StJohn.Chance412@schools.sa.edu.au		Groundsman	
Chiera-Macchia	Antonella	Antonella.Chiera280@schools.sa.edu.au	Assistant Principal		
Clarke	Andrew	Andrew.Clarke564@schools.sa.edu.au	Fellows House Manager	Stage 1 Visual Arts / Stage 1 & 2 Creative Arts / Visual Arts	
Collings-Wells	Julie	Julie.CollingsWells589@schools.sa.edu.au	Business Manager		
Coombe	Amanda	Amanda.Coombe192@schools.sa.edu.au		Finance Officer	
Costello	Deirdre	Deirdre.Costello383@schools.sa.edu.au		Classroom Support Officer	
Dalziel	Nathan	Nathan.Dalziel185@schools.sa.edu.au		Classroom Support Officer	
Davenport	Samantha	Samantha.Davenport909@schools.sa.edu.au		Health/PE / PLP / HASS	R3
De Cesare	Silvia	Silvia.DeCesare696@schools.sa.edu.au		Italian	
Deluca	Dianne	Dianne.Deluca3@schools.sa.edu.au		Classroom Support Officer	
Drokhshan	Farzan	Farzan.Drokhshan352@schools.sa.edu.au		Bilingual Classroom Support Officer	
Gorrie	Mark	Mark.Gorrie265@schools.sa.edu.au		Music	
Horskins	Hayley	Hayley.Horskins124@schools.sa.edu.au		Music / Performing Art / Stage 1 & 2 Music	B2
Jackman	Anita	Anita.Jackman768@schools.sa.edu.au		Food Technology / Stage 1 Food & Hospitality / HASS	R2
Jamieson	Peter	Peter.Jamieson755@schools.sa.edu.au		Laboratory Assistant	



Khouzam	Hiam	Hiam.Khouzam947@schools.sa.edu.au		Librarian / International Education Officer	
Kwok	Yanny	Yanny.Kwok25@schools.sa.edu.au	SACE / VET / Student Pathways Coordinator	Science	
Macdonald	Jessica	Jessica.Macdonald86@schools.sa.edu.au	English / Literacy Coordinator	English / Stage 1 & 2 Essential English	
Maniero	Jamie	Jamie.Maniero9@schools.sa.edu.au	Senior Leader - Student Wellbeing	Music	
Marshall	Faith	Faith.Marshall776@schools.sa.edu.au		Classroom Support Officer	
Miller	Claude	Claude.Miller468@schools.sa.edu.au		Health/PE / Stage 1 Physical Education / Stage 2 IL	
Minogue	Chelsea	Chelsea.Minogue898@schools.sa.edu.au		Classroom Support Officer	
Mitchell	Nicole	Nicole.Mitchell695@schools.sa.edu.au		Science	
Murad	Nena	Nena.Murad426@schools.sa.edu.au		Mathematics / Stage 1 Gen Mathematics	B1
Myles	Sue	Sue.Myles77@schools.sa.edu.au		Executive Administration Officer	
Neale	Matthew	Matt.Neale553@schools.sa.edu.au	Pitman House Manager	Business & Enterprise / Stage 1 Business Innovation Stage 2 Community Studies / Stage 2 Business & Enterprise	
North	Mimma	Mimma.North435@schools.sa.edu.au		Science	Y2
O'Neill	Hayley	Hayley.ONeill958@schools.sa.edu.au		Student Services Officer	
Oswald	Ingrid	Ingrid.Oswald334@schools.sa.edu.au		English / Stage 1 English	G1
Pearce	Loraine	Loraine.Pearce819@schools.sa.edu.au		Classroom Support Officer	
Raines	Craig	Craig.Raines343@schools.sa.edu.au		IT Manager	
Raschella	Aaron	Aaron.Raschella41@schools.sa.edu.au		ASETO	



Rose	Thomas	Tom.Rose915@schools.sa.edu.au	Raymond House Manager	Stage 1 & 2 Material Solutions / Pedal Prix Design Technologies	
Sinkinson	Amy	Amy.Sinkinson496@schools.sa.edu.au		Administration Officer	
Sparks	Jessica	Jessica.Sparks324@schools.sa.edu.au	Science / STEM Coordinator	Stage 1 & 2 Biology / Science / Stage 1 Ess Mathematics / Stage 1 Chemistry	G2
Stocker	Jamie	James.Stocker636@schools.sa.edu.au		Stage 1 Modern History / Stage 1 PLP History / HASS	Y1
Swaalf	Yvette	Yvette.Swaalf931@schools.sa.edu.au	Principal		
Voudantas	Peter	Peter.Voudantas344@schools.sa.edu.au	Deputy Principal	Mathematics	
Williams	Ross	Ross.Williams580@schools.sa.edu.au		Digital Technology / Stage 1 & 2 IPPA / Mathematics /	G3
Zakarias	Stefan	Stefan.Zakarias671@schools.sa.edu.au		IT / Data Support Office	



APPENDIX #2 - ASSESSMENT DECLARATION

VALLEY VIEW SECONDARY SCHOOL STUDENT DECLARATION SUPERVISED TASK AT HOME

STUDENT NAME _____ SUBJECT _____

TEACHER _____ ASSESSMENT DATE _____

Assessment Conditions	Declaration
Adult supervision available for the duration of the assessment	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If 'NO' please provide an explanation here:</i>	
Assessment completed within allocated time limit	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If 'NO' please provide an explanation here:</i>	
Evidence of adherence to assessment conditions: Provide 2 forms	
- Parent/Caregiver signature	<input type="checkbox"/> YES <input type="checkbox"/> NO
- Photographic	<input type="checkbox"/> YES <input type="checkbox"/> NO
- Audio	<input type="checkbox"/> YES <input type="checkbox"/> NO
- Video	<input type="checkbox"/> YES <input type="checkbox"/> NO
- Live Stream (Teacher Supervision)	<input type="checkbox"/> YES <input type="checkbox"/> NO
- Other	<input type="checkbox"/> YES <input type="checkbox"/> NO

I hereby declare that I have completed this assessment under the required conditions (as per evidence above).

Signed _____ Date _____

I hereby agree that the assessment task was completed under supervision under the required conditions (as per evidence above).

Supervisor Name _____

Relationship to Student _____

Supervisor Signature _____ Date _____