

# Online Learning at Indooroopilly SHS

Indooroopilly State High School delivers high quality education for students through classroom learning supported by digital technologies. As a Bring Your Own Device school, our students use digital technologies and applications as part of their everyday learning. Online learning is not able to replace the learning experiences that occur inside the classroom. When students are in attendance at school, digital technologies and applications support in-class learning, homework and study at home.

1. When students are absent and classes are taking place, digital technologies and applications provide absent students with resources that are used in class and a means to communicate with their teacher.
2. When students are absent and the school is closed due to exceptional circumstances, digital technologies and applications are able to provide sustained elements of curriculum delivery and a means of communication.

## Important Online Learning Applications

- **eDiary** is used by teachers to communicate with whole classes about class work and to make announcements
- **School email** [\\_\\_\\_\\_@eq.edu.au](mailto:____@eq.edu.au) is used as the primary digital means for individual students to communicate with teachers and vice versa
- Teachers maintain **virtual classrooms** through Microsoft Teams and OneNote (via SharePoint)
- Students access **etextbooks** through the ReadCloud application or have access to hardcopy editions of the texts they require

## 1. When students are absent and classes are taking place

There are times when a student may need to be absent from their educational program at Indooroopilly State High School. Parents need to provide a reasonable explanation for student absences and communicate this reason before or on the day of the absence, or as soon as practicable. In circumstances where the school determines that it is unreasonable for the student to attend school, the school supports the ongoing education of the student through the provision of school work via digital technologies or physical resources in circumstances where these are not available.

When an individual student is absent from school, it is recognised that teachers will be working to prepare, teach and provide feedback to students who are in attendance as well as keeping absent students informed about the work that is occurring.

## Expectations

The following expectations apply where students are absent and able to attend to school requirements.

### Students

- Dedicate appropriate time to learning, reflective of a school day including homework and study time, as guided by your teachers. Students will be provided a minimum of 24 hours' notice to complete work set by teachers.
- Check eDiary, school email and Online Learning Platforms (Microsoft Teams or OneNote) 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.  
[www.indooroopshs.eq.edu.au](http://www.indooroopshs.eq.edu.au)

### Teachers

- Use school email to provide descriptions of the school work completed by students who are in attendance with links to texts and resources.
- Use eDiary to communicate homework and study requirements to students who are in attendance as well as those who are absent.
- Maintain a virtual classroom using Microsoft Teams and OneNote (via SharePoint)
- Communicate work to be completed and information about assessments regularly.
- Provide regular check-in opportunities for students where students may receive feedback. Reinforce continued access to online learning with positive feedback.
- Respond to communication from students and parents within 48 hours Monday to Friday.
- Provide feedback on formal assessment drafts in a timely manner.

### Parents

- Assist students in scheduling appropriate time for learning.
- Ensure that students have access to eDiary, email ( [@eq.edu.au](mailto:@eq.edu.au)), etextbooks or hardcopy editions and Online Learning Platforms including Microsoft Teams and OneNote (via SharePoint)
- Be familiar with the Assessment Policy and assist students to communicate with teachers as required.
- Communicate with school staff when necessary, allowing staff members up to 48 hours Monday to Friday to respond.
- Raise questions as required.

## 2. When students are absent and the school is closed

Indooroopilly State High School is able to provide online learning when there are exceptional circumstances that require the school to close. The following arrangements apply where students, staff and parents are in good health and able to attend to school requirements. While online learning during a school closure will not be able to replicate our practices of onsite learning, our learning programs and communications with students will continue using the tools familiar to students, parents and staff.

In general, our Online Learning model is flexible, acknowledging that students may need to access materials and complete class work at different times to their peers

depending on their circumstances. Digital technologies and applications are able to provide sustained elements of curriculum delivery and a means of communication.

Verified students who are supported by a case manager will be provided with additional ongoing support. Students will be contacted by their Integrated Student Support case manager to arrange an appointment for a weekly, individual online tutorial session via Microsoft Teams or Zoom.

## **Expectations**

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

### **Students**

- Complete morning roll mark each morning, Monday to Friday **by 9.30am**. Students are sent an eDiary "Homework" task at 7.30am each morning. The daily task requires students to tick a box indicating they are attending to learning at home for the school day. Students who do not do this by 9.30am are marked as absent for the school day.
- Dedicate appropriate time to learning, reflective of a school day including homework and study time, as guided by your teachers. Students will be provided a minimum of 24 hours' notice to complete work set by teachers.
- Attend "live" online learning lessons via Microsoft Teams for each class including the Connect lesson. These live learning events will be scheduled by the class teacher and use the student's timetable as a scheduling guide. Teachers will facilitate at least one live learning lesson each week in each subject.
- Check their eDiary, 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. [www.indoorooshs.eq.edu.au](http://www.indoorooshs.eq.edu.au)

### **Teachers**

- Complete the daily roll marking procedure as outlined in the "Guide for Staff".
- Provide school work that approaches regular learning time and associated homework and study time.
- Schedule at least one "live" online learning lesson via Microsoft Teams for each class, using the timetable to assist with scheduling.
- Schedule "live" online learning for the Connect lesson when required.
- Communicate school work regularly 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 when scheduled, or to complete set work.
- During "live" online learning, provide resources so that students who are not able to virtually attend or access a live event are catered for.
- Provide regular check-in opportunities for students and be available during regular school hours where possible. Reinforce continued access to online learning with positive feedback.
- Respond to communication from students and parents within 48 hours Monday to Friday.
- Provide feedback on formal drafts in a timely manner.
- Check school email and Online Learning Platforms each morning and afternoon, Monday to Friday.
- Communicate information regularly about assessments to students.

## Parents

- Assist students in scheduling appropriate time for learning.
- Ensure that students have access to eDiary, school email ([\\_\\_\\_@eq.edu.au](mailto:___@eq.edu.au)), etextbooks or hardcopy editions and Online Learning Platforms.
- 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.

## Key Staff Email Contact

Questions relating to:	Contact:	Where:
Course work and online learning	The individual teacher in the first instance followed by the subject Head of Department	Teaching Staff Contact List via <a href="http://www.indoorooshs.eq.edu.au">www.indoorooshs.eq.edu.au</a>
Assessment	The individual teacher in the first instance followed by the subject Head of Department	Teaching Staff Contact List via <a href="http://www.indoorooshs.eq.edu.au">www.indoorooshs.eq.edu.au</a>
Pastoral Care	The Year Coordinator in the first instance followed by the year level Deputy Principal	Contact Page via <a href="http://www.indoorooshs.eq.edu.au">www.indoorooshs.eq.edu.au</a>
Social-emotional support	Our Guidance Officer team	Contact Page via <a href="http://www.indoorooshs.eq.edu.au">www.indoorooshs.eq.edu.au</a>
International Student Concerns	Troy Gorman, Head of Department-Student Services	<a href="mailto:tgorm4@eq.edu.au">tgorm4@eq.edu.au</a>
Integrated Student Support	Hillary Morrison, Acting Head of Department-Integrated Student Support	<a href="mailto:hscro2@eq.edu.au">hscro2@eq.edu.au</a>
eDiary Questions	Jenny Knowles, Deputy Principal	<a href="mailto:jknow31@eq.edu.au">jknow31@eq.edu.au</a>
Technology Access	Andrew Waddell, Head of Department - ICT	<a href="mailto:awadd4@eq.edu.au">awadd4@eq.edu.au</a>
Other Important Issues	The year level Deputy Principal in the first instance followed by the Associate Principal	Contact Page via <a href="http://www.indoorooshs.eq.edu.au">www.indoorooshs.eq.edu.au</a>