

# ST THOMAS THE APOSTLE SCHOOL

## Student Remote Learning Guidelines



### SETTING UP YOUR SPACE

Log on to your Class Dojo account through <https://www.classdojo.com/>

Make sure your devices are charged and connect to power and your home internet.



 Make sure you are logged on to your St Thomas' Google Account. This will require you to log in to Google using your St Thomas' email and Google password.

Have water and a healthy snack on hand.

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



Stay comfortable! Use your iPad or Chromebook on a table and use a good chair. Don't forget to stand and stretch regularly!

### LEARNING SCHEDULE

Learning schedules should be under the direction of the adult in charge.

Teachers have shared with families suggested learning schedules to use as a guide.

Teachers will send out daily video messages to students via Class Dojo

### STAY CONNECTED

Check for updates daily:

- Class Dojo
- Google Meet
- Email

ICT SUPPORT: Should you experience any ICT issues please phone our IT helpdesk 03 9998 6392 between the hours of 8:30am and 5pm Monday to Friday, excluding Public Holidays

WELLBEING SUPPORT: Should you require student wellbeing support please email [psist@stgreensboroughnth.catholic.edu.au](mailto:psist@stgreensboroughnth.catholic.edu.au) (during school hours)

### INDEPENDENT STUDY

Read a book  
Revise key knowledge and skills  
Talk to someone about what you have learned  
Reflect on your day . . . Write in a diary

### BALANCE YOUR DAY

Regular exercise  
Meditation  
Take a Movement Break regularly  
Check in with others  
Have a brain break

# PHOTO AND VIDEO PROTOCOLS

If your teacher has set a task where you are required to take a photo or video or use video conferencing on Google Meet you must:

- Be appropriately dressed - no pyjamas
- **Not** photograph or video in bedrooms
- Always ask permission if you have someone else in your photo/video before sharing with your teacher.
- **Not** use any other person's photo or video in any way
- Have an adult sitting with you if using video conferencing

# MONITORING ONLINE BEHAVIOUR

St Thomas' IT USER AGREEMENT - applies to remote learning online.

**When you are logged onto your St Thomas Primary School Google Account your activity will be monitored by the school Administrator between the hours of 9:00 - 3:30pm Monday - Friday**



The school's user agreement protocols will continue to be enforced for activity outside of these times. St Thomas' will continue to offer support and guidance for anyone experiencing any form of cyberbullying whilst online.

# STAYING SAFE ONLINE

**Always remain Smart, Safe and Respectful Online!**

If you experience anything that makes you feel uncomfortable or upset you can:

1. Take screenshots for evidence
2. Do not respond to anything unkind or disrespectful - Block, Block, Block!
3. Tell the adult in charge
4. Report the incident to your teacher
5. Email [psist@stgreensboroughnth.catholic.edu.au](mailto:psist@stgreensboroughnth.catholic.edu.au) for further support

Your teacher will be contactable by email between the hours of 9:00am and 3:30pm weekdays. Teachers will try and respond to emails as promptly as possible. Please remember we are all doing our best to support students as best we can.