

ONLINE LEARNING COMMUNITY EXPECTATIONS AND ETIQUETTE

In preparing for online learning, the following arrangements apply to ensure continuity of learning for our students. Whether participating in online learning or in the classroom, the rules are the same. Students are to follow the Responsible Behaviour Plan for Students and to ensure high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively.

Merrimac's online learning model will follow students' regular timetables / allow students flexibility in learning. Acknowledging that students may need to access material and complete class work at different times to their peers depending on their circumstances, class work and instructions will be provided through [eLearn](#). Digital technologies and applications are able to provide sustained elements of curriculum delivery and a means of communication.

EXPECTATIONS

The following expectations of community members will apply for those accessing the school's online learning model.

STUDENTS

- Ensure you access your work on [eLearn](#) during your regularly timetabled classes (or if suitable, as required), as well as dedicating appropriate time for homework and study, as guided by your teachers. Students may be requested by teachers to virtually attend a "live" online learning class during their regularly timetabled lesson in order to collaborate with their peers and participate in practical activities. Students will be provided a minimum of 24 hours' notice to participate in "live" events.
- Check [eLearn](#) and school email each morning and afternoon Monday to Friday for information on courses, resources, homework tasks and assessment.
- Submit assessments and homework tasks by the due date as communicated by teachers or request extensions as outlined in the [Assessment Policy](#).
- When participating in "live" online learning, follow these protocols:
 - Find a suitable, quiet space.
 - Test your microphone, speakers/headphones and camera prior to class.
 - Be in appropriate attire.
 - Be prepared.
 - Be on time.
 - Mute your microphone and wait to be invited by the teacher to speak.
 - Respect others at all times.
 - Follow instructions from your teacher.
 - Raise hand or use the chat feature to pose questions.
 - Participate in all the learning activities.

TEACHERS

- Provide school work during regularly timetabled learning time and associated homework and study time.
- Communicate school work regularly through [eLearn](#), understanding that students may require a minimum of 24 hours' notice to participate in "live" events should they be scheduled.
- 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.



- 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.
- Provide timely and useful feedback on formal drafts.
- Check [eLearn](#) and school email each morning and afternoon of Rostered Duty Time.
- Communicate information regularly about assessments to students.

PARENTS AND GUARDIANS

- Encourage students to organise their time and take responsibility for their learning by ensuring they are engaging with the correct subject matter/class at the correct time according to their timetable.
- Ensure that students have access to [eLearn](#) and school email (_____@eq.edu.au).
- Be familiar with the Homework and 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.
- Where a practical activity is required, ensure that students have adequate space to participate safely.

ONLINE ETIQUETTE

The following tips to help you successfully participate and communicate with your peers and teachers online.

1. **Identification is clear in all communications.** Begin with a salutation (“Hi, Ms Smith!”) and end with your name (“Joe Blogs”).
2. **Pause before you post.** When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time. All caps (“I’M SHOUTING”) and exclamation points (“Give me a break!!!”) can be misinterpreted as intense anger or humour without all the information.
3. **Make your point in a nice way.** Write in a way to get the kind of reaction you want. A little thoughtfulness, strategy and netiquette can go a long way in online discussions. Your first draft of an online post is unlikely to be your best. Are you disagreeing with someone in a disrespectful way? Have you misinterpreted what they really meant? Will you put people off with the tone of your text? Writing in a constructive way is always best, as your online communications will be more successful.
4. **Use emoticons (mainly smileys).** In casual chatroom settings, emoticons can help convey feelings that may otherwise get lost in translation, including humour, exasperation, exhaustion and even confusion.
5. **Grammar and spelling matter.** While texting, textspeak can be great for your friends. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect proper writing style.
6. **Don’t spam.** Please don’t take advantage of your connection with the other students in your online classroom to forward emails and links regarding information and topics that are unrelated to the learning.



7. **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.
8. **Respect others' privacy.** Don't give out another student's personal email address without permission.
9. **Remember, if it's on the internet, it's everywhere.** Don't share personal information about yourself in a public online forum, especially something that could put your safety or security at risk.
10. **Forgive and forget.** If you're offended by something another student says online, keep in mind that you may have misunderstood their intentions. Give them the benefit of the doubt. If it is really bothering you, contact your teacher outside of the lesson.