



**COLUMBA CATHOLIC COLLEGE  
MOUNT CARMEL CAMPUS  
STUDENT ONLINE EXPECTATIONS**

**BIG FIVE VALUES**

The College's 'Big Five' values are to permeate all of our interactions when learning at home and online.

- **Respect for Self**
- **Respect for Others**
- **Respect for Learning**
- **Respect for Environment**
- **Respect for Tradition**

**PREPARATION FOR LEARNING**

- ✓ Your teacher will place your work on Google Classroom for each week. It is expected that you will complete all of the work set.
- ✓ Work will be available for the week at 8.30am on Monday morning.
- ✓ Your teacher will be available to communicate with you between 8.30-3.00pm Monday – Friday.
- ✓ All communication with your teacher is through Google Classroom or via College email account.
- ✓ Teachers will aim to acknowledge / respond to emails within 24 hours.
- ✓ Your teacher will provide you with feedback about the work you have submitted at least once each week.
- ✓ If students have forgotten their logon details they are to contact their Pastoral Care teacher to retrieve this information.
- ✓ Students will be expected to attend one Google Meet lesson nominated by their teacher each week. Your teacher will communicate to you in advance which lessons you must attend.
- ✓ You will be provided with tasks to complete on and off line for each subject.

**ASSESSMENT**

- ✓ Where possible, assessment will proceed as per the assessment calendar.
- ✓ If amendments or adjustments are required, parents/carers and students will be informed.
- ✓ Class Work will be submitted through Google Classroom. Drafts and assignments must be submitted through Turnitin. Follow directions given by your teacher.
- ✓ Submit all work and assessment on or before the due date, via the method directed by your teacher.

**GETTING READY FOR LEARNING EACH DAY**

- ✓ Wake up with enough time to have breakfast and get ready.
- ✓ At 8.30 check emails and Google Classroom.
- ✓ Write a to do list and tick the tasks off as you complete them.
- ✓ Start your day by reading the prayer which will be emailed to you each Monday.
- ✓ Be punctual to your Google Meet session – log in five minutes before the class is due to commence.
- ✓ Check your timetable for the classes you would normally have on this day. Complete work each day for the classes you would normally attend if at school on that day.

**YOUR LEARNING SPACE**

- ✓ Your learning space should be tidy, quiet and as comfortable as possible.
- ✓ Be respectful of shared spaces.
- ✓ Always sit in front of a blank background, if possible.
- ✓ Consider where you will have your online lesson – in the study, at the dining room table or in the lounge room. Do not join the lesson from your bedroom.

**YOUR CLOTHING**

- ✓ Dress in neat, casual clothing or school uniform.
- ✓ You must be neatly presented as you would be for school.

## **EQUIPMENT**

- ✓ Have your electronic device plugged in and ready to go.
- ✓ Have a pen and subject specific notebook ready to go.
- ✓ Have any task sheets, textbooks, workbooks etc required.
- ✓ Use headphones if possible.
- ✓ Remove all distractions.

## **BEHAVIOUR EXPECTATIONS**

- ✓ Be polite, appropriate and civil in your language online, as you would in class.
- ✓ When in meetings, turn off your microphone until required.
- ✓ Turn your phone to silent and do not use when completing work. Do not bring the phone to class with you when participating in Google Meet with your teacher and other students in your class, as per College guidelines.
- ✓ Do not record any online interactions or take any photos during online sessions.
- ✓ Leave the Google Meet session when directed by your teacher.

## **BE HEALTHY AND MAINTAIN BALANCE IN YOUR LIFE**

- ✓ Drink plenty of water.
- ✓ Have morning tea and lunch, eating healthy food.
- ✓ Stay active daily.
- ✓ Talk, share and check in with family and friends. Be grateful for each other. Take time to tell them about how you are feeling and listen to what they have to say.
- ✓ Don't spend all day in front of your computer.

## **BE PRODUCTIVE**

- ✓ Manage your time – use it for learning.
- ✓ Spend time revising any items you don't understand and ask questions.
- ✓ Contact your teacher if you don't understand something.
- ✓ Clean up your emails – read and reply daily.

***If students are unable to access the internet for learning purposes, please contact the College immediately, so teachers and Curriculum Leaders can make alternative arrangements.***