



**COLUMBA CATHOLIC COLLEGE**  
**SMC 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 each Monday morning for the week. You will be provided with tasks to complete on and off line. It is expected that you will complete all of the work set.
- ✓ Your teacher will be available to communicate with you between 8.30am-3.00pm Monday – Friday.
- ✓ All communication with your teacher is through Google Classroom or via your College email account.
- ✓ If you have forgotten your logon details, ask a parent to contact the teacher who will help you.
- ✓ Talk with your teacher if you need any specific resources to help you learn.
- ✓ Use Google Classroom or e-mails to ask any questions about your learning.
- ✓ Teachers will aim to acknowledge/respond to emails within 24 hours.
- ✓ Start each day with the prayer on your Classroom page.

**Your Learning Space**

- ✓ Your learning space should be tidy, quiet and as comfortable as possible.
- ✓ If using your webcam, 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. Be respectful and considerate of other family members in shared spaces.

**Your Clothing**

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

**Equipment**

- ✓ Have your electronic device plugged in or charged.
- ✓ Have any task sheets, textbooks, workbooks etc ready to go.
- ✓ Remove all distractions.

**Online Behaviour**

- ✓ Be prepared with your electronic device. Check the microphone and speakers are working and you are connected to the Internet. Make sure your device is plugged in or charged.
- ✓ Be punctual to your Google Hangout class – log in five minutes before the class is due to commence.
- ✓ Be polite, appropriate and respectful with your language online, as you would in class.
- ✓ When in a Google Hangout, turn off your microphone until required.
- ✓ Do not record any online interactions or take any photos during online sessions.
- ✓ End the Google Hangout session when directed by your teacher.

**Be Healthy and Maintain Balance in Your Life**

- ✓ Have morning tea and lunch, eating healthy food and always drink plenty of water.
- ✓ Stay active daily. Don't spend all day in front of your computer.
- ✓ 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.