

23 April 2020

Dear Students and Families,

Welcome to our first update for Term 2. Thank you to everyone for the way you have taken on the challenge of *Learning from Home*. Attendance and engagement have been very good and we know that everyone is giving it their best shot. For anyone who is finding it hard, it is important to remember that it is only Day 7 and that it will get easier once as we settle into the new ways of working.

Introduction of Google Hangout/Meet

Next week we will begin to slowly phase in Google Hangout/Meet into our program. Google Meet will allow teachers to post more voice / video presentations and also to use audio / video conferencing in some lessons or with small groups of students. Google Meet will allow us to:

- a) deliver the MultiLit and Speech Pathology programs;
- b) model, explain and provide feedback more easily;
- c) make classes more responsive and interactive; and
- d) connect with students and hopefully keep them engaged, particularly if *Learning from Home* continues for all of Term 2.

Google Meet will be trialled with MultiLit classes, students working with the Speech Pathologist and for Student Leaders' meetings. If we find that it is effective, it will be introduced in Year 10 classes first and then progressively across the school over the next 3 – 4 weeks.

Phase One: Trial Google Meet with MultiLit classes, Speech Pathologist and Student Leaders.

Phase Two: Year 10 classes.

Phase Three: Progressively used across the school.

Revised Google Classroom Protocols and Online Etiquette

To ensure that we all use Google Meet safely we have updated our Google Classroom Protocols (Students) to include guidelines for using Google Meet and an etiquette guide for working in an audio and video environment.

These revised documents are included with this update. We ask that both students and families read and discuss these.

Our research indicates that Google Hangout/Meet can be used safely within the Google Classroom environment, however, as with all online interactions, it is important that participants always:

- a) Respect and protect themselves
- b) Respect and protect others
- c) Respect and protect intellectual property.

We will be introducing this change quite slowly to ensure that we can monitor, evaluate and adjust as we proceed. Parents or carers who have concerns about students using Google Hangout/Meet for their learning are encouraged to contact us to discuss these concerns.

Home Deliveries: Art Packs

On Monday and Tuesday next week, staff will be delivering Art Packs to all the students who are studying Visual Arts. The Years 7 – 9 packs include brushes, paints and canvasses. Year 10 students will receive materials for their printmaking unit.

As well as this, novels will be delivered to Year 10 EAL students and packs will be left outside at the front door. Please watch out for them. I thank all staff involved in this project.

Year 10 Work Experience

Unfortunately, as is the case with so many events this year, we have no option but to cancel this program. A number of employers have already indicated that they are no longer in a position to take students in 2020. With COVID-19 we are also not able to guarantee that work places would be safe for students. Hopefully, by July, workplaces will be focussed on recovery but most will not have the resources to supervise work experience students.

Mr Orsini (Careers) and the Year 10 teachers are currently looking at alternative programs to enhance student learning about career pathways and the world of work. If it is safe to do so, a small number of students may be able to do Work Experience in the September holidays. This will be decided on a case by case basis.

Fee Relief

We remind parents / careers who have lost their jobs, been stood down temporarily or who have had their work hours reduced that we will provide support with fee relief. This may mean putting fees on hold in the short term and / or working out a payment plan in the longer term.

Please contact Anne Ross the College Bursar who will assist with this. Anne can be contacted by email or phone as follows:

1. **Email:** crcaccounts@rcstalbins.com.au OR
2. **Phone:** 0482 900 216

Feedback

Students have been invited to give us feedback on their experience of *Learning from Home* so far. Feedback from families would also be welcome. We expect that we'll need to make adjustments as we learn more about working remotely. Please forward your ideas.

- i) Email enquiries@crcstalbens.com.au
- ii) By phone on the normal school number 9366 2544
- iii) Vietnamese Multicultural Aide: Mr Tung Phan on **0428 045 680**
- iv) Arabic Multicultural Aide: Ms Louna Ghawi on **0437 210 544**
- v) Dinka Multicultural Aide: Mr Deng Alier (Dinka) on **0428 158 780**

Student Wellbeing and Learning

Families who have concerns about the wellbeing of their child or their learning are asked to contact the student's Pastoral Care Teacher or Year Level Leader as is the normal school practice. This can be done by email or by ringing the school.

Take care, stay home and stay safe.

Kindest regards



Christina Utri
Principal

GOOGLE CLASSROOM PROTOCOLS FOR STUDENTS



Google Classroom is an educational web-based application designed to create collaborative communities of 21st Century learners.

Ways to access Google Classroom:

- Internet Browser - <https://classroom.google.com/>
- Google Apps via Gmail or Google Drive
- Downloadable Application through the app store (iOS and android)

When accessing and managing your Google Classroom account:

- Remember that your user name and password are the same as your school 'Gmail account'
- Select 'Student' when prompted after your first login (one-off)
- If customising your display picture;
 - Do not use photos of yourself or others
 - Do not use inappropriate images or pictures that violate copyright laws
- Keep your password safe
 - Do not share your password with any other students

When posting messages on Google Classroom:

- Use standard English
 - No text talk (e.g. gr8, 2nite, brb, lol)
- Use proper English conventions at all times
 - Correct grammar and spelling
 - Appropriate use of punctuation
- Use positive and constructive language
 - Remember to be polite and respectful
- Post and respond to school-related content only
- Keep conversations on topic
- Respond creatively to a post and expand on what is being said. Avoid repeating what has already been stated
- Post safely
 - Do not reveal personal information
 - Do not post any photographs or videos of yourself or others

- Inform a teacher immediately if you suspect bullying, inappropriate language or unauthorised access to any discussion or topic
- Ensure that all Google Drive files maintain appropriate share settings.

When online and joining Google Meet/Hangouts through Google Classroom:

- Be on time, neatly dressed and ready for class.
- Engage in audio and video classes from an open, quiet and appropriate family space outside of your bedroom.
- Close other programs i.e. games, apps must not be running in the background.
- Use appropriate language when communicating (speaking/writing messages) online with your teachers and your classmates.
- Behave appropriately and in accordance with school rules, expectations, classroom and ICT agreements.
 - Do not take, post, upload, distribute any photos, sound or video recordings of anyone connected to Catholic Regional College or other people, including background figures and voices.
 - Do not disrupt other people's learning or use of ICT.

At all times, you are expected to:

- Respect and protect yourself
- Respect and protect others and
- Respect and protect intellectual property

Google Meet/Hangouts Etiquette Guide

1. When you enter the Meet/Hangout, mute yourself (If you are already not muted.)
2. When you have a question, type in the textbox and wait for your teacher to call on you.
3. When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.
4. Wait for the teacher to call on you to unmute yourself.
5. Only one student should contribute/talk at a time.
6. Look into the camera when you are talking.
7. Stay attentive. Pay attention to your teacher or other students who are speaking.
8. A.B.C. Always Be Courteous

GOOGLE MEET/HANGOUT

Etiquette Guide

A SUGGESTED GUIDE FOR STUDENTS



MUTING

When you enter the Meet/Hangout, mute yourself (If you are already not muted.)

QUESTIONS

When you have a question, type in the textbox and wait for your teacher to call on you.



CONTRIBUTING

When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.

YOUR TURN

Wait for the teacher to call on you to unmute yourself. Only one student should contribute/talk at a time.



WHERE TO LOOK!

Look into the camera when you are talking.

STAY ATTENTIVE

Pay attention to your teacher or other students who are speaking.



