

## Structure of the School Day: *Learning from Home*

8.45am: Period 1

9.35am: 10 minute break

9.45am: Period 2

10.35am: Recess (35 minutes)

11.10am: Homeroom

11.25am: Period 3

12.15pm: 10 minute break

12.25pm: Period 4

1.15pm: Lunch (55 minutes)

2.10pm: Period 5

3.00pm: Finish to the day

# GOOGLE CLASSROOM PROTOCOLS FOR STUDENTS



Classroom  
by Google



Google Classroom is an educational web-based application designed to create collaborative communities of 21<sup>st</sup> 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.

