

# Student Guide to Distance Learning

*St Peter Apostle Primary School*



This guide is a reference for all students of St Peter Apostle Primary School who will be learning at home. It includes information about student expectations, wellbeing and online safety. Your parents and guardians have been given a copy of the Parent Guide to Distance Learning and Child Safety which includes all of this information.

## Student responsibilities during distance learning

These responsibilities should be adjusted according to the age of your child:

- be good role models of our school's values (Be Kind, Be Proud, Be Safe and Be Responsible)
- follow your daily routine for learning - including breaks from devices
- work in a safe, comfortable, quiet space in your home (a space in a family/public area, **not in your bedroom**)
- your learning space should be supervised by an adult at all times
- check your emails regularly during the day (Years 3-6)
- complete learning tasks honestly and do your best work
- complete learning tasks within the day they are given or within the timeframe
- talk to your parent or your teachers openly by email if you have any worries or issues
- work with and help your classmates in their learning using the telephone, email or Google Hangouts
- follow the school's [Internet Usage Policy](#)
- make sure you're dressed appropriately (**not in your pyjamas**)
- use appropriate language and behaviour at all times
- make sure your supervising adult is present during any online conferencing or telephone conferencing between you and your teachers. Telephone conferencing must be done via speakerphone.
- **You are not allowed to take images/video of your classmates and teachers**

## Communicating with your supervising adult

We encourage you to start and finish each day with a simple chat about your learning with your supervising adult. These check-ins need to be a regular part of each day and start straight away.

## Establishing routines and expectations

A healthy daily routine is great for mental and physical health, as well as concentration and learning. It is important to establish routines like any school day including waking up, having breakfast and being ready by 8:30am.

Start the school day by checking any emails and then having a look at the daily timetable.

- Take regular exercise breaks.
- Try to maintain healthy habits and drink enough water.
- Keep normal bedtime routines

Adapted from <https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx#link100>

## Managing screen time and Online Safety

During learning time you must only access St Peter Apostle approved websites related to learning, Google Email, Google Hangout, Google Meets or Hapara and should be accessed through your school email account.

**Students must not participate in social media activities as part of their learning or during school time.**

The teachers will be providing you with real time learning or video conferencing and anytime learning. Real time learning refers to learning that will be delivered 'live'. You will be expected to be at a device and logged on to the session whenever real time learning or video conferencing is taking place. The place where you log on **should be in a supervised central location**, rather than a bedroom. If you cannot attend the scheduled real time learning or video conference session please email your teacher as soon as possible.

Talk with your supervising parents/adults and develop expectations for screen time, sharing working spaces and using security controls.

**There is to be no filming, recording or sharing content (you cannot take screenshots or record staff members presenting information to you).**

## What to do if you feels unsafe online

If you feel unsafe online or an incident occurs, try to stay calm and tell an adult straight away. They will let you know that you don't need to try to deal with the situation alone.

Your or your supervising adult can email [care@stpeterahc.catholic.edu.au](mailto:care@stpeterahc.catholic.edu.au) or contact your teacher or a member of the Wellbeing Team. Keep evidence e.g. screenshots.

For cyberbullying, seriously threatening, intimidating, harassing or humiliating online behaviour make a report to the esafety Commissioner <https://www.esafety.gov.au/report>.

## Wellbeing

Whilst there is a school closure in place it is important that you are all looking after your social, emotional and physical wellbeing. It is also important to us that you feel connected with your teachers and peers and that we can help you reach your potential.

Your teacher will send your parents/guardians an email to see how you are managing online learning and it is encouraged that they reply. If they do not reply there will be some degree of concern and teachers may feel the need to call home to check if everything is alright.

You are encouraged to reach out to your classroom teacher in the first instance about any worries or concerns or make contact with any of the Wellbeing Team listed.

Emili Coppe (Wellbeing Leader) [ecoppe@stpeterahc.catholic.edu.au](mailto:ecoppe@stpeterahc.catholic.edu.au)

Pattie McCusker (Learning Diversity Leader) [pamccusker@stpeterahc.catholic.edu.au](mailto:pamccusker@stpeterahc.catholic.edu.au)

Tara Allison (Deputy Principal) [tallison@stpeterahc.catholic.edu.au](mailto:tallison@stpeterahc.catholic.edu.au)

Sarah Allen (Psychologist) [psychologist@stpeterahc.catholic.edu.au](mailto:psychologist@stpeterahc.catholic.edu.au)

Wellbeing Confidential Email [care@stpeterahc.catholic.edu.au](mailto:care@stpeterahc.catholic.edu.au)

**If you require crisis support, or need to speak with someone immediately, please contact one of the following, or contact your local GP.**

- **Kids Helpline** <https://kidshelpline.com.au/> 1800 551 800
- **e-safety Commissioner:** Report online abuse <https://www.esafety.gov.au/report>