



Maryborough Education Centre (MEC)

Protocols for On-Line Learning Student Version

Please be aware, that while students are learning from home, the MEC Values of Respect, Kindness and Aspiration should underpin all remote learning and online interactions. All regular policies still apply including [Statement of Values and School Philosophy Policy](#), [Digital Technologies Policy](#), [Digital Technologies Remote Learning Behaviour Process](#), [Equal Opportunity and Anti-Discrimination Policy](#), [Photographing Filming and Recording Students Policy](#), [Photographing Filming and Recording Student Consent Form](#), [Child Safety Policy](#) and all [Child Safe Code of Conduct](#).

Important steps to Follow when Completing On-Line Learning

- Follow your normal school timetable as closely as possible. If you don't have your timetable, contact your mentor teacher through XUNO messaging.
- **Set up a comfortable space to work and include:**
 - a seat with good back support
 - a room with good lighting
 - a space that is free from distractions (no mobile phones, game consoles, TV, etc).

Microsoft Teams

- Choose a picture/Icon/Avatar to represent yourself that is suitable or appropriate for school use.
- When you enter a Microsoft Team, turn off your camera and microphone. Only turn them on if directed by your teacher.
- Wear headphones (if available). This will support your lesson to be more private.
- Your class, Microsoft Teams, is a learning space and should only be used for educational purposes.
- Recording and/or distributing images, information or audio/video of Team meetings or any staff member or student, is not permitted. If the teacher records the session, the recording is intended for the purposes of students in the class to view or review the content and should not be further shared.
- **If you are using the camera as part of your class participation or assessment:**
 - Always be mindful of what is visible to others. Set up a space to use as a video platform using an appropriate background such as a blank wall or use the blur or background filter features, if you have access to them.
 - Dress in an appropriate manner. You don't have to wear your school uniform but please dress appropriately; wear what you would normally wear for a non-uniform day and keep your attire neat and respectful.
- **If you are using the microphone:**
 - Set up in a quiet area and let anyone nearby know that your microphone will be on
 - If you know that there is going to be a noise that may disturb the class then immediately mute the microphone
 - use respectful words and appropriate language to your classroom community as you would if you were in your normal classroom
 - If it is not working for you, let your teacher know. They will support you to work out the best way or time to communicate.

Emails

- Students should use their eduSafe email e.g. jo.smith@schools.vic.edu.au
- In the case that students need support with passwords, please message the MEC mobile on 0488 617 900.
- Emails should only be used for educational purposes and have a respectful tone.



On-Line Learning Etiquette



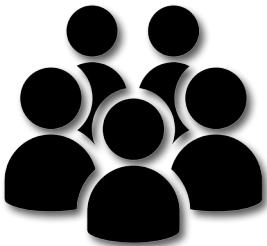
BE ON TIME

It's best to join up to 5 minutes before the class starts. This will allow you to test your internet connections, lighting, audio and video settings and have your learning materials ready. Inform your teacher if you are running late or not attending the class.



BE PRESENTABLE

Assume you are physically attending the class. You wouldn't do this in your pyjamas or from your bed.



BE MINDFUL OF OTHERS

- Use your real name and an appropriate avatar, image or picture to represent yourself online.
- Sit in a quiet room away from noise.
- Only you should participate in the online lesson, other people at home are not part of your class.
- Turn off your camera and microphone. Only turn them on if directed by your teacher.
- Mute your microphone when you are not speaking.
- **If your camera is on:**
 - Be mindful of your background. Blur background or use appropriate virtual background.
 - Reduce your movements.
 - Turn off your microphone and camera if you need to move around e.g. going to the toilet, moving pets, getting a drink.
- If using the chatroom, keep it about the lesson and be respectful.
- Allow others to talk and finish what they are saying and wait your turn to contribute; you can always write a note in chat.
- Be patient, your teacher may need to wait for all students to finish an activity before moving to the next.