

**WAITAKI BOYS' HIGH SCHOOL**



**Remote (On-line) Learning Guide for Students**

## Introduction

This document has been created to prepare you for remote (on-line) learning which begins on Monday 23<sup>rd</sup> August 2021, due to the Covid-19 lockdown.

We have been here before and got through it and we will do it again. One of our core school values is **resilience** and we will show that once again.

**This phase of on-line learning starts on Monday morning, 23<sup>rd</sup> August, at the usual school time.** Your timetable remains the same and your teachers will be expecting to communicate with you during your normal timetabled hour. If your teacher isn't available during this time they will let you know. There are a few tips in this guide for getting yourself organised for some good remote learning.

*Ka tamatane o te Waitaki, ki te riri, ki te riri, ki te riri, he!*

Waitaki Boys' High School, Strong, Strong to endure, Always!

Darryl Paterson

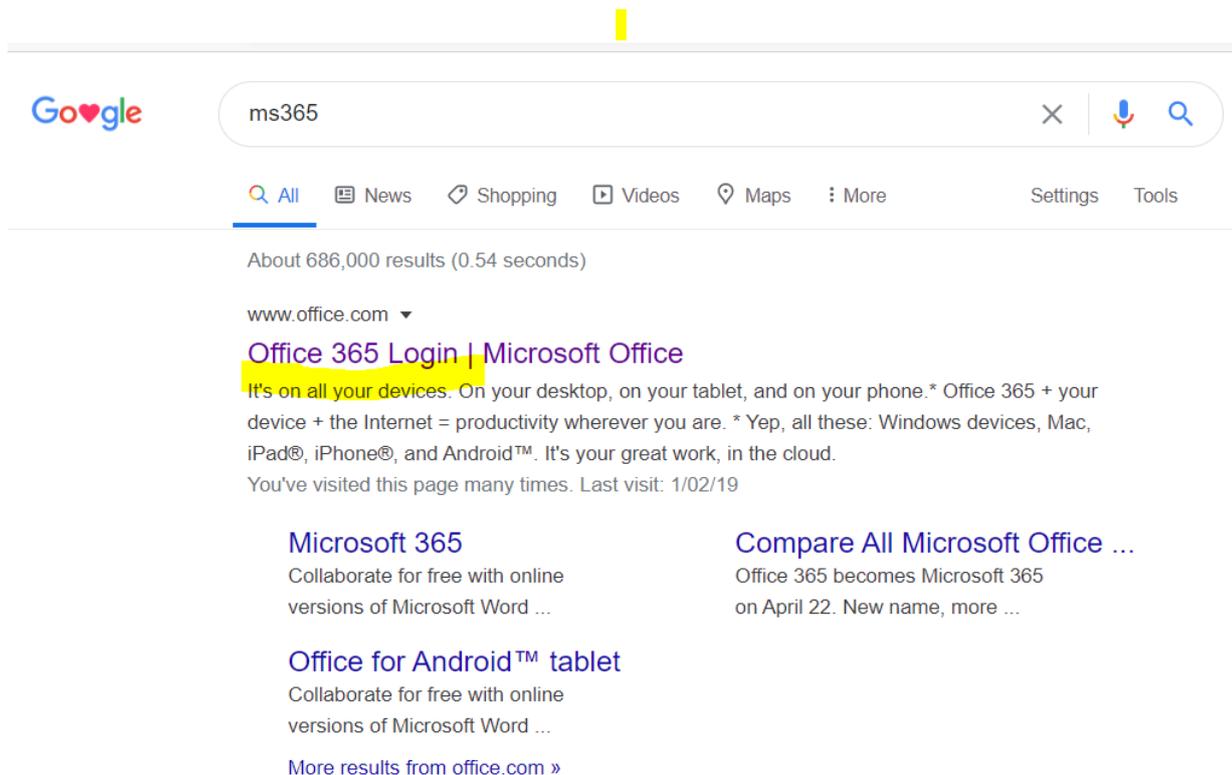
Rector

## 1. How will my classes work?

There will be many ways that teaching will happen for you. Most teachers have set up MS365 Teams but other teachers are creating video lessons that will be uploaded and viewed on MS365 Stream. Others are using MS365 Team meetings to have face to face 'classes' with groups of you. Some of you will also be using other on-line programmes. There will be lots happening, so it will be a good idea to keep a diary or logbook of your learning. When you are communicating with your teacher, be patient! Teachers may be working with many students each period during the day so you may need to wait for a reply.

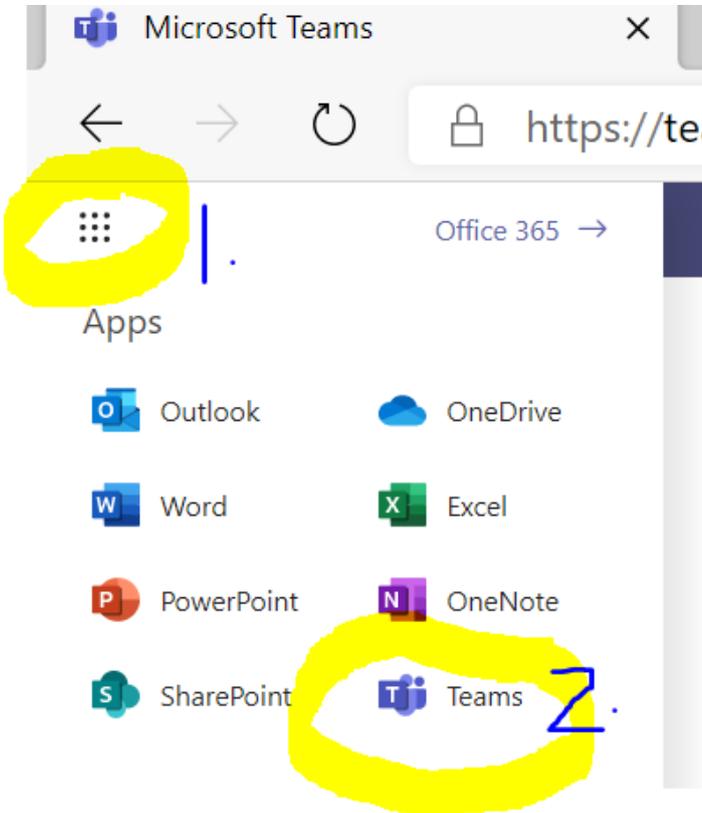
## 2. Accessing Teams – Student Instructions

You need to use the online version of MS365 – Google it and login with your school email and password. If you can't remember your username or password contact either your house group teacher or Dean. Its best to use the Edge browser if you have a choice on your device.



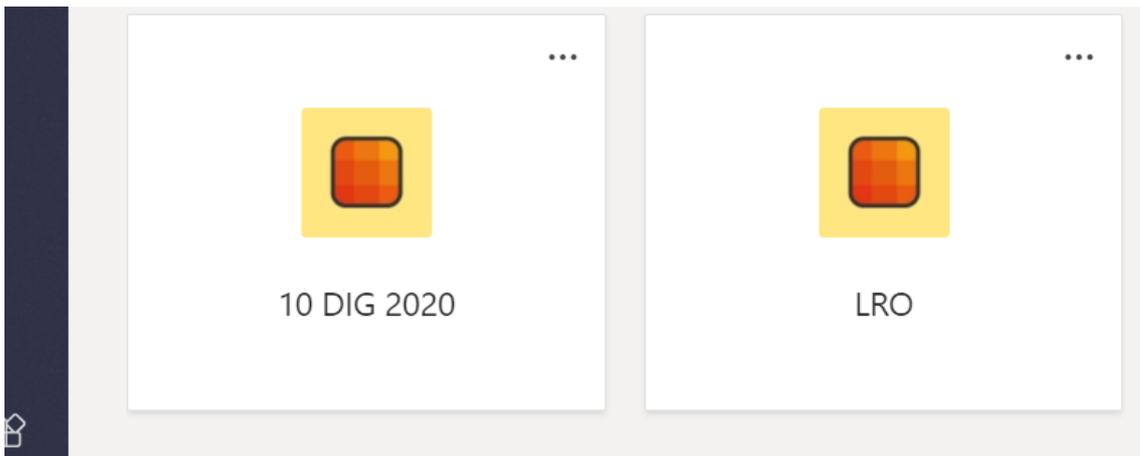
The screenshot shows a Google search for 'ms365'. The search bar contains 'ms365' and the Google logo is visible. Below the search bar, there are navigation options: All, News, Shopping, Videos, Maps, and More. The search results show 'About 686,000 results (0.54 seconds)'. The first result is from 'www.office.com' and is titled 'Office 365 Login | Microsoft Office'. The description of the result says: 'It's on all your devices. On your desktop, on your tablet, and on your phone.\* Office 365 + your device + the Internet = productivity wherever you are. \* Yep, all these: Windows devices, Mac, iPad®, iPhone®, and Android™. It's your great work, in the cloud. You've visited this page many times. Last visit: 1/02/19'. Below the main result, there are two smaller results: 'Microsoft 365' and 'Compare All Microsoft Office ...'. The 'Microsoft 365' result says 'Collaborate for free with online versions of Microsoft Word ...'. The 'Compare All Microsoft Office ...' result says 'Office 365 becomes Microsoft 365 on April 22. New name, more ...'. At the bottom of the search results, there is a link: 'Office for Android™ tablet' with the description 'Collaborate for free with online versions of Microsoft Word ...' and a link to 'More results from office.com »'.

When you have logged in (be patient – it may take a few seconds) open the apps by clicking on the 9 dots (top left corner)



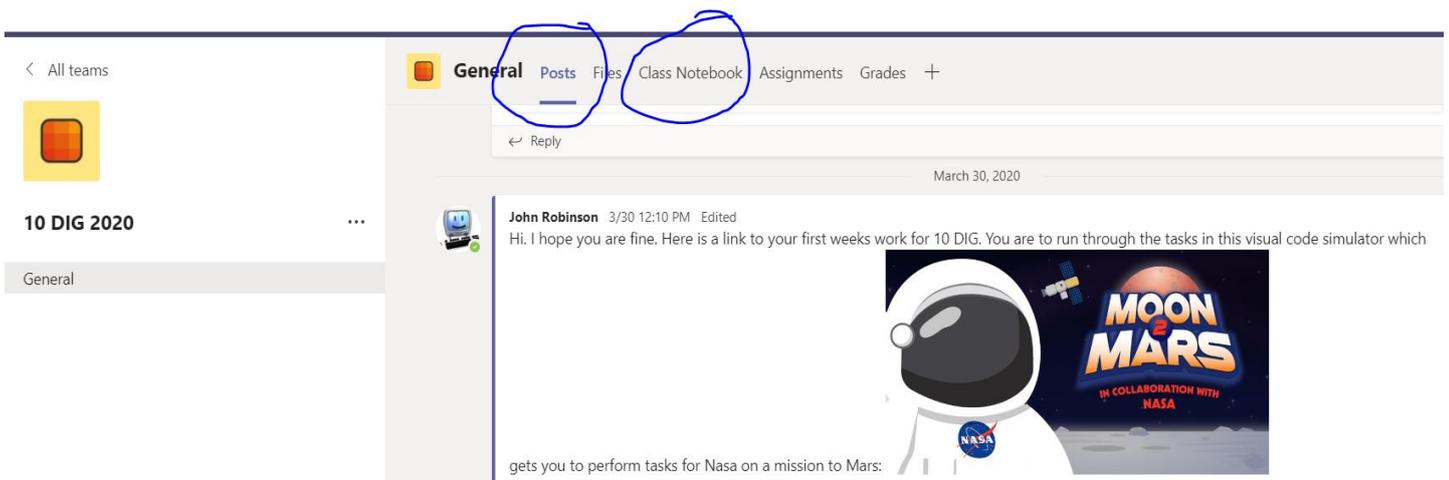
Select the Teams icon then select the team you wish to open.

You will have teams for your academic classes and possibly one for your House Group



In your Team the 2 tabs you will use are the Posts (where videoconferencing and messaging take place) and the Class Notebook (where you will be given resources and can post your work).

The good news is that if you check your email you will find invitations to class meetings and invitations to the Teams your teacher has set up.



Some Teachers will refer you to Sway videos – generally they will give you a link to follow. When viewing a Sway video give it a while to load as it detects the device viewing it and adjusts the file to suit it.

Remember your teacher can see all the messages so be nice.

### 3. What if I am not available at class time?

For some of you, it may not be possible to be 'in class' sometimes because there are things happening at home that make this difficult. It is very important that you tell your teacher about this. You can email them or message them in your Team to let them know.

#### **4. How will my attendance be checked?**

Teachers will do their rolls a bit differently over this time. If they are concerned that you are not taking part in your learning, they will contact your house group teacher to see if there is something wrong. If they are still worried, they will ring your parents to find out what is stopping you from learning, and a record of this will be kept. They will then inform your year level dean.

My advice – keep in close communication with your teacher so they don't have to 'go looking' for you.

#### **5. Remember to use your values**

Even during online learning (probably more so!) and in class meetings, our Waitaki values of RESPECT, RESILIENCE and MOTIVATION have the same importance as does our school vision of "INSPIRING YOUNG MEN OF OUTSTANDING CHARACTER". Your communication with other people online should be as respectful and thoughtful as it is in the 'real world'. Here are some reminders about manners that need to be used in online meetings.

# Video Conferencing Etiquette

## VIDEO CONFERENCING Etiquette

**BE ON TIME**



Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure all tech works 5-10 minutes before the meeting.

**MUTE YOURSELF**



Mute yourself right away to eliminate background noise.

**PRESENTATION**



Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate for school.

**HEADPHONES**



Use headphones if you have them! If your headphones or earbuds have a microphone, even better!

**CHAT RESPONSIBLY**



Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly.

**SIGNALS**



Use hand signals:  
thumbs up = yes / thumbs down = no  
hand by ear = can't hear  
raise hand = have a comment

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## **6. What if I am having trouble with my learning?**

Remember that your subject teacher is the first person to talk to if you are having trouble in one particular subject, and your year level dean is the first person to talk to if you are having any general worries about your learning.

If you talk regularly to your house group teacher, or perhaps to the Guidance Councillor, remember that all these people are still available to talk to – it might just look different. Email them in the first place and they will get back to you as soon as they can.

## **7. Reports**

Live reporting of your academic progress will still be happening on the Kamar Portal. He Ara Tika awards will also still be recorded.

## **8. Assessments**

If you are a senior student, you might have worries about your NCEA internal assessments and missing out on credits. Don't worry! We are sorting things out and listening carefully to NZQA to make sure nobody is disadvantaged by this time away from school. Remember all the students in the country are in the same position as you. Your teachers will let you know about changes as soon as they are confirmed.

## **9. Your House Group**

House group meetings will continue at normal times – Tuesday and Thursday at 9.40am. Your house group teacher will be communicating with you to inform you what this will look like. It will, primarily be a time for them to 'check in' on how you are getting on. It is important to stay in contact with your friends and people in your house group. Make sure you are checking your emails regularly in case there are messages about this.

## **10. Mentoring**

Your house group teacher will be in contact with you at least once a week and we will be asking senior students to stay in touch with juniors in their house group.

## **11. Other School Activities**

You will have assemblies emailed to you, and newsletters will continue to be produced every week. Make sure to check these out so you stay in touch with what is going on. Also, regularly check the school facebook page as well as your personal email.

## **12. What about the Ministry of Education online learning supports that were in the news?**

The Ministry of Education has provided many new options for remote learning. You can find this information on the MOE website, and there are also resources available in the new [Learning from Home](#) website. They are also providing a channel on television for learning. Your teachers will have full programmes of learning ready for you and you won't need to use these resources for your subjects, but you might want to have check them out for 'extra' learning.

### 13. How can I stay safe online?

Some ideas for staying safe and protecting yourself online are:

- Respect everyone in this environment - staff, peers and yourself
- Only visit approved Internet sites
- Never give out your personal information online
- Tell your teacher if you see something uncomfortable or inappropriate
- Never download suggested app or upgrades without parent permission and thorough investigation
- Never change home settings without permission from parents/caregivers
- Keep personal information professional and limited
- Keep your privacy settings on
- Practice safe browsing
- Make sure your internet connection is secure
- Choose strong passwords

### 14. Tips and Tricks for successful remote learning



Below are a few tips to help you plan your day — a structure will be helpful. Advice from overseas schools (some have been closed for 7 weeks or more!!) is to try to stick to normal routines.

#### **Stick to your timetable.**

Get up and get dressed as you would do usually - and yes you're allowed to wear whatever cap you like and your hoodie at home!

During your normal lessons your teachers may be available to support you with your work. Remember that many of your teachers also have dependants at home and therefore will be unable to be available every lesson but they will always have work for you to do during their lesson and they will communicate with you when they are available.

Check your school email every day. You will have updates from your teachers, in the form of emails, and via M365 Teams.

Make a plan for how you will manage your classes and write it down.

## Set up a workspace

It is preferable if you can find a space at home that you can set up as a good work environment, particularly if you are videoconferencing.

Make sure that it is comfortable and somewhere you can work without distractions. This might be hard for you to. Keep in mind that your parents/whānau and other siblings may be annoyed at being stuck at home with you as well.



## Have breaks, get offline and stay well

Take regular breaks, get fresh air and exercise, drink water and eat as well as you can. Why not use your PE lesson to outside for some exercise or your Agriculture lesson to help out in the garden or on the farm.

Make sure you have some variety in your day. Make space for creativity and device-free time. This is *really important!*

Our advice is to take a break after 35 minutes "intense" screen use and limit daily screen time to no more than 3 – 4 hours.



## Find a support person

Many of us need someone to help us to stay on track. Perhaps one of your family or whānau might check in with you to make sure you have a work plan, or maybe you and another student in your class set up a regular online chat time.

It is important to set up good work habits and set yourself up for managing screen time.



[Helpful hints! Study.com: Learning at home during a pandemic:](#) This website also has some useful advice to support students and families with learning at home.