



*Online Learning*  
**Secondary Protocols**





## **Secondary Protocols for Online Learning**

At Maitland Christian School, our purpose is to be a Christian educational community, growing faith, character and abilities through teaching and learning excellence, partnering with families and the church. Our School Mission is 'Do all for God's glory.' As a school we value Faith, Unity, Excellence, Generosity and Growth.

While we understand that online learning can never replace the value of face to face learning, we head into this season holding on to the same values, purpose and mission. We anticipate that this period of learning will provide opportunities for students to learn more about who God thinks they are, how He wants us to relate to each other and the amazing world He has created. We expect that students will apply themselves with diligence and show care and respect for themselves and others as they engage with the learning opportunities.

## **Devotions/Pastoral Care**

Students will have time to touch base with their Devotions teachers each morning to check in on their wellbeing and start the day with a devotional thought and prayer time. We understand that online learning creates an environment where some students flourish and other students find it more difficult. Devotions will be a time to connect and chat to your teachers and friends. All students are expected to be at devotions at 8:30am every day (including Year 11 and 12 students). You can also make contact with our Chaplains throughout the day if more care is needed.

## **Sickness/Absence**

If you are sick and unable to attend Online Learning, please get your parents to register your absence through Parent Lounge or email the Front Office at [office@maitlandcs.nsw.edu.au](mailto:office@maitlandcs.nsw.edu.au) to notify them of the reason for your absence before 8:30am.

## **Assessment Tasks**

The staff are looking at Assessment Tasks on a case by case basis. These tasks may continue as planned, be modified or cancelled. Please speak to your teacher about any current or upcoming assessment tasks.



## Zoom Protocols for Online Learning

1. Students need to log on to Schoolbox to get the Zoom address for their class 2 minutes before the lesson/devotion is due to start and wait to be admitted to the class.
2. Students need to have their first and last name as their Zoom ID to be admitted to Zoom lessons
3. Students need to have their camera on and be in camera view at the start, throughout and at the end of each lesson to show their progress unless explicitly specified by their teacher.
4. The virtual background on Zoom should be set to "Blur". (On iPad in a zoom call: more/background and filters/blur)
5. Students should be seated at a desk ready to work and appropriately dressed. Sitting or lying in your bed is not appropriate.
6. Students need to respect the privacy and content shared by staff and students during lessons. You are not to share content from teachers or peers on social media or any other platform outside of the lesson.
7. Students should behave in a way that supports an environment of teaching and learning excellence.
8. Students should not enter a Zoom lesson that they do not belong to.
9. When creating documents to upload to SchoolBox, please use Microsoft Office files, e.g. Microsoft Word, Powerpoint, Excel. If you are unsure of how to upload files, please speak to your teacher.
10. If your teacher is not on Zoom at the beginning of a lesson, please check Schoolbox for work.



## Day Structure

To assist students to manage the fatigue from online learning, we have modified the day structure to be as follows:

<b>Devotions</b>	8:30 – 8:45
<b>Period 1</b>	9:00 – 9:40
<b>Period 2</b>	10:00 – 10:40
<b>Period 3</b>	11:00 – 11:40
<b>Lunch break</b>	11:40 – 12:10
<b>Period 4</b>	12:10 – 12:50
<b>Period 5</b>	1:00 – 1:40
<b>Period 6</b>	2:00 – 2:40

You will notice that there is a 10 - 20 minute break between each period. This is your opportunity to stand up, stretch your legs, get something to eat, go to the bathroom or get some fresh air. This time is important to help you maintain your focus and optimise learning time. Please ensure that you use these breaks well so that you are seated and ready to start learning 2 minutes prior to the commencement of each lesson.

## Who do I contact?

If you have questions related to the teaching and learning activities, talk to your teacher on Zoom, check school box and/or email your teacher.

If you are having technical difficulties, please email [icthelp@maitlandcs.nsw.edu.au](mailto:icthelp@maitlandcs.nsw.edu.au) and Mr Dwyer or Mr Deal will contact you.

If you feel like you are not coping with online learning, are having difficulties mentally, emotionally or physically or you would just like to chat, please email [chaplains@maitlandcs.nsw.edu.au](mailto:chaplains@maitlandcs.nsw.edu.au) and one of our Chaplains will contact you.

While we hope and pray that we will be able to return to onsite learning as soon as possible, we have confidence that we can support your academic growth while looking after your physical, social and emotional wellbeing.

Our staff are looking forward to seeing you online as we grow and learn together. Until we see you face to face again, remember:

Rejoice in the Lord always. I will say it again: Rejoice! Let your gentleness be evident to all. The Lord is near. Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus. Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable — if anything is excellent or praiseworthy — think about such things.

# Philippians 4:4-8