



Parklands
CHRISTIAN COLLEGE
Foundations for life

All School PCC@Home Guidelines

Reviewed and current as of 28 April 2020

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1. PARKLANDS TECHNOLOGY POLICY

All students, parents and staff are required to be familiar with the [Parklands Technology Policy](#). The purpose of this policy is to manage the appropriate use of information, communication and technology services by students and employees of Parklands Christian College, and to manage the appropriate use of personal devices.

The following guidelines provide information for students and parents in the use of our [PCC@Home](#) online platform, specifically the Google Suite of apps, to prevent harm by creating a safe and supportive learning environment for all.

Participation in PCC@Home confirms acceptance of these guidelines and the technology policy.

2. ENGAGEMENT IN LEARNING

- Learning will mainly take place on the year level Google Site. From this, teachers may direct you to the Google Classroom or arrange a Google Meet session.
- Complete all activities to the best of your ability and with academic integrity.
- During a Google Meet, students will comply with our CLEAR value of Respect and not use any other messaging service during this time, giving full attention to the video lesson.
- If you are having difficulty keeping on top of the set work, that is okay. Please keep communicating with your teacher to ensure you do the set work in an appropriate time frame.
- If you have questions about the work, first read the information on the Google Site and in Google Classroom, then contact your teacher via either Google Classroom or during video conferencing times arranged by your teacher. Alternatively, parents may email your child's teacher directly.
- Teachers will be available from 8:30-3:20, where possible with their own circumstances.
- In place of 'Roll Marking,' Teachers will gauge student engagement from the submission of set work like a question, task, quiz or devotion.
- When participating in a Google Meet, staff and students must be aware of the environment around them and ensure:
 - Backgrounds are neutral and comply with the College values
 - Other people in the location are aware that video conferencing is occurring and that they avoid disturbing the communication
 - The work area is free of distractions such as mobile phones
 - Students are strongly encouraged to dress in their uniform (either sport or academic). If students are unable to wear their uniform the usual College standards for free dress apply - certainly no pyjamas or singlets (sleeveless shirts) with a priority on modesty and appropriateness for a learning environment must be maintained.
 - Students are encouraged to use headphones with a microphone, where available
 - Staff and students will not meet one-on-one unless protective measures are in place
 - Students are encouraged to use their device in a public area of the home
- Students are encouraged to set themselves up for the day including dressing in uniform, breakfast, prepare a lunch box, set up your learning space with good lighting, chair, desk space and equipment (stationary, textbook, devices, headphones and chargers) ready to start learning at 8.30am.

3. BEHAVIOUR EXPECTATIONS

- Posts to Google Classroom are to be relevant to the subject content and respectful. Irrelevant or disrespectful posts will be reported and followed up according to the [behaviour education policy](#) through the Responsible Thinking Classroom. Inappropriate posts will be deleted and may result in further consequence.
- The behavioural expectations of students during online learning are the same as during a face-to-face lesson.
- Video conferences are recorded for the benefit of students not available at that time and may be used for disciplinary measures in the event of misconduct



4. SUPPORT AND eSAFETY

The close partnership that the College has with parents in supporting each child's academic journey continues to be important for us all. Parents are not expected to provide any more support for your child than you already do, but rather a different style of support.

Technology Information

- All general information, communication and whole class reminders will shift to our Google platforms (year level Google Site and Google Classroom). Please use email for confidential communication with your child's teacher.
- [Google Meet](#) is where your child will *connect* with their teacher and their peers. These sessions may be to check-in or connect, or for teaching.
- [Google Classroom](#) will provide your child with dates for any work that is due or to be submitted. Using their device, your child will be able to confidentially upload their work sample to receive feedback from their teacher.
- Your child's teacher will be available to provide online support if needed during the school day.
- Please refer to the [IT frequently asked questions](#) for technical guidance and support.
- When your child is engaged in learning from home, they are expected to continue to comply with the College's [values](#) and [policies](#). The expectations of your child and their behaviour will be the same as a face-to-face lesson.
- During breaks, take a break from device use as it is important to balance screen-time between educational purposes, general screen time and physical activity.

Safe Technology Use Information

- In this online environment, we depend on our College community to assist in the protection of our students. Students and parents are encouraged to tell someone if they or another person is being harmed or is at risk of being harmed by somebody at home, school or in the community. For more information please refer to the [Student Protection Policy](#).
- For information on creating a family plan, technology contract or tips to responsible use of technology at home, explore the [Responsible Use of Technology](#) link provided in the Student Care & Wellbeing site for parents and students.
- Parents are encouraged to establish rules for your child's social media use and device use at all times, and to continue to monitor their online interactions.
- As a family, explore the [esafety Commissioner website](#) and complete the [eSafety Kids online program](#)

5. COMMUNICATION

- Regularly check email for communications from the College. Your class and year level communications will be conducted through the year level **Google Site** and Google Classroom.
- Parents are encouraged to consider joining our direct Parklands Facebook page
- Communicate directly with the College or class teacher if you have any concerns.
- Please maintain respect for the College when in discussions or online.
- Online connections will only occur during regular school hours, unless specifically arranged as a group afterschool activity.
- If you are unable to be online for a specific lesson or meet a task due date, communicate with your teacher via email and ensure that you do the work's lesson in an appropriate timeframe.

6. WELLBEING

- Encourage your child to establish healthy routines, sleep and physical activity. For more information about setting healthy routines please check out [Student Support & Routines](#)
- There are a vast range of [Online Support](#) services available to assist students and parents to engage in [positive mental health development](#).
- [Student Care & Wellbeing Team](#) continues to be available to support, encourage and guide parents and students working from home or at school.
- There is also a [PARENT LOUNGE](#) available online with a range of helpful tips specifically developed for parents.



Parklands Student Preparation Guide



Prepare morning tea and lunch, and have water nearby



Negotiate clear expectations for social media & responsible device use with your parents



Maintain positive bedtime routines (8 hours a night sleep)



Create a quiet space with minimal distractions, preferably in a public area of the house



Be ready for lessons at 8:30, and plan to be engaged until 3:20



Wear your uniform and present well.



Engage in physical activity during breaks. Stretch, go for a short walk, do some skipping, play handball, etc



Ensure you have access to the internet, ipad and powerpoint. If you anticipate a problem accessing any of these, please contact the College.



Apply the Parklands Rules and CLEAR Values