

Procedure for Synchronous Distance Online Learning

Student code of conduct for synchronous Online Learning:

1. Students are not permitted to record and share, transmit or distribute, any instruction distributed from Trinity College, including audio, video or images. Students must maintain the security of their device and ensure that no one else accesses the device to do this.
2. Students, where possible, will message the teacher using emails, or Google classroom during and after each timetabled lesson. Students must make sure that at least one other student is present online. (The other attendees must be visible on the online platform screen at all times).
3. Teachers will respond to emails from students outside of class times, however, this might not be until the end of the next school day. Teachers are not required to respond to student questions in other programs, including Google Classroom, until the next scheduled lesson, or respond to student emails outside of reasonable work hours.
4. In the event that a student notices that there are less than two students in a meeting, they must inform the teacher that this is the case. They must then leave the online meeting.
5. Students *may* communicate with the teacher or other students only if directed by the teacher using appropriate and respectful language.
6. Students are not to communicate with each other during a lesson by any method, other than those ways and at those times approved by the classroom teacher. During class time mobile phones must be switched off and no communication by other means to the class will be tolerated while a class is in session.
7. All assignments are to be delivered/posted by email, unless otherwise directed by subject teacher. Homework will be posted on Google Classroom.
8. Students are expected to uphold all elements of the *Trinity Student Computer & Internet User Agreement (please see attached)*.
9. Student engagement and communication will be expected to meet the same high standards as face to face interactions would at school, this includes being polite and respectful to peers and teachers during a video conferencing call.
10. All student interactions via text, audio or video – are monitored by Trinity IT Team.
11. Any MacBook use that is in breach of any of the above will be contacted by their teacher to discuss possible consequences and parents will be notified.
12. Students are to dress in a modest and respectful manner, in line with the expectations of our Free Dress policy (*please see below*).
13. During class time mobile phones must be switched off and no communication by other means to the class communication will be tolerated while a class is in session.
14. The consumption of food or snacks should not distract from any classroom activity and student behaviour should be respectful towards teachers and students alike.

15. Pastoral care classes, Christian Living and Study Skills classes will be continuing on the allocated timetable. Students will receive participation comments on report cards.
16. Consider what is in the view of the camera. Ensure it is appropriate for the class and teacher to see.

Student Dress Code:

1. No very short shorts, skirts or midriff tops (showing stomachs) to be worn
2. No singlets
3. No transparent or see-through wear
4. Only moderate use of makeup as per our normal school day expectations.
5. The hairstyle should be suitable and appropriate as though attending school.
6. Footwear should be safe and appropriately enclosed for WHS procedure.
7. No inappropriate slogans and prints on clothing.
8. Theme of clothing must be harmonious to the ethos and values of the school.
9. Hats must be worn outdoors as per WHS and Sun Safe procedure (for practical HPE tasks, for example).

Expectations of parents in relation to synchronous Online Learning:

Trinity College is committed to student wellbeing, anti-bullying, child protection and high-quality delivery of education. With this commitment in mind, Trinity wishes to partner with parents and guardians in ensuring that online learning is safe, transparent and effective. Parents are asked to support synchronous Online Learning in the following ways:

1. Ensure that students have a fully charged device and internet access. Where this is problematic, parents are asked to communicate quickly with the College so that solutions can be found.
2. Ensure that student involvement in all synchronous (live delivery) of learning takes place in an open place in the family home or at a desk in a personal study space with the door open with no inappropriate posters, items or mess in view.
3. Observe the learning taking place in these online environments as you are able.
4. Download Zoom onto an additional device (a smartphone is one option), so that Trinity College's IT support can still be accessed if the student's MacBook becomes inoperable.

In order to support parents and students, we believe that communication with families is vital. Parents are encouraged to be in communication with classroom teachers and other key personnel at Trinity College.

ICT SUPPORT

Ongoing MacBook Air technical issues will continue to be supported by the Information Technology (IT) team. Students can continue to log an IT support meeting by emailing IT@trinitygladstone.qld.edu.au Support meetings will shift to a ZOOM meeting format.