



Digital Etiquette Guide for Students and Parents

Student Responsibilities – Online learning

All students undertaking any form of online learning from Young High School remain subject to the Acceptable Use of IT policy that is relevant whilst at school and completing homework at home. Students and staff must engage in a respectful and appropriate manner that focuses solely on the curriculum and learning strategies. Further information can be found on the department site: Student use of digital devices and online services <https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

When should I do school work online?

The core operational hours for the school are between 8:30 am and 3:30 pm, Monday to Friday. There is an expectation that you are online at some time during these hours. It is recognised that these arrangements are flexible and that you should take appropriate breaks during this time. It is also recognised that you may have to share access to computers and internet at home and you may want to complete some work outside of these hours. However, your teachers will limit their interactions with students and parents as much as possible to our core operational hours.

Students and staff will be isolated during this time and it is important that we maintain a sense of normal routine and operation when working from home. It is important that all students have adequate breaks and don't "overwork", which can be easier to do when working offsite and online. We are aiming for about 3 – 4 hours maximum of work per day, per student, overall. The compressed timetable posted last week outlines a full day for students who are completing their learning at school. Regular breaks should be taken throughout the day.

How do I work online?

- Young High School will be delivering online learning using Google Classroom. Some senior classes will be using Moodle and some classes have been using Microsoft teams.
- Google Classroom can be accessed through the Student Portal.
- You can access the Online Learning Portal using the following link:
<https://education.nsw.gov.au/>
- You will connect to the Portal using your normal username and password (same as at school).
- Once you connect to the Portal you will need to enrol in the Google Classroom classes for each of your school academic classes (if you haven't done so already). You do this by going to G-Suite under learning once logged in to your student portal (see detailed instructions in the Learning Online handbook).
- The school will set up a Google Classroom class for Care activities, which will provide students with alternate activities throughout their day.
- Once you enrol in each class, you will be able to join and participate in Google Classroom for these subjects.
- Students unable to access online classrooms will be provided with learning packs from school.

How do I work safely and respectfully online?

- Find a suitable common space in your house to work outside of your bedroom. Dress appropriately, your school shirt or school sport shirt is preferred as you may be participating in some video meetings with your teacher and classmates using Zoom or Microsoft teams.
- Only connect with your own login details and never share these details with others.
- Be a respectful online learner at all times. That is, you must not behave in a manner that is offensive, threatening, abusive, defamatory or would otherwise be considered bullying.
- Treat your online teachers and fellow students with respect and allow for and respect the views of others during class discussions and messaging.
- When participating in online learning you are participating in activities related to the school and so have to abide by normal school rules. Students breaching these rules will be dealt with using the schools normal discipline policies and procedures.
- Any student found behaving in an inappropriate manner online will have their access to our school online learning suspended until the matter is resolved and the student can demonstrate that they can behave appropriately.
- Do not use your computer to hack or bypass any secure school or Department of Education systems or websites.
- Do not use your computer to access or share any content which would be considered inappropriate such as discriminatory, violent or pornographic content.
- No part of the online learning should be posted in any way to social media or channels outside of the Young High School learning platforms.
- In the event of using zoom or Microsoft teams to connect to a class :
 - Charge your device beforehand
 - Sit somewhere where you will not be distracted
 - Check the background of the space to ensure there are no offensive posters on the wall, or other images that may offend
 - Mute yourself when not talking
 - Use headphones if you have some
 - If called upon, please unmute your mic and chime in.
 - Use some agreed upon hand signals to avoid interrupting (e.g. Thumbs Up = *Yes*; Thumbs Down = *No*; Hand by Ear = *Can't Hear*; Raised Hand = *I have a comment.*)
 - Recordings and transcripts of the conversation may be available after the Zoom session to your class online platform.
- No screenshots or recording of the conversation is to be taken
- Students are reminded that recording any teacher or other student/s without their permission is a breach of the law.

Any breach of the Acceptable Use of IT policy whilst at home will be subject to the same consequences as would be applied at school and may include exclusion from a course/s on Google classroom, Moodle or other online learning platforms used; a suspension from learning; parents notified of the breach; or possibly the requirement to undergo training in the acceptable use of online learning systems (digital citizenship and a conversation over the telephone with relevant Head Teacher or Deputy Principal).

With many students learning at home, parents and carers can find some great tips in this online safety kit from the eSafety Commissioner.

<https://www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers>

The digital citizenship website <https://www.digitalcitizenship.nsw.edu.au/> is a great resource of information and resources about online safety and etiquette.

How can I keep in contact with my teachers?

- Teachers will contact students by email, Google Classroom or by phone call. Teachers will use the student home phone listed on our computer systems. They would not normally ring you directly, unless by special arrangement with your parent/carer.
- Communicate with your teachers using your student email and Google Classroom. Teachers will respond during normal school hours.
- If you are having issues with your YHS account login then please log onto the YHS IT Support Google Classroom (Code: SB4QGV2). There are tips and tricks for using technology when learning at home. You can ask questions through the classroom. **Note:** *This ONLY applies to username and password issues OR general IT questions. We are not in a position to solve WiFi or other connectivity problems.*