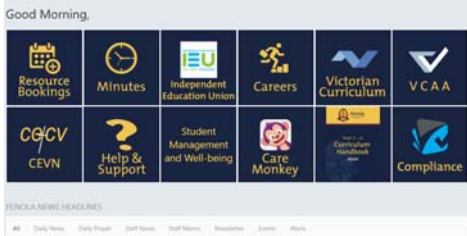


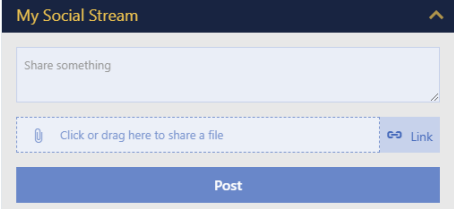



# Penola Catholic College

## Remote Learning Plan

### Remote Learning Platforms at Penola Catholic College

The levels of implementation of this plan will be dependent upon the nature and extent of any school closure. Penola Catholic College has a robust ICT infrastructure which can deliver online learning for students. Each element provides a unique service and together form the College's Remote Learning Platform.

Platform	Link	Use case
MyPenola	 <p><a href="https://my.penola.vic.edu.au">https://my.penola.vic.edu.au</a></p>	<p>Central space for communication to the College Community including Parent Portal.</p> <p>All course material, assessment tasks and discussion should occur within MyPenola.</p>
Email	 <p>Outlook app on computer or accessed via MyPenola</p>	<p>All official communications between staff and students or parents must use the College email accounts provided. All coursework should be delivered via MyPenola rather than emailed to students.</p>
Teams	 <p><a href="https://teams.microsoft.com/">https://teams.microsoft.com/</a></p>	<p>Video communication can be done by utilising the Teams platform for simple and effective two-way video conferencing for classes. Teams video sessions can be used without video and are recorded only at the discretion of the teacher.</p> <p>See additional documentation for support</p>
MyPenola class My Social Stream	 <p><a href="https://my.penola.vic.edu.au">https://my.penola.vic.edu.au</a></p>	<p>Chat built into MyPenola access on each class page</p>

OneDrive		Collaboration, planning and shared documents storage.
Curriculum support portals	<a href="http://edrolo.com">http://edrolo.com</a> <a href="https://clickview.com.au">https://clickview.com.au</a> <a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a> <a href="https://educationperfect.com/">https://educationperfect.com/</a> <a href="https://www.jacplus.com.au/">https://www.jacplus.com.au/</a> <a href="http://dps.cam.org.au/">http://dps.cam.org.au/</a> <a href="https://nelsonnet.com.au/">https://nelsonnet.com.au/</a> <a href="https://www.oxforddigital.com.au/">https://www.oxforddigital.com.au/</a> <a href="https://auhosted3.renlearn.com.au/">https://auhosted3.renlearn.com.au/</a> <a href="https://portal.office.com">https://portal.office.com</a>	Edrolo (VCE), Cambridge (Mathematics), Stile (Science), Education Perfect and Oxford (Languages and English) and KWL (Religious Education) are all available for students to access to support learning and complete tasks set by teachers.

## Roles and Responsibilities (Students)

Students	<ul style="list-style-type: none"> <li>• You are expected to take responsibility for your own learning.</li> <li>• Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher/s.</li> <li>• Teachers will, as much as possible, be available at the scheduled class times according to your timetable.</li> <li>• Check appropriate online platforms (MyPenola) for information on courses, assignments, resources daily and each period.</li> <li>• Attend, as much as possible, (potential) video sessions offered by each of your teacher/s.</li> <li>• Identify a comfortable and quiet space to study/learn.</li> <li>• Engage in all learning posted with academic honesty.</li> <li>• Submit all assignments in accordance with timelines and/or due dates.</li> <li>• Be aware that as students, you can access various methods of assistance             <ul style="list-style-type: none"> <li>• Technical support where IT staff can remotely connect and assist students</li> <li>• Academic assistance via contact with their teachers</li> <li>• Emotional support via the College Student Services Network.</li> </ul> </li> <li>• Ensure your own social and emotional balance by keeping healthy habits.</li> <li>• Create a daily schedule so that you and your family know what you are doing and when (including downtime)</li> </ul>
Questions related to:	Contact:
A course, an assignment, a resource	Relevant teacher – use email
A technology issue/request	Email – it@penola.vic.edu.au

## Roles and Responsibilities (Parents)

Parents:	<p>Support your child/ren in their learning by:</p> <ul style="list-style-type: none"> <li>• Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).</li> <li>• Engaging in conversations on posted materials, assignments.</li> <li>• Monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).</li> <li>• Check your child's Daily Schedule – engage in this learning tool with your child.</li> <li>• Ensuring attendance to all sessions offered by each of your child's teacher/s.</li> <li>• Be aware that students can access various methods of assistance             <ul style="list-style-type: none"> <li>• Technical support where IT staff can remotely connect and assist students</li> <li>• Academic assistance via contact with their teachers</li> <li>• Emotional support via the College Student Services Network.</li> <li>• Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.</li> </ul> </li> </ul>
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Questions related to:	Contact:
A course, an assignment, a resource	Relevant teacher – use email via MyPenola
A technology issue/request	Email – it@penola.vic.edu.au

### A Typical Day using Remote Learning Platforms at Penola Catholic College

Time	Teacher	Student
8:45am	Homeroom teacher opens MyPenola class Homeroom page and post a welcome message	Sign in to MyPenola
9:00am	Work is clearly set for students to complete on the MyPenola class page. Monitor email and Class My Social Stream	Begins tasks allocated by the teacher. Post questions on the class My Social Stream (or via email if student is uncomfortable to post in the class – but try to encourage as much as possible as other students might have the same question)
9:50am	Work is clearly set for students to complete on the MyPenola class page. Monitor email and Class My Social Stream	Begins tasks allocated by the teacher.
10:40 - 11:05	Break – Ensure your own social and emotional balance by keeping healthy habits No communication should occur during this time.	Break – Ensure your own social and emotional balance by keeping healthy habits
11:05	Work is clearly set for students to complete on the MyPenola class page. Monitor email and Class My Social Stream	Begins tasks allocated by the teacher.
11:55	Work is clearly set for students to complete on the MyPenola class page. Monitor email and Class My Social Stream	Begins tasks allocated by the teacher.
12:45 - 1:30	Break - <ul style="list-style-type: none"> <li>Ensure your own social and emotional balance by keeping healthy habits.</li> </ul> No communication should occur during this time.	Break - <ul style="list-style-type: none"> <li>Ensure your own social and emotional balance by keeping healthy habits.</li> </ul>
1:30	Work is clearly set for students to complete on the MyPenola class page. Monitor email and Class My Social Stream	Begins tasks allocated by teacher.
2:20	Work is clearly set for students to complete on the MyPenola class page. Monitor email and Class My Social Stream	
3:10	End of formal class time	End of formal class time
Evening		Students can access Online eBooks 24/7 for homework help

**Helpful resources.**

**Catholic Education Melbourne**

<http://www.cecv.catholic.edu.au/Coronavirus-information-for-parents>

**Online Videos**

Khan academy, TedEd, Quizlet, YouTube

**Digital Texts.**

Make use of the Digital texts Penola Catholic College already subscribe to. Senior classes can use Edrolo extensively.

**Education Perfect:** All courses have been made available to schools regardless of what we have subscribed to. This would include Maths, Humanities, Science, English, Languages, H&PE, Digi Tech and some VCE Unit 1-4 subjects.

**The Department of Health and Human Services**

<https://www.dhhs.vic.gov.au/coronavirus> has a number of resources which explain the virus and detail risk-reduction practices and behaviours.