Birdwood High School

Online Learning Guide 2023

Birdwood High School
Online Learning Guide

As part of Birdwood High School's commitment to supporting students and families in the continuation of quality teaching and learning we have created this Online Learning Guide. The current health advice is for schools and preschools to remain open. This advice has not changed however we are taking proactive measures to ensure a smooth transition to online learning as required.

The Online Learning Guide aims to provide information and resources on how we will work together to support student learning in an online environment. Resources will include:

• General information to support families in an online learning environment
• Online learning – getting connected
• Online learning - expectations and processes for students
• SACE Stage 1 and 2 information
• Supporting young people and their wellbeing
• Additional resources: BHS timetable structure/How to use Daymap and Microsoft Teams/ staff contacts lists

We are working diligently to have curriculum content and resources available through Daymap our online learner management system, as well as using Microsoft Teams as a platform to deliver 'face to face online lessons'. There are a number of additional resources to support learning from home and these are included in the Information Technology section of this guide.

Teachers and students have already begun to use online platforms with students accessing the classroom both on and offsite in blended classrooms. Students are to follow their current timetable and connect into the online classroom via Microsoft Teams. Students are required to access and submit their assignments, feedback and assessments by the due date via Daymap. Teachers are continually developing skills and resources in the online environment and working with students to ensure they all have access to the online learning and are set up for success.

We will continue to support and monitor student progress and wellbeing during Advisory sessions. It is important students stay connected to the learning as well as maintaining positive relationships with their Advisory teacher.

Please continue to monitor the range of communication strategies we use including Daymap, Website, email, SMS messaging, Facebook for further updates.

We hope the Online Learning Guide provides additional information and support for you and your family. If you have any concerns, we encourage you to contact your child/children's Advisory teacher, subject teacher or Sub School Leader so we can support your child.

Birdwood High School
General Online Information

To support online teaching and learning it is essential that we work with families to ensure students continue with their learning routines. At t his point students are required to follow their current timetable, access learning tasks and submit assessments by due dates outlined on Daymap.

Students under compulsion age are legally required to attend s chool a nd o r a ccess l earning. Birdwood High School is delivering online learning and we emphasise the importance of students continuing their learning and submitting assessments by du e dates. Teacher will provide feedback and assessments as per normal. Working together we will support students to successfully access and engage in their learning.

How to support your child in the online environment (parent/caregivers)

Students learn best when they have a secure, stable and positive learning environment. Parent/caregivers can support their children by:

> Encourage students to develop a learning routine by following their timetable. Students need to be up and ready to start learning by 8.45am to 3.15pm as per normal school hours

> Supporting students to develop productive study habits and to be responsible for their own learning (see below Online learning expectations and procedures for students)

> Ensuring that students have necessary course materials, resources and laptop/computer

> Checking that students attend lessons, seek feedback, complete assignment work and upload to Daymap by the due date

> Maintaining open communication with teachers about student progress

> Keep open dialog with your child about how they are progressing and contact the school if requiring support

> Ensure the school has up to date contact details (phone, email, address) and the school is informed of any changes to these details as they occur

> Students must ensure they have a phone, computer and internet access to enable learning via Teams, Daymap and enable communication through email

> Daymap and Email must be checked daily

> Monitor screen time and support your child in gaining a healthy balance between work and physical activity.

Online learning – Getting Connected

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Prepare to learn from home or other

Here's how you can prepare for remote learning from home or another space. finibus massa.

Get prepared

Speak to your teacher about the type of learning from home you should expect, including any specific tools you will need. Ensure that you have access to the relevant systems or platforms. If you don't know your user Learnlink login, check with your teacher.

Set up a learning space at home

In your home or the place, you are staying, you'll need a space that you feel comfortable to focus, learn and be in. Ideally, you'll have a computer or laptop with a camera or webcam. This is not essential but will provide you with a better learning experience. You might need your parents or carers to help you get set up.

Do you have internet access?

Most learning at home requires the internet, so if you have a weak or limited connection, speak to your teacher about other ways that you can be provided with learning materials. Consider using a mobile data connection or contacting your service provider for a temporary economical solution.

Department and school resources

Now that you have sorted out the environment, here are the tools that can be used to support your learning at home:

Emails: We encourage students and parents to communicate with their teachers via Daymap in the first instance. In the case of a confidential or pressing matter parents can email staff directly and contact details are at the back of this document.

Depending on curriculum content some subjects may require additional online platforms. Your teachers will provide instructions on how to use these via Daymap. We have added instructions on how to use Daymap and Microsoft Teams at the back of this guide for your convenience.

Birdwood High School Preferred Online Platforms

There are a range of platforms which can be used to access online learning. Birdwood High School is committed to three main platforms Daymap, Microsoft Teams and Email. Students will need to use their Learnlink accounts **Learnlink: http://www.learnlink. sa.edu.au/** to access all three platforms. Office 365 allows online access to the suite of Office products using student learnlink emails.

Daymap is Birdwood High Schools Learner Management system and is where you can access: learning tasks, resources, feedback/assessments and teacher lesson instructions. Attendance and achievement data can also be accessed via Daymap.

Daymap Students Portal:
https://birdwoodhs.daymap.net/daymap.net/daymap
Daymap Parent portal instructions:
https://www.birdwoodhs.sa.edu.au/wp-content/uploads/2020/03/DayMap-Guide.pdf

Microsoft Teams is our preferred online platform for student to access online live 'face to face' explicit teaching, teacher feedback, collaboration with peers and question and answer time. Teachers will invite students to join their online class at the beginning of each lesson. Teachers will also use channels in Teams for large documents that are too large for Daymap. A reminder that this is an online classroom environment and school expectations apply. Please see below for the Online learning expectation and procedures for students.

Microsoft Teams: You can access this through Office 365 or sign in directly through Microsoft teams: https://products.office.com/en-au/microsoft-teams/group-chat-software

Office 365: https://office.com/

Online Learning Expectations
& Procedures for Student

Online Learning Expectations

Online learning is a digital extension of our classroom learning environment. As a user of these apps and programs, you are expected to uphold the Birdwood High School values and conduct yourself in an appropriate manner.

Misuse could result in restricted online privileges, as well as other related consequences that will follow the school's behaviour management policy. Simply, if you would not do or say it in class, then you should not do or say it online.

Additionally, you are expected to meet the below expectations:

- While learning from home, you are expected to follow the Online Timetable and actively engage in your learning. Daymap rolls will be marked during the Online Class Meetings.
- Lessons may not necessarily be recorded, so it is essential you are digitally present.
- It is important to follow school routines while engaging in the Online Timetable. This will ensure due dates are met, and that there is a continuation of learning and assessment.
- When in an Online Class Meeting (video conference call), you will need to be dressed in your school uniform, or alternatively disable the video function. You also need to ensure that your background is school appropriate and neutral.
- As this is a public platform, we are advising students to be online in a safe and supportive environment, preferably in an office or a living room space. We instruct students not to engage in online learning in a bedroom or bathroom. This is to support the safety and wellbeing of students and staff.

If you encounter any Learnlink related password issues, you can contact the school or Sub School Leader.

During scheduled learning hours, it is important to be self-aware, recognise distractions and work with your parents/caregivers to remove them.

Online Lesson Procedures

Lesson Overview

- A set of instructions will be posted to Daymap. This is the first place you should check before the start of every lesson.
- From here you will be directed where to find your lesson resources (via Daymap or Microsoft Teams). This could vary depending on your teacher's expectation and the lesson type.

Online Class Meeting

- At the start of your online lesson, you need to be available in Teams for a conference call.

Study Time

- You are required to continue with learning during the scheduled study time, as outlined in the Online Timetable.

Contacting the Teacher

If you need assistance from your teacher, you can:

- Send a Daymap message
- Call through Teams during the scheduled Online Timetabled lesson
- Post in Teams (remember to type @ and the teacher's name to send them a notification)
- Send an email through your Learnlink
- Please discuss with your teacher the class's preferred communication method.

We will continue to provide high quality teaching and learning to ensure the continuation of your education.

SACE Stage 1 and Stage 2 Information

(Year 11 and 12 students)

Our online learning platforms support our SACE students to continue with their learning off site. We are mindful of the impact and anxiety our Senior school SACE students may be feeling and encourage them to keep open communication with their teachers. Birdwood High School staff are working closely with the SACE Board and following the SACE advice on modifications and support for students accessing online learning.

Teachers are making modifications to learning and assessment plans, while supporting students to continue to engage with the SACE from either home or school.In the first instance the school will continue to adapt individual programs as required and approved. Additional flexibilities are currently being proposed for specific subjects particularly with practical components and we will communicate any changes as they become available.

The SACE Board provides Special Provisions for students who are directly impacted by a range of circumstances and students are encouraged to discuss their circumstances with the Senior School team of Mr Walsh and Mr Sykes. SACE policies and processes fit with this current situation and they will make the necessary adjustments along the way, using fairness and equity as guiding principle as events unfold.

Please note it is vital that students continue to engage in the teaching and learning programs. Students who are working online will need to use the provided platforms to engage in the programs of learning. Students will need to follow their timetable and contact their teachers via Daymap, Microsoft Teams and Email. Feedback and assessments will be provided by your teacher as per normal.

We encourage students and families to go to the SACE website (https://www.sace.sa.edu.au/covid-19-coronavirus) for updates. Any changes or modifications will be communicated by the school once they have been approved.
By working together, we will support all SACE students to continue their learning and to be successful.

Supporting Young People and their Wellbeing

Parent Information
During times of complex change, young people may experience fear and anxiety. Maintaining a stable routine can support the wellbeing of young people and remind them of aspects of their lives which are within their control. Routines and rituals will play a more significant role in this current situation. Below are some tips on how you can support your child/children:

Talking about COVID-19

When wanting to discuss the topic of COVID-19, ensure you're sharing information that is factually sound, it's important to be truthful with others to avoid unnecessary confusion. It is important to access good, quality information. The following credible sources will help you maintain perspective, feel more in control, and enhance your personal resilience:

- Actively listen to your child and provide reassurance. Where possible, minimise their exposure to media, including social media, which may heighten anxiety
- Maintain routine including getting ready for learning, activities, mealtimes, sleep patterns and other household routines where possible
- Monitor your child's wellbeing and behaviour and if you have any concerns, please seek advice and support. For your convenience we have provided a list of helplines and support services below for additional support and information.

1. **Australian Government COVID-19 health alert**

2. **Health Direct – COVID-19**

3. **Smarttraveller.gov.au – travel information for Australian citizens**

4. **World Health Organisation – COVID-19 outbreak**

Student Information

Thoughts, Feelings, and Emotions during COVID-19

It is normal to feel stressed of overwhelmed during an event like the outbreak of the Novel Coronavirus (COVID-19). The influx of information, conversations, and the increased levels of stress in the community can have an impact on your wellbeing and mental health.

If you find yourself becoming anxious about COVID-19, try to remember that medical and scientific experts are following strict protocols to contain the virus and treat those affected.
It's important to remember that various emotional reactions will occur during this time. The most common reactions are:

✔ Fear and anxiety: at this time, you might experience feelings of fear or anxiety. You might be worried about the virus and how it might affect you and your family.

✔ Anger, frustration and confusion: it can be difficult to understand what to do in these situations because of the volume of different information available. This might feel confusing and frustrating, this is normal. Events like these can reduce the things we normally do in our days and that can seem unfair. This might make you feel frustrated or angry.

✔ Sadness: if you've been asked to stay at home or stop your normal activities you might feel disconnected from important people or things in your life. This might make you feel sad or bored.

It is important to stick to your normal routine as best as possible. For students, your normal routine probably involves attending school.

If you're in isolation, make sure you follow your timetable and to attend your online classes, keep up with homework, and maintain contact and feedback with your teachers.

Remember, it's important to be proactive regarding your education, however, if you feel like you're struggling with the transition to an online format, please don't hesitate to contact your teachers, The Wellbeing Team, and or a parent/guardian.

Dealing with the media and taking breaks

As mentioned, it is important to get information about COVID-19 from trusted websites. The 24/7 news cycle can be filled with factually incorrect information aimed to sensationalise and provoke viewers to feel anxious, so it's recommended to take breaks from the media. Read a good book, cook a healthy recipe, get fresh air or do some baking. Use this time as a way of building your own personal life skills, and ensure you are keeping a comfortable study environment that is free of distraction.

Managing your mental health

- Remind yourself that this is a temporary period of isolation to slow the spread of the virus

- Remember that your effort is helping others in the community avoid contracting the virus.

- Stay connected with friends and family via email, social media, video conferencing, or telephone.

- Beyond Blue has a forum dedicated to helping you connect with others during this time.

- Engage in healthy activities that you enjoy and find relaxing that give you positive energy.

- Keep a healthy and regular sleep routine

- Eat foods that are both physically and mentally nourishing.

- Try to maintain some beneficial physical activity

- Try to establish a stable routine

- If working from home, try to maintain a healthy balance by allocating specific study hours, taking regular breaks and, if possible, establish a dedicated study space, including natural light, an organised table or desk that is tidy.

Useful resources

1. Mindfulness-based practice from Headspace and Mindful

2. Toolkit for a healthy headspace: A healthy headspace action plan

3. Gratitude journal

4. Locus of control

5. Healthy & intentional movement: Yoga With Adriene

Staying safe online

Out of all age groups, teenagers and young adults spend the most time online. The outbreak of COVID-19 has meant many people are needing to stay at home, therefore the internet is likely to be utilised now more than ever. It is important to exercise caution while on the internet, especially when using social media. Remember to:

1. Keep personal information professional and limited

2. Keep your privacy settings on

3. Practice safe browsing

4. Be careful what you download

5. If you buy online, purchase from secure sites

6. Be careful what you post

7. Be careful who you interact with online

Useful resources

For more information about online safety, check out the information here The Wellbeing Team at Birdwood High School is committed to providing ongoing and continuous wellbeing support to our students, please see the below list of wellbeing services:

If your child is already accessing support:

- with our School Counsellor, Allysia Sheperdson, or Kali.Shah this will continue via Microsoft TEAMS, email at **allysia.shepherdson245@ schools.sa.edu.au or kali.shah510@schools. sa.edu.au** and Daymap messaging or phone call via parent/guardian.

- with our Student Life & Wellbeing Leader, Kylie Robertson, this will continue via Microsoft TEAMS, email at **kylie.robertson399@schools. sa.edu.au**

Managing your mental health

National Coronavirus Helpline 1800 020 080
We are providing resources and tips for you to further support your child via our
Birdwood High School Facebook page at https://www.facebook.com/BirdwoodHighSchool/
If you have questions, queries or concerns please reach out to our team via the school
email dl.0770.info@schools.sa.edu.au

If your child is not currently accessing support but would like to connect with someone from The Wellbeing Team,
please contact the school.

Additional Parenting Resources Available:

Womens and Childrens Health Network –
Parenting and Child Health:

http://www.cyh.com/SubContent.aspx?p=102

Parenting SA:

08 8303 1660
https://parenting.sa.gov.au/

SA Parenting Hotline: 1300 364 100

Additional Student Resources Available:

ReachOut
https://au.reachout.com/
Additional Phone Services (In more immediate cases):

Kids Helpline

1800 55 1800,
https://kidshelpline.com.au/teens/get-help/

(email and webchat service available)

Life Line

13 11 14
Youth Beyond Blue
https://www.youthbeyondblue.com

Headspace

1800 650 890
Eheadspace
https://headspace.org.au/eheadspace/

2023 TIMETABLE AND BELL TIMES

Monday	Tuesday	Wednesday	Thursday	Friday
Student Arrival 8:30	Student Arrival 8:30	Student Arrival 8:30	Student Arrival 8:30	Student Arrival 8:30
Home Group Yr7-12 8:45 (10 min)	Home Group Yr7-12 8:45 (10 min)	Home Group Yr7-12 8:45 (10 min)	Home Group Yr7-12 8:45 (10 min)	Home Group Yr7-12 8:45 (20 min)
Lesson 1 8:55 (60 min) Line 1	Lesson 1 8:55 (50 min) Connected Learning 7-12	Lesson 1 8:55 (60 min) Connected Learning 7-12	Lesson 1 8:55 (30 min) Connected Learning 7-12	Lesson 1 9:05 (80 min) Line 6
Lesson 2 9:55 (50 min) Line 2	Lesson 2 9:45 (60 min) Line 5	Lesson 2 9:55 (50 min) Line 6	Lesson 2 9:25 (80 min) Line 2	
Recess 10:45-11:10 (25 min)	Recess 10:45-11:10 (25 min)	Recess 10:45-11:10 (25 min)	Recess 10:45-11:10 (25 min)	Recess 10:25-10:50 (25 min)
Lesson 3 11:10 (60 min) Line 7	Lesson 3 11:10 (60 min) Line 3	Lesson 3 11:10 (60 min) Line 4	Lesson 3 11:10 (60 min) Line 3	Lesson 2 10:50 (80 min) Line 3
Lesson 4 12:10 (70 min) Line 4	Lesson 4 12:10 (70 min) Line 1	Lesson 4 12:10 (70 min) Line 5	Lesson 4 12:10 (70 min) Line 7	Lesson 3 12:10 (70 min) Line 4
Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)	Lunch 1:20-2:00 (40 min)
Lesson 5 2:00 (70 min) Line 6	Lesson 5 2:00 (70 min) Line 2	Lesson 5 2:00 (70 min) Line 7	Lesson 5 2:00 (70 min) Line 1	Lesson 4 2:00 (70 min) Line 5
Advisory Yr7-12 3:10 (5 min)	Advisory Yr7-12 3:10 (5 min)	Advisory Yr7-12 3:10 (5 min)	Advisory Yr7-12 3:10 (5 min)	Advisory Yr7-12 3:10 (5 min)
Finish Time 3:15pm	Finish Time 3:15pm	Finish Time 3:15pm	Finish Time 3:15pm	Finish Time 3:15pm

Welcome to Daymap Connect

Daymap Connect is an extension of the Daymap Learning Management System which provides parents with access to key school and student information both at home and on the go. Our easy-to-use system allows parents to create and manage their own accounts for Daymap Connect, requiring only one login and password per parents to access details for all students enrolled in the school.

The screen above is the Daymap Connect **log in screen**. This can be found by using the URL address that your school has provided.

If you are a new user then select the **"New User?"** option. Once prompted on the next screen you will be required to enter your email address (this must be the email registered at the school) and a student code (this will be provided by your school). Once you have entered the details a username and password will be sent instantly to your email account.

Attendance, Homework and Assessments

This is the main page of the Parent Portal. If you have more than one child enrolled at the school their names will be available on the drop down box. Select the appropriate student to see his / her information.

By viewing Timetable, you can see your child's timetable and can identify whether or not they have attended particular classes.

On the main page you also have access to view current and upcoming Assessment Tasks and Homework Tasks.

Attendance Map

When selecting the Attendance tab you will be able to view an Attendance Map and Attendance rates. Here you can view any patterns that may be occurring in your child's attendance rates

Results

Results are the next main tab. In this you can view published assessment results so that you can track your child's progress. These results are also published in the Student View of Daymap.

Messaging

On the right hand side of the screen there is a **"My Messages"** tab. This enables you to easily contact teachers about any issues of importance; excursions, reminders, personal matters etc. This is a fantastic tool to keep you up to date and aware of what's happening in your child's classroom.

Account Management

The last tab is "My Account". This section allows you to change your password and includes all of your personal details. If any of these details are incorrect, please contact your School Administration.

How to use Teams

Microsoft Teams online lessons for students off-site. Students/parents/carers need to organise a dedicated room/space in their home for lessons to occur, with required equipment i.e. music stand, instrument.

- A computer or other device needs to be set-up with Teams app installed.

- access to internet connection.
- other equipment as available to enhance lessons could include speaker, headphones, headset microphone, web cam
- connection established and Teams open on the laptop just prior to scheduled lesson

Logistics

- all students-on-site logistics still apply: e.g. timetabling, lesson times, break times and lesson groupings
- patience and understanding will be needed: the lesson delivery will be modified and unfamiliar to some, as students come into the meeting from different locations

- Teachers of practical classes may request upload of video from students for assessment purposes and other assignments through Daymap
- Parents/carers can contact their child's teacher to report student absence or other disruption to lessons.

How to sign into Teams

01 In Windows, click Start ⊞ > Microsoft Teams.

02 On Mac, go to the **Applications folder** and click **Microsoft Teams**.

03 On mobile, tap the Teams icon. Sign in with your Office 365 username and password

04 Note: Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it. For details, see How do I get access to Microsoft Teams?
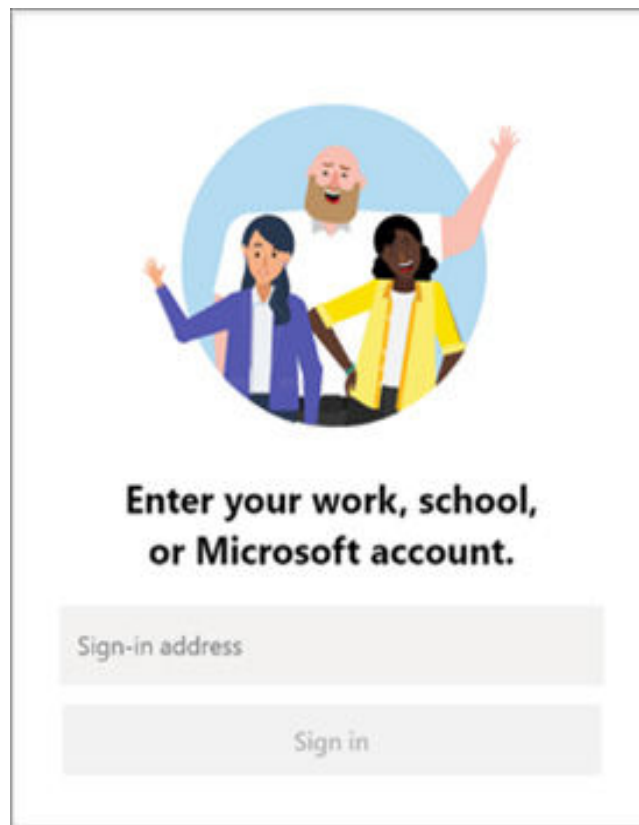
Pick a team and channel:

A team is a collection of people, conversations, files, and tools — all in one place set up by your teacher. A channel is a discussion in a team, dedicated to your selected subject also set up by your teacher. You will be able to access live online classrooms where you will access explicit teacher instructions, teacher feedback, collaboration with peers. You will be invited at the start of ever lesson to join your subject Teams classroom.

- Select Teams   on the left
- side of the app and then pick a team.
- Select a channel and explore the Conversations, Files, and other tabs.
- For more info, see Teams and channels.
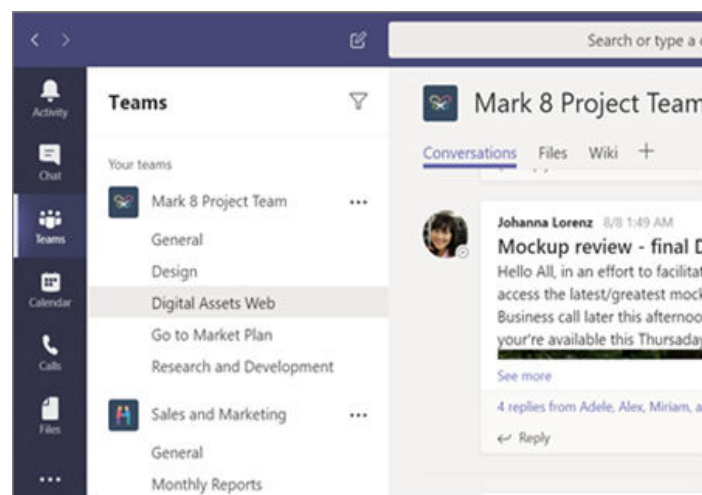
Additional Teams Information:

https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12

TEACHERS EMAIL ADDRESS

Family Name	First Name	Email Address
AREZINA	LUKE	luke.arezina864@schools.sa.edu.au
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BARKER	DANIEL	daniel.barker794@schools.sa.edu.au
BARKER	MICHAEL	michael.barker552@schools.sa.edu.au
BURTON	MATTHEW	matthew.burton297@schools.sa.edu.au
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ROBERTSON	KYLIE	kylie.robertson399@schools.sa.edu.au
SACKEY	HAZE	haze.sackey987@schools.sa.edu.au
SHERLOCK	CECILEA	cecilea.sherlock263@schools.sa.edu.au
STEPHENS	SHENE	shene.stephens22@schools.sa.edu.au
SUGARS	MADDIE	maddie.sugars224@schools.sa.edu.au
SYKES	JOSH	josh.sykes769@schools.sa.edu.au
VALIYFF	GIFFET	giffet.valiyff920@schools.sa.edu.au
VERMA	GEETA	geeta.verma965@schools.sa.edu.au
WATSON	TRUDY	trudy.watson96@schools.sa.edu.au

edIT

ICT support link through DFE – edIT
https://selfservice.education.sa.gov.au/edit

Birdwood High School

Shannon Street, Birdwood SA 5234

P: (08) 8 8568 5100 E: dl.0770.info@schools.sa.edu.au

www.birdwoodhs.sa.edu.au

Government of South Australia

Department for Education