LEARNING@HOME PROTOCOLS

Earnshaw PREP-12 STATE COLLEGE
Prepare Today for Tomorrow

STUDENTS Years 4 - 6

- Students should be able to access their school email, login and password.
- Students should have the school email addresses of all of their teachers. (All staff email addresses are available on the school website).

- Students will be provided with learning area requirements including weekly timetable and assessment task details *via ELO, Read Cloud* and *Blackboard Collaborate.*
- Students will be emailed when new information is added to their platform at the beginning of each week by the relevant teacher.

- Students should communicate proactively with teachers – ask questions, seek clarification, request support, let them know if they cannot meet deadlines
- Communication will be by email with relevant documents saved in *ELO* or *Read Cloud*.
- Students will not be permitted to contact a teacher on a teacher's

private phone, private email or via social media.
- Students must comply with the *Information and Technology Acceptable Use Agreement*.
- Any inappropriate contact from students will be referred to the relevant Head of Department, Deputy Principal or Head of School.

- Students who are ill and are unable to participate in online classes should email the school.

- Students who are unable to meet assessment requirements (Years 4-6) should contact the relevant classroom teacher.

Online Support

Students and parents who experience difficulty with access to materials/technology should send an email to: learningfromhome@earnshaw.eq.edu.au . In this email, briefly describe the issue and provide a phone number. This email will be followed up with a phone call from the College to help with the issue.