

**STUDENTS Year 7 - 12**

- 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 should read the Daily Notices which will be emailed daily by the Deputy Principal (which will also include teacher absences).
- Students will be provided with Semester Overviews, Unit Plans with teaching sequence and assessment task details via Read Cloud, ELO and /or One Note.
- Students will be emailed when new information is added to their platform at the beginning of each week by the relevant teacher.
- Students who require hard copies will have these delivered/posted to their homes each week.

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- Students should communicate proactively with teachers – ask questions, seek clarification, request support, let them know if they cannot meet deadlines
  - Students should also participate in online forums, collaborate and support classmates in their learning.
  - Communication will be by email with relevant documents saved in ELO, Read Cloud and /or One Note.
  - 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.

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- For Years 11 & 12 students the Earnshaw State College Assessment Policy and AARA Policy and Procedures remain unchanged. Students can access these documents via the school website.
  - Questions regarding these policies should be referred via email to Head of School –Senior.
  - 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 4-10) should contact the relevant Head of Department to seek possible extensions or support.

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- Students and parents who experience difficulty with access to materials/technology should send an email to : [learningfromhome@earnshaw.eq.edu.au](mailto: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.