



Home Learning Guide for Students

For students newly enrolled and have not used **Google Classroom**, watch this YouTube video guide:
<https://www.youtube.com/watch?v=VOOnCwWZxX4>

Roles and Responsibilities

Teachers will work normal school hours 8:30am to 3.15pm. Day to day lessons will be through Google Classroom and Google Meets.

The day will be as per the normal timetable and a roll will be marked at the start of each lesson. The video conference room is a classroom and the same school behaviour and discipline policies apply to this environment.

You must:

- Abide by the College's Technology Code of Use Policy and Acceptable Use of Digital Communications agreements.
- Be on time and prepared.
- Download learning materials to be used in the classroom, before the lesson commences.
- Not be in the online room without a teacher who is the host for the lesson.
- Mute video and audio if this has not already been done unless you are answering, demonstrating or asking a question.
- Check your College emails and Google Classroom notifications regularly.
- Participate in lessons in a well-lit quiet space with a simple background which should not include thoroughfares or active spaces that might accidentally lead to inappropriate vision or distractions. **The bedroom or other private areas must not be used.**
- **Ensure you are dressed appropriately.**
- Notify the teacher with a legitimate reason if you are unable to attend the lesson.
- Students will be required to self-manage their time.

Assessments and exams will be modified where appropriate. You will be advised of any changes to assessment in due course. For Years 7-12, illness and misadventure procedures still apply. Guidance for Year 12 Major Works will be provided when advice is received from NESAs.

Please be mindful of your own wellbeing and if you are experiencing difficulties, you are strongly encouraged to contact your Year Coordinator:

Year 7-8: Ms Pontes

Email: cindy.pontes@stmarouns.nsw.edu.au

Year 9-10: Mr Cortez

Email: rodrigo.cortez@stmarouns.nsw.edu.au

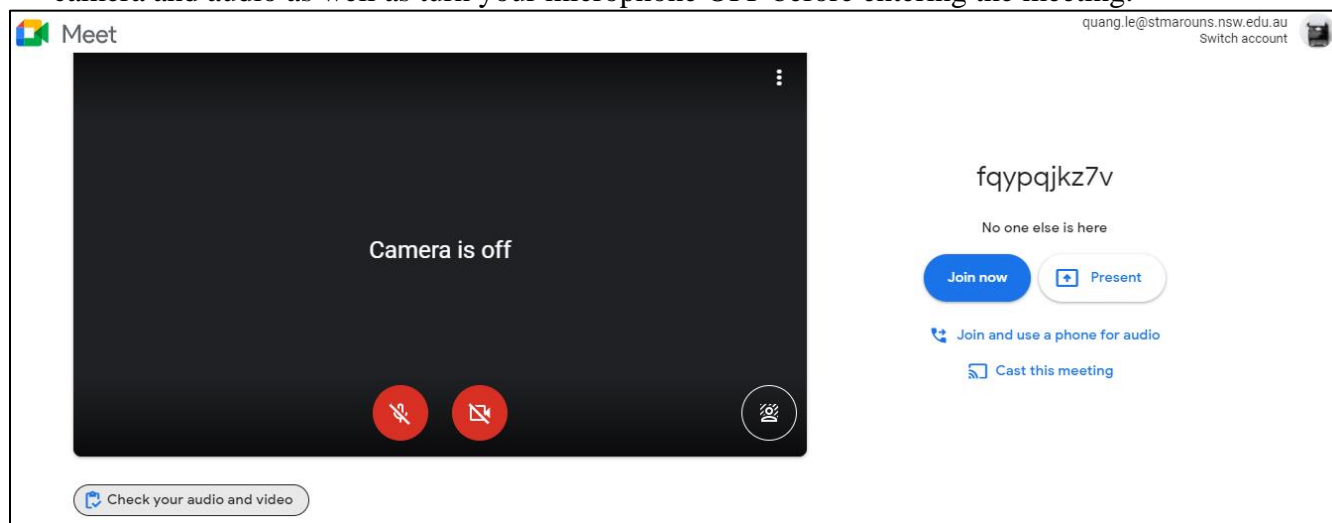
Year 11-12: Mr Sassine

Email: tony.sassine@stmarouns.nsw.edu.au

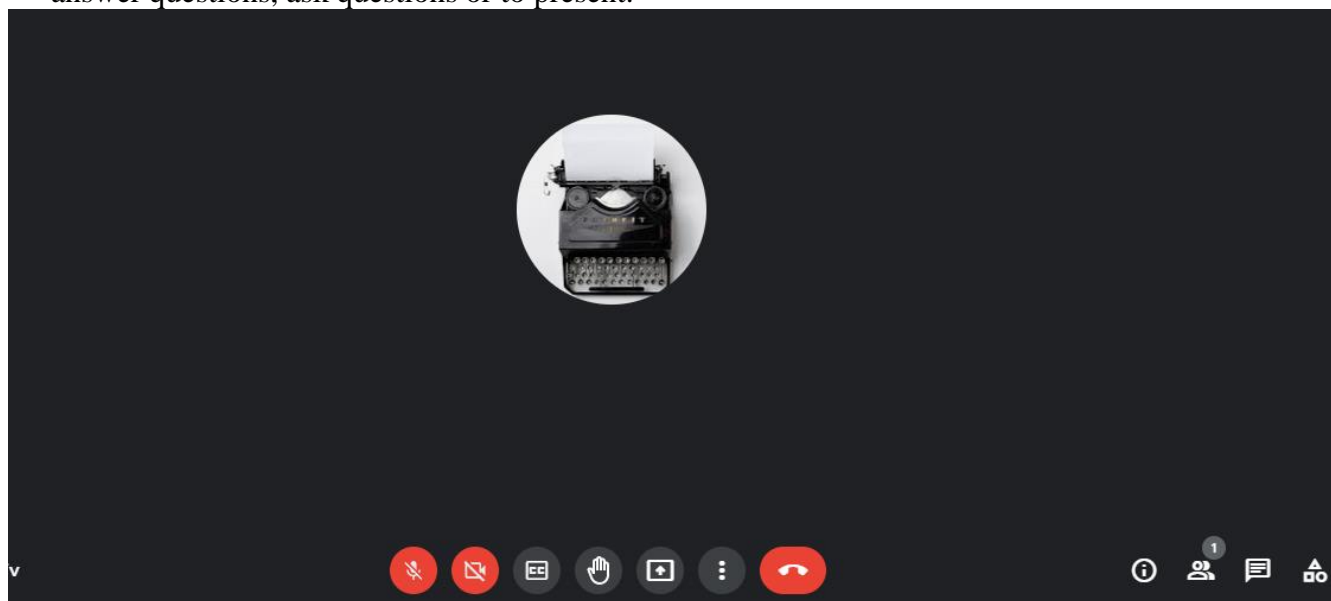
If you have any IT issues contact the IT department via helpdesk@stmarouns.nsw.edu.au - Refer to the following website for further information on online usage - <https://www.esafety.gov.au/kids>

Access Google Meet

1. Your teachers will either email you a link, post it on Google Classroom or schedule it in your Google Calendar. Check your email and Google Classroom stream for daily notices.
2. Once you click on the link, you will be taken to the landing page. Here, you will be able to check your camera and audio as well as turn your microphone OFF before entering the meeting.



3. Once you enter, your teacher will direct you to turn your camera on and when to use your microphone to answer questions, ask questions or to present.



4. When you hover over icons on the screen, it will tell you what that function is. Below are some useful ones for you to know:



To turn microphone and cameras ON/OFF



To turn captions (subtitles) ON/OFF, especially useful for EAL/D students



To raise hand for the teacher's attention



To present to the class. Close any sensitive personal documents or emails beforehand.



For more options such as changing the layout, screen view or background.