IQRA
College

ONLINE LEARNING
INFORMATION FOR STUDENTS, PARENTS & CAREGIVERS

"My Lord! Increase me in knowledge."

Contents

PURPOSE

This document provides information on how the school will support continued learning programs at IQRA College. The information will be enacted in the following circumstances:

- the event of a prolonged school closure, or
- need to provide online delivery

A prolonged closure or need to provide online delivery at IQRA College will see teachers use different technological platforms to support real-time learning for all students. Delivery of the teaching, learning and assessment is consistent with the Australian Curriculum and the South Australian Certificate of Education (SACE). The provision of online learning is to ensure:

- continuity of the teaching and learning for those students who are learning at home and if all students need to continue their learning at home
- students and teachers connect, collaborate and learn
- structured learning schedule for the delivery of online learning is manageable for students, parents, and teachers

TECHNOLOGY TO SUPPORT ONLINE LEARNING

Digital Platforms
The following digital platforms will underpin the teaching, learning and assessment process:
- Class Dojo - collaborative tool to link teachers and students in the Junior School (Reception – Yr 2)
- Microsoft Teams - collaborative tool to link teachers and students in the Primary and High School (Yr 3 -12).
- Teachers will upload learning activities, resources, assessment tasks, links, including videos, and lesson notes, into Daymap.

Infrastructure

- Students who regularly borrow a school device will be given a device after completion of a User Agreement.
- Staff and students require internet access at home.

Technical Support
- If you require technical support, please email admin@iqracollege.sa.edu.au. The ICT Dept will provide a response to assist in resolving any.

TEACHING AND LEARNING

Delivery of teaching and learning

When staff and students log into Daymap, scheduled lessons will be as shown and according to the timetable below.

High School Daily Lesson Structure		Monday	Tuesday	Wednesday	Thursday	Friday
Homegroup	8.40 – 8.45am	- Home group teachers log into Class Dojo/Teams and record student's attendance at 8:40 - Each teacher will start a team video meeting at the allocated class time and teach as usual. Homegroup teachers will also mark student's attendance in each period. - Tasks are given on weekly basis (1 assignment per subject per week) and uploaded on Daymap. Assignments with submission date will also be given and uploaded on Daymap. - Parents will be informed of the tasks/assignments via email.				
Lesson 1	8.45 – 9.30am					
Lesson 2	9.30 – 10.15am					
Lesson 3	10.15 – 11.00am					
Recess	11.00 – 11.30am					
Lesson 4	11.30 – 12.15pm					
Lesson 5	12.15 – 1.00pm					
Lunch	1.00 – 1.30pm					
Prayer	1.30 – 1.50pm					
Lesson 6	1.50 – 2.35pm					
Lesson 7	2.35 – 3.25pm					

Junior and Primary School Daily Lesson Structure		Monday	Tuesday	Wednesday	Thursday	Friday
Homegroup	8.50 – 9.00am	- Homegroup teachers will email all parents and students on the lesson times, subject focus, study expectations and task submission. - There will be 3 key learning areas with the homegroup teachers. - There will be 3 key learning areas with the religion teachers (which is separate from this lesson structure). Lesson times for religion classes will be provided by the religion teachers.				
Morning	**Key Learning Area 1**					
Recess	10.15 – 10.45					
Middle	**Key Learning Area 2**					
Lunch	12.15 – 12.45pm					
Afternoon	**Key Learning Area 3**					

Homegroup

- Will be conducted as usual, with students learning from home logging into Microsoft Teams and entering their class team where the homegroup teacher will start a video call to record the role.

Lesson Delivery

- All timetabled lessons will be conducted as per their normal time, students log into Microsoft Teams and enter their class team for a video call. Lesson materials and instructions will be posted on Daymap for all timetabled lessons.
- If staff utilise Microsoft Teams to directly teach students in addition to marking the roll, lessons will be limited to 30 or so minutes at appropriate times depending on the needs of the students and the stage of the teaching and learning program. Teachers will use their professional judgement in these

decisions. Teachers may decide to break up the 30 minutes into two blocks of 15 minutes, for example.

What can you expect to see in Daymap?

The following supplementary learning materials are available in Daymap:

- Course outlines
- Lesson notes
- Resources
- Homework notes
- Summative assessment including timelines/due dates
- Task sheet and assessment criteria
- Feedback on assessment tasks
- Publish results/grades/feedback to students.

Students will be required to submit the following via Daymap or email depending on teacher instructions in Daymap:

- Assessment for Learning (formative) and Assessment of Learning (summative) assessment tasks including drafts where appropriate
- Where students are unable to meet due dates they are expected to request an extension date as per the Application for Extension.

Online Teacher Responsibilities

- Set activities and key milestones to assess student progress with learning and assessment tasks
- Provide feedback during the learning process to inform student progress, e.g. verbal, drafting, quizzes
- Allocating summative tasks including timelines and due dates
- Mark and publish feedback and assessment results
- Teachers contact parents/caregivers in any concerns relating to student assessment and achievement

Student Responsibilities

- Complete all assessment tasks as required
- Act on feedback provided to improve
- Seek further feedback or support as required
- Upload tasks to Daymap or email to teacher, as required
- Submit tasks as per prescribed timelines via Daymap or email, as required.

Parent/Caregiver Role

- Encourage your child to work in an appropriate location, with a focus on completing set tasks and ensure that they have a structured and balanced working day
- Talk with your child about their learning and support them to make contact with teachers where appropriate
- Ensure your child takes appropriate rest and meal breaks
- Monitor and support your child in meeting assessment requirements including due dates through Daymap

- Contact your child's Subject Teacher as needed to resolve any queries or concerns. Online lessons are not an appropriate time for parent-teacher discussions.
- The school's Submission of Work Policy and Procedure is posted on the website. It is to be used when students are unable to meet due dates for assessment tasks.

ASSESSMENT AND FEEDBACK

Completion of Tasks and Submission

Teachers will expect that students are completing tasks and submitting them according to teacher instructions. If students experience any difficulties with work completion or submission, an email to the teacher from the student (or parent/caregiver) will enable teachers to provide additional support and flexibility with deadlines if needed. Teachers will continue to answer questions, provide feedback and assess student work.

Submission of daily tasks required from Teachers may include photos, written documents, video recording of student (e.g recitation of the Quran, presentation, etc). Students are to upload the required tasks either on email or Daymap as instructed by the Teachers.

Supervised Assessment Tasks

For tests or supervised assessment tasks undertaken at home a 'Supervised Assessment Task at Home Declaration' form must accompany the test when submitted. A sample declaration is shown in Appendix 1. Individual teachers will modify the proforma to meet their specific subject requirements.

OFFLINE LEARNING

Not all learning will need to be completed online. To add variety and reduce screen time (especially for Junior and Primary classes), teachers may instruct students to read, draw, create or engage in other learning activities within the home environment

ATTENDANCE

Expectations

Homegroup teachers will all run homegroup each morning by starting a video meeting in Microsoft Teams, or by emailing their students. Students should attend homegroup by logging in to Microsoft Teams or by emailing their teacher. Absences from homegroup should be marked as such on the roll and followed up as per our Attendance Policy.

Subject teachers (except for Study lessons and Pastoral Care) will connect with their students in all timetabled lessons by starting a video call through Microsoft Teams, or by emailing their students. It is preferable that students are sighted (ie via Microsoft Teams). Teachers will mark the roll in Daymap and mark the students as present or absent. These lesson attendance arrangements also apply for children of essential workers/vulnerable students who are physically present in the school and supervised in the Sub-Schools; these students will be instructed by their supervisor to login to Microsoft Teams and marked on the roll by their subject teacher. The attendance on site of these students will be separately marked by Admin Office through them signing in on arrival.

Please note:

Roll codes marked in Daymap:

- If a student does not attend a timetabled lesson via Microsoft Teams or otherwise communicate with their teacher, they will be marked Unexplained (U) unless the teacher has received information from their parent/caregiver, indicating the reason
- Subject teachers are required to follow up all Unexplained absences as per our Attendance Policy.

Attendance Follow Up & Concerns

Parents/Caregivers are required to monitor Daymap attendance for their children:

- Explanation of all absences must be provided by email to Admin Office, email admin@iqracollege.sa.edu.au or phoning 8298 2550
- Email your child's homegroup teacher firstname.lastname@ iqracollege.sa.edu.au
- Depending on the reason provided, the absence will be reconciled as either, I – Illness, C – Certificate or F – Family.

In the event of an ongoing attendance concern:

- Follow up will initially be undertaken by the subject teacher via email or phone calls to parents/caregivers
- If ongoing attendance concerns cannot be resolved, follow up will be undertaken by the Sub-school coordinator by either a telephone call or email
- A list of staff email addresses can be located on the school's website

BEHAVIOUR

Student Expectations

For online lessons, students are expected to:

- Respect other users and their wellbeing, by treating everyone with care, respect and consideration
- Be a responsible digital citizen by maintaining responsibility for their online safety, passwords and device security
- Notify their teacher if they are unable to participate
- Complete tasks with integrity and academic honesty, doing their best work
- Communicate proactively with their peers and teachers, whilst understanding responses may not be immediate
- Identify a safe, comfortable, quiet space at home where they feel comfortable and can work effectively and successfully
- Collaborate and support their peers in their learning
- Not share content from teachers or peers outside of the designated classroom digital space
- Continue to use proper language conventions
- Keep web camera on for all face-to-face online lessons
- Switch off notifications for email, mobile phone and social media.

Students behaving inappropriately online will be removed from the live lessons and parents/caregivers contacted as required. This includes any instances of online harassment and/or bullying.

Protective Practices

To ensure online safety of students:

- All digital contact must only relate to teaching and learning or wellbeing
- No sharing of personal internet locations, correspondence of a personal nature via social media, internet postings, or use of private online chat rooms
- No uploading or publishing still/moving images or audio recordings of students to any location other than Daymap or Microsoft Teams
- Protect your privacy by not posting personal details or those belonging to others in an online forum
- If you are the recipient of unsuitable material or experience any kind of online bullying or negative behaviour, please let your teacher or member of staff know. Provide a screenshot if you can.
- Only accept invitations to join digital platforms or groups from your teacher's email address

STUDENT WELLBEING

Wellbeing Monitoring

All homegroup teachers will inform appropriate staff of any student identified with wellbeing and/or other concerns. Follow up action will occur within the Wellbeing team. Wellbeing and Sub-school coordinators will be available for consultation and referral of students for whom there are concerns. Parents/caregivers and students can contact the school via email or phone call to raise concerns about their child(ren).

SAFETY ONLINE

Young people will be spending increased time online while learning at home. The office of the Australian Government eSafety Commissioner has posted relevant information on their website for students and parents seeking advice about safety online during the COVID-19 pandemic.

Topics for students at https://www.esafety.gov.au/young-people include information about responding to cyberbullying, online gaming and pressure from social media.

Topics for parents at https://www.esafety.gov.au/parents include a COVID-19 online safety kit and information about online grooming, sexting and pressure to send nudes.

As teachers communicate with students online, we wish to reassure you that staff will strictly observe all Protective Practice Protocols for communicating with students. Staff are not permitted to communicate with students via phone, text or personal email accounts.

We ask that all email communication from students is via their school email account and that in a situation where students might be engaged in video conferencing that students:

- participate as a member of a group (not one-to-one)
- participate in an appropriate setting (a student's bedroom is not suitable) ensure that anything visible in the background is appropriate
- are appropriately dressed
- use respectful language at all times

Parental supervision of students engaging in online learning is essential to student safety

Accessing ClassDojo: For Parents

Joining ClassDojo will help you stay in touch with Guildford Public School - and it's free!

Signing Up

To sign up, you will need a code from your child's classroom teacher. If you do not have a code, contact your child's teacher.

If you have never used ClassDojo before, you will need to **sign up** by following these steps:

1. Click this link: https://www.classdojo.com/
   This should take you to a page that looks like this:
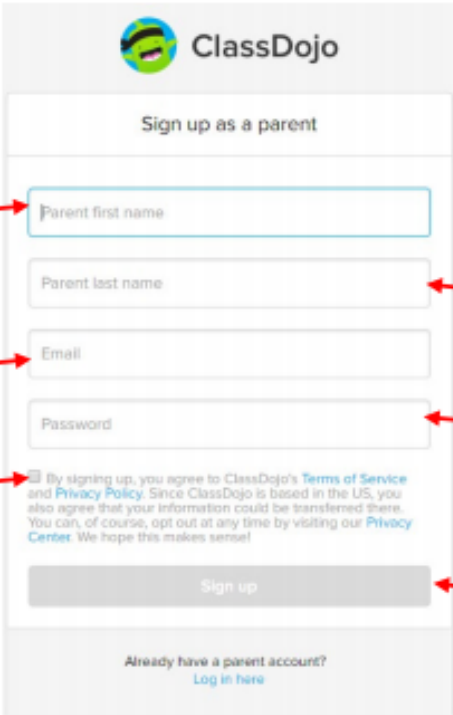

2. Click the blue "**Parent**" button.
3. If the teacher of your child's class has provided a code, enter the code in the box that pops up:

Enter the code provided by your child's classroom teacher, then click "**Check code**"
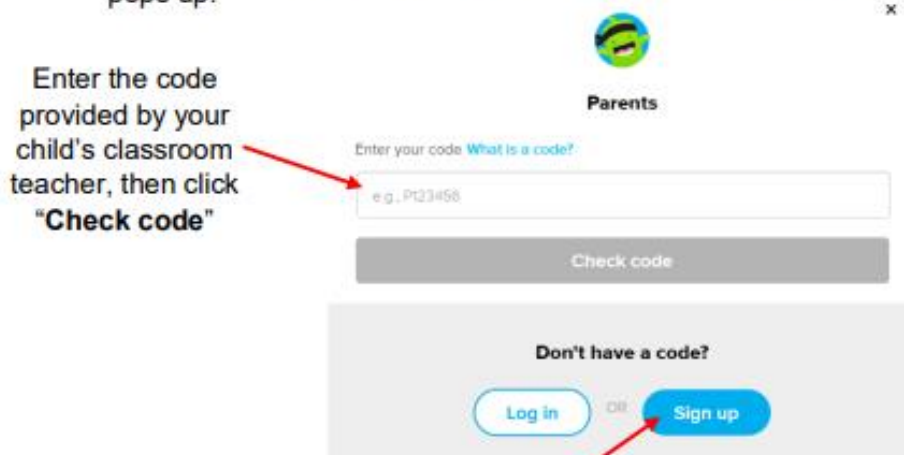
If you do not have a code, click "**Sign up**" to create an account.

Enter your first name, last name, email address, and then create a password to use when logging into your new ClassDojo account.

Enter your first name here

Enter your email address here

Check this box if you agree to ClassDojo's terms and conditions

Enter your last name here

Create a password

Click "**Sign up**"

Click "**Next**" to read through the information.

Click "**Next**"
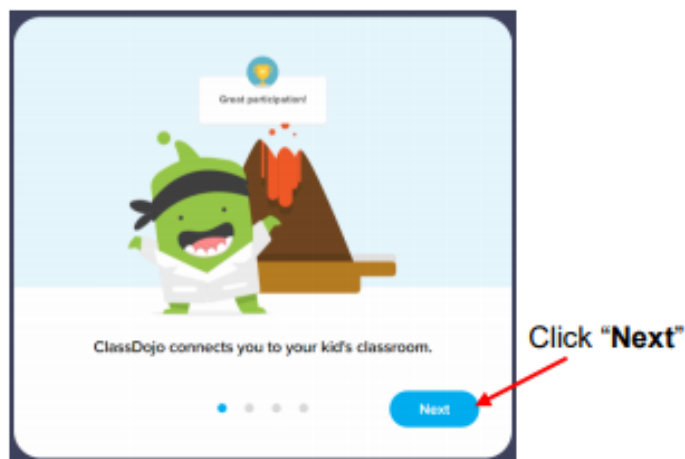
Now that you have created an account, you will need to contact your child's teacher to obtain a code to join the class. Once this code is entered, you will have access to messages from your child's teacher and the school.
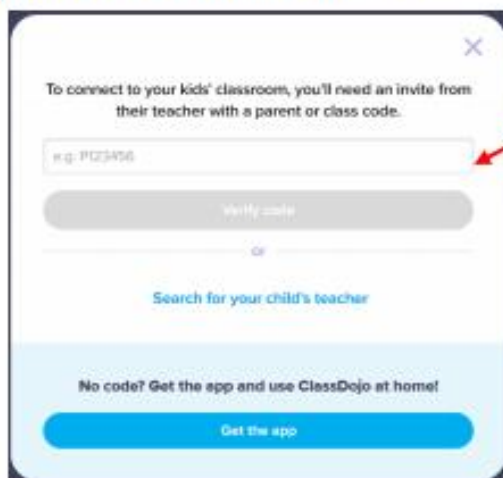
Enter the code provided by your child's classroom teacher, then click "**Verify code**"

Logging In

If you have used ClassDojo before and created an account, you will need to **login** by following these steps:

1. Click this link: https://www.classdojo.com/
   This should take you to a page that looks like this:
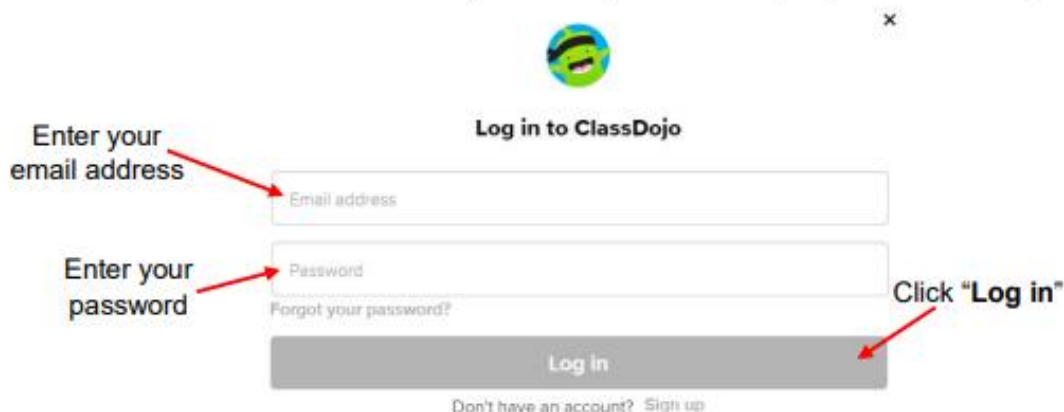

2. Click the "**Log in**" button towards the top right corner.

3. Select the role you are logging into. Click "**Parent**".

Click "**Parent**"   Log in to ClassDojo

Teacher   Parent   Student   School Leader

4. Enter the email address and password you used to sign up, then click "**Log in**".

Log in to ClassDojo

Enter your email address   Email address

Enter your password   Password
                        Forgot your password?   Click "**Log in**"

Log in

Don't have an account? Sign up

Note: If you do not log out of your account before closing your web browser, you may remain logged in the next time you visit the ClassDojo website. If so, click on "**Welcome back,** (*your first name*)**! Come on in**" in the top right corner to enter your child's class.

ClassDojo

Learn more   Schools   Resources   Welcome back,   ! Come on in

If your community is preparing for school closures, we can help. ClassDojo is a free communication platform: learn more about remote learning on ClassDojo ×

Bring every family into your classroom

Join 95% of U.S. schools using ClassDojo to engage kids and connect with families! Free for teachers, forever!

Sign up as a...

Teacher   Parent   Student   School Leader

Your first name will appear here

Learn more   Schools   Resources   Welcome back,   ! Come on in

Appendix 3: Microsoft Teams Parents Guide

Getting Started with Microsoft Teams: for Parents and Guardians

Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with their teachers and learn from anywhere. Use the information below to connect your student to their virtual classroom **quickly!**

Get Started

1 **Set up a learning environment**
To join an online class or video meeting in Teams and access Teams chats, files, and assignments from home, your student will need a computer, tablet or smartphone.

If you can, try to **set up a space free of distractions and background noise.**

2 **Open Microsoft Teams**
You can use Teams from most web browsers or by downloading the app.

To **download the Teams app** on mobile or desktop, visit aka.ms/getteams.

To use Teams on a browser, visit office.com and **click on the Teams icon**, or visit teams.microsoft.com.

3 **Sign In**
Your student can sign in with their school email and password.

Watch the Sign in Video for a walk-through.

> **Note**: Don't see your student's class teams?
>
> Their teacher may have invited them via a join code or a direct link (check your email).

How-to videos for learning at home

4 **Join scheduled class meetings** for class, review sessions, or school activities either in the app or via a link from the teacher.
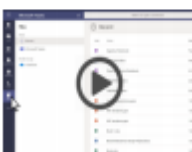
Join a Meeting

5 **Quickly connect your student with their classes, teachers and friends** using video chat, audio calls, and chat from either mobile or desktop.
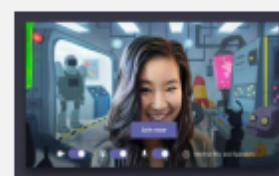
Connect with Classes

6 **Help your student organize their schoolwork** by managing their files, class notes, and assignments.

Organize Schoolwork

Teams tips and tricks for student success

7 **Use background blur** or a custom image to help conceal your child or student's surroundings during an online classes.

(only available on PC, Mac, and iOS)

8 **Optimize for low bandwidth** networks by syncing files to your computer and mobile device and following these other best practices.

9 **Launch Immersive Reader**, to enable read aloud, parts of speech, picture dictionary and other tools to help your student improve their reading

Glaciers, lakes, or rivers.