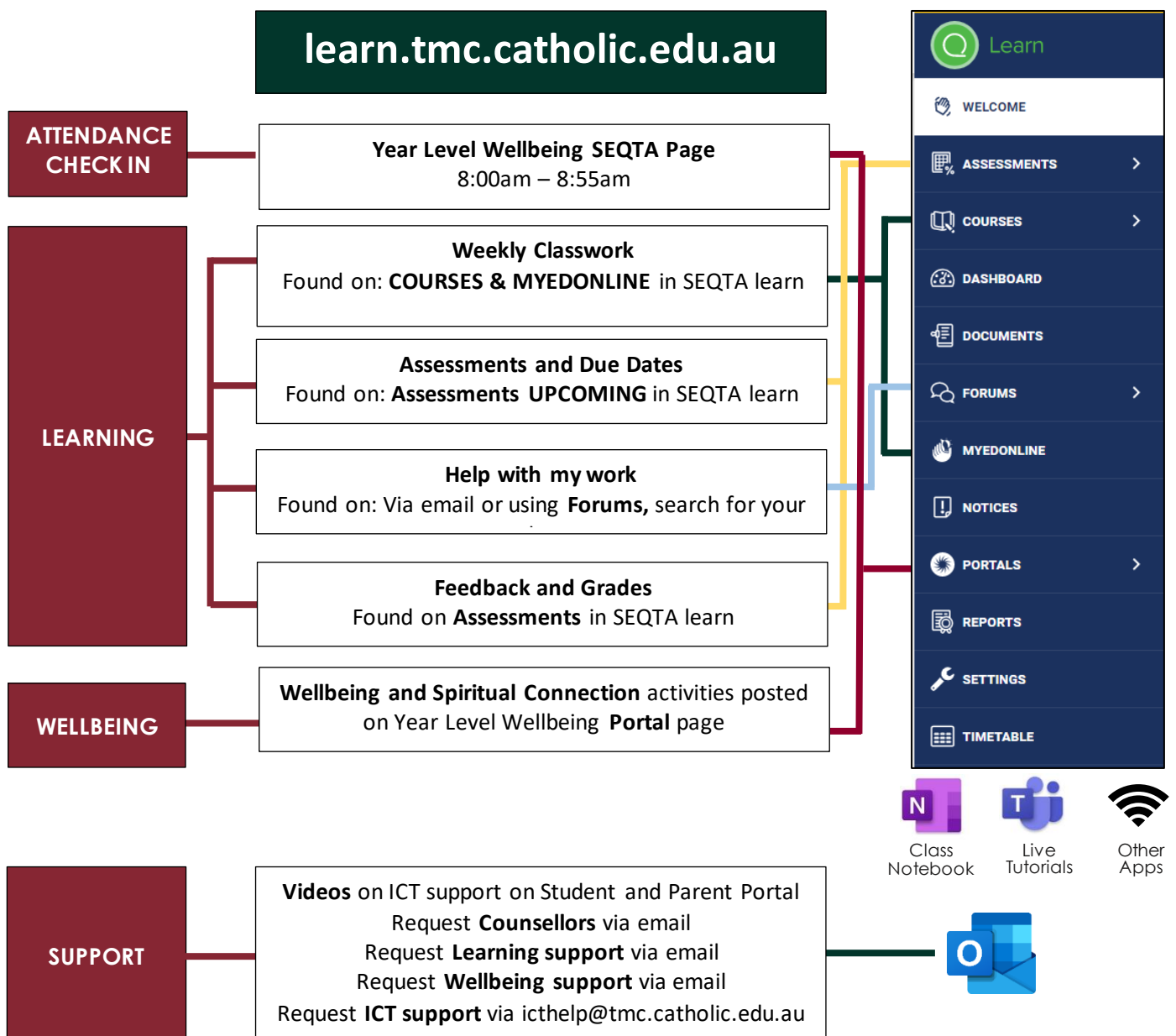




# Working from Home

## Where do I CONNECT?



From the commencement of Term 1, TMC will remain open. We will provide online learning from 2/2/22 through to 11/2/22 to support students in years 9, 10 and 11 while students in years 7, 8 and 12 will engage in Face-to-Face learning. It is expected that Face-to-Face learning will resume for all students 7-12 from Monday 14/2/22. The Connected Learning Model is designed so there is equity and continuity in learning and assessment for students.

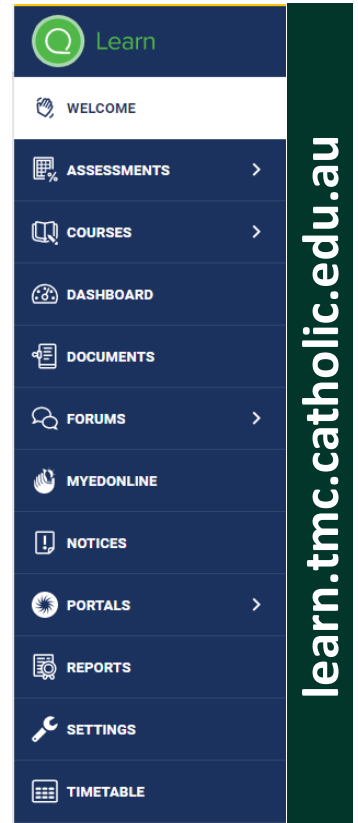
Teachers will monitor your engagement with learning on SEQTA Learn. To show you are working, ensure you complete tasks, mark them complete, submit your work on time and ask questions on the forum. Teachers will make contact with students and parents if we observe you are disconnected from your learning.

# Managing my Connected Learning


Connected Learners are **DRIVEN, DISCIPLINED** and **CURIOUS** to learn. They are **FLEXIBLE THINKERS** and adapt to new ways of working. They **CONNECT** online with their learning, teachers and peers. They **COLLABORATE** with others with **RESPECT** and act in the online space with **INTEGRITY**.

They have the Wisdom to Seek learning in a new way, the Courage to Thrive in a different and changing world and the Power to Change by prioritising their growth as a learner and person and continuing to Strive for Excellence.

- ❑ Check in between 8:00am and 8:55am each day (**past 8:55am, please email [wvilla@tmc.catholic.edu.au](mailto:wvilla@tmc.catholic.edu.au)**)
- ❑ Use your **TIMETABLE** as a guide to organise your day
- ❑ Check in to your **COURSES** subject page and **FORUM** class page and during your timetabled lesson times to see announcements from your teacher and access support
- ❑ Students are provided with a weeks' worth of work to manage at your own pace in the subject **COURSES** section
- ❑ Check **UPCOMING ASSESSMENTS** for assessments and stick to due dates
- ❑ Check **ASSESSMENTS** for teacher feedback and grades
- ❑ Teachers monitor your **FORUM** page during timetabled lessons and will provide support
- ❑ Take regular breaks, move and get fresh air



**WELLBEING AM CHECK IN:**  
**Year Level Wellbeing Portal Page 8.40 – 8.55 (Mon-Fri)**  
**ESTABLISH A DAILY ROUTINE TO SUPPORT YOUR LEARNING**



**IDENTIFY A COMFORTABLE, QUIET SHARED SPACE SO YOU CAN WORK EFFECTIVELY AND SUCCESSFULLY**

**CHECK ONLINE COMMUNICATION REGULARLY EACH COURSE PAGE, ASSESSMENTS & EMAIL**



**Step 1**  
Log onto  
[learn.tmc.catholic.edu.au](http://learn.tmc.catholic.edu.au)

**Step 2**  
Click on **PORTALS** and then your **Wellbeing**


**Step 3** 8:00 - 8:55am  
Click on the **AM Wellbeing Check In** and complete the

**Step 4** 3:15 - 4:00pm  
Click on the **PM Wellbeing Check In**



**COMPLETE ASSESSMENTS WITH INTEGRITY**  
**SUBMIT ALL ASSESSMENTS BY THE DUE DATE**

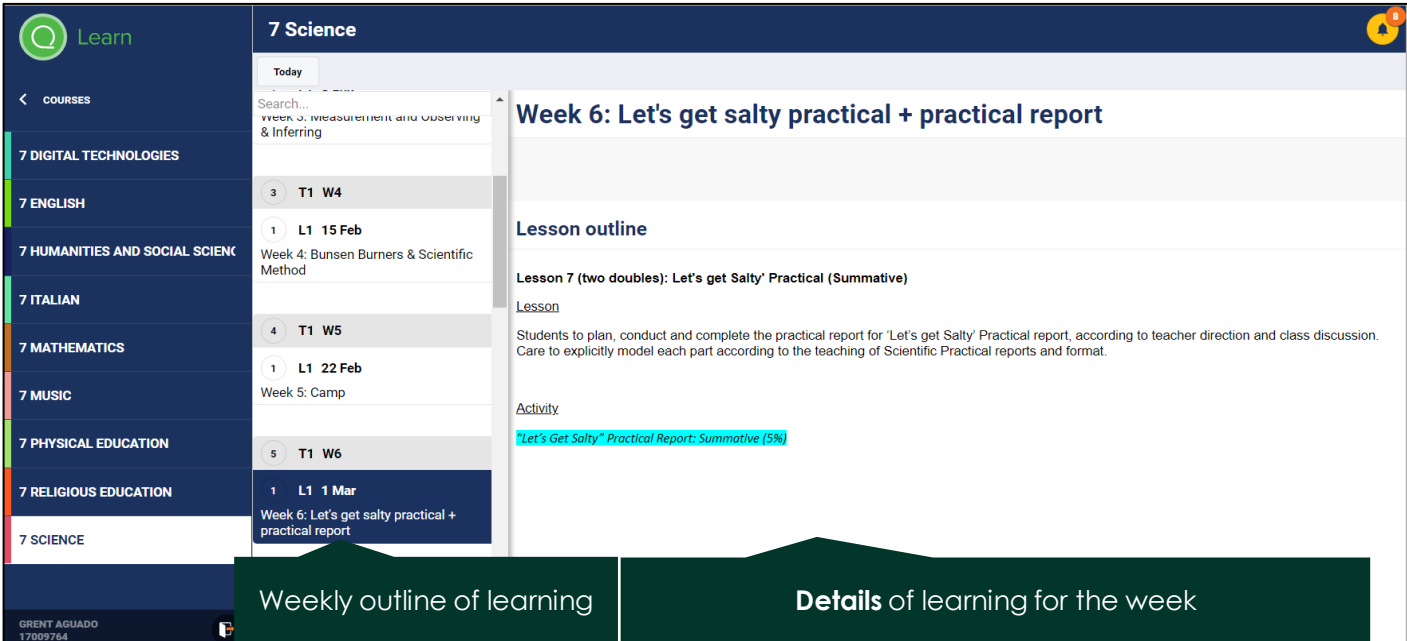
**CONNECT WITH YOUR TEACHERS REGULARLY –**  
**CLASS FORUM, TEAMS MESSAGES, CHAT**  
**REMEMBER: YOUR TEACHERS ARE ONLINE DURING**  
**NORMAL TIMETABLED CLASS TIME**





**USE OUR VALUES TO HELP YOU MAKE**  
**DECISIONS AND CHOICES**

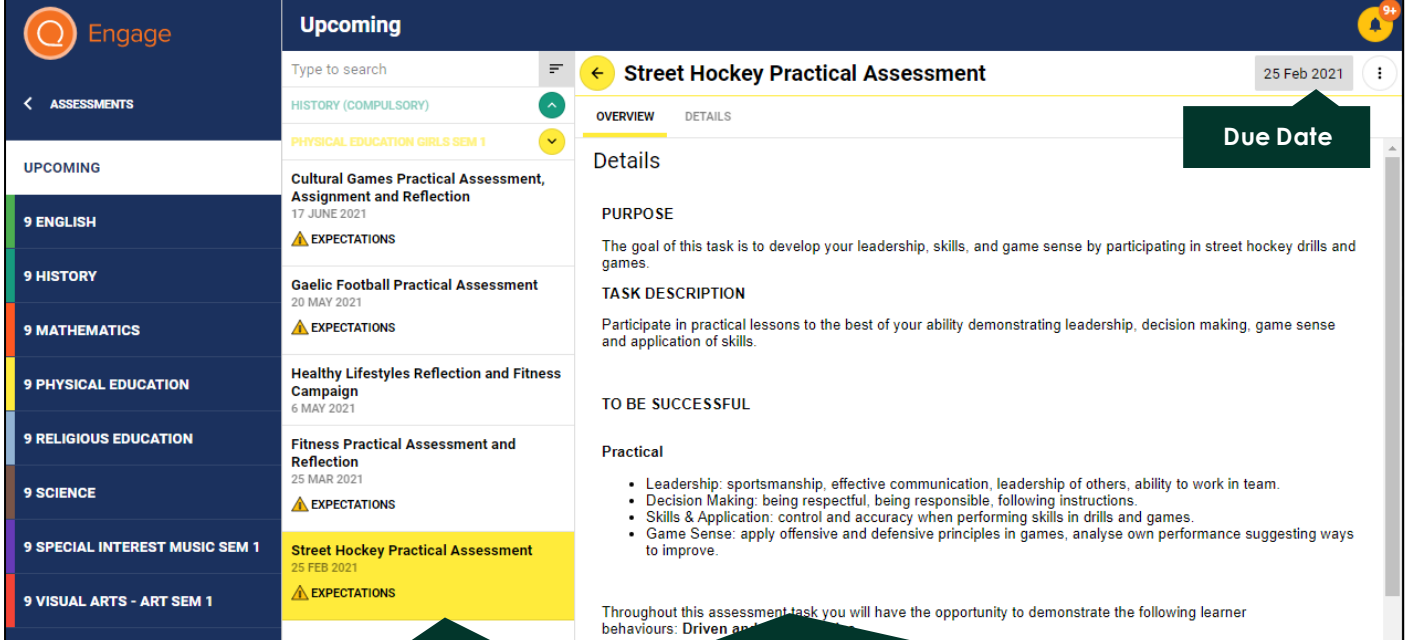
**Weekly Classwork:** Found on: **COURSES & MYEDONLINE** in SEQTA learn



Weekly outline of learning

Details of learning for the week

**Assessments and Due Dates:** Found on: **Assessments UPCOMING** in SEQTA learn



Summary of **Upcoming** Assessments

Details of selected Assessment



**TAKE BREAKS, PLAY, BE ACTIVE**

**SPEAK WITH ADULTS AT HOME OR YOUR  
TEACHERS IF YOU NEED SUPPORT OR HELP**  
EMAIL TO MAKE A TIME TO CONNECT WITH COUNSELLORS,  
LEARNING SUPPORT OR YOUR WB MENTOR



**CHECK OUT ON YOUR WELLBEING CLASS**  
**PAGE FROM 3:15 – 4:00pm**



# Connected Learning Expectations and Etiquette

## Thomas More College's Core Values in Connected Learning

### The Wisdom to Seek

Have the wisdom to pursue YOUR learning, if you're at school or if you're at home.

Prioritise attendance, punctuality and communication in **CONNECTING** online with your teachers during scheduled lessons.

Be **CURIOS!** The Connected Learning Model is more self-directed. Ask questions, research, look for different opinions and ideas. Watch everything your teachers provide for you. Click on all the links. See what is out there! There is an opportunity to show your learning in new and creative ways, what can you do?

**FLEXIBLE THINKERS** are adaptable. The Connected Learning Model asks us to adapt to new ways of working and learning. Think about school **DIFFERENTLY!** Take the step to try something new. Be a problems solver, try things, reflect on what worked and what didn't, try to think of other ways to approach it.

### The Courage to Thrive

Students who have the Courage to Thrive are **DRIVEN**. They make the decision to STRIVE FOR **PERSONAL EXCELLENCE**. The connected learning model means you have more independence and control over the pace of your learning. Make the choice to be courageous, set personal goals and strive to improve.

Thomas More College students **CONNECT** through being present to others and themselves. This can be in person or online. We connect as **COLLABORATORS** in a new way online. Good collaborators can share their ideas effectively and be respectful of the ideas of others. They **THRIVE** when the ideas of everyone in the group helps to create a better outcome!

Thomas More College students act with **INTEGRITY**. Have **INTEGRITY** in choosing to stay focused on your learning. Have **INTEGRITY** in the way you interact online. Be **RESPECTFUL**, protect your privacy and remember it is a platform for learning!

### The Power to Change

Students with the Power to Change are **DISCIPLINED**. They **PERSIST** with learning and the challenges they confront daily. They are resilient problem solvers who take responsibility for themselves.

Make the choice to prioritise your learning. Set up an effective learning space. Get up in the morning in time to check in. Have a good night's sleep. Take responsibility to be present during scheduled lessons, be online when your teachers are.

Be **DISCIPLINED** and **PERSISTENT** in keeping up with your work. Meet all of your check points and deadlines.

# Communication

It is important that you have good communication with your teachers and classmates in the remote learning environment.

The more you ask and answer questions the more successful you are going to be in this environment. If you are having trouble, speak to your teacher or other students in class for help. Just think, there might be three different people in class who have the same question.

Text can often lead to miss understandings so emojis can help to convey a message.



Because it's school and we care about you, your school has the right to review, access and release messages and other content that students create, receive and send using TMC online services. Message logs and Internet access data are kept and may be reviewed.

# Digital Citizenship

Just as you strive to be a good citizen in your physical community, so too should you strive to be a good digital citizen in the online community. As you interact with others as part of your course, aim to:



# For Further Information

For more information on digital citizenship, go to <https://www.esafety.gov.au/education-resources/classroom-resources/digital-citizenship>

# Privacy and Confidentiality

It is important for us to maintain your privacy and confidentiality online just as we do face-to-face. If you are accessing a teacher, counsellor or learning support via video call, you must ensure that your laptop is not set up in your bedroom and you are dressed appropriately.

We expect you not to record or screenshot any of your online sessions. All online tutorials or lessons conducted via TEAMS are recorded by the teacher and stored on our IT systems. It is expected that all students take steps to maintain your privacy and security as you would with any other online platform.

Remember you are CONNECTING for learning – not for social chat. Keep all of your comments on social streams and chat focussed on learning.

Any breaches of our ICT user or Bullying policies will be followed up by relevant Year Level Leaders.

# Who do I CONNECT with?

About a subject	⇒	The Subject Teacher
About a wellbeing or social issue	⇒	The Wellbeing Mentor
About matters concerning student welfare and/or learning	⇒	Assistant Principal - Student Wellbeing
About personal difficulties	⇒	The College Counsellors
About students in alternative pathways, VET or Learning enrichment	⇒	Director of Pathways VET Coordinator Inclusive Education Leader of Learning Vanier Program Leader of Learning
About whole College matters or escalation of the above	⇒	Assistant Principals, Deputy Principal or the Principal
ICT Support	⇒	ICT Support Help Desk icthelp@tmc.catholic.edu.au

## Students

I need help with my work – **class Forum** on Seqta Learn.

I would like help from a counsellor – Send either Miss Cimmino ([gcimmino@tmc.catholic.edu.au](mailto:gcimmino@tmc.catholic.edu.au)), Miss Pye ([apye@tmc.catholic.edu.au](mailto:apye@tmc.catholic.edu.au)) or Ms Belperio ([nbelperio@tmc.catholic.edu.au](mailto:nbelperio@tmc.catholic.edu.au)) an **email**.

I would like some support with my learning in general – **Email** Director of Pathways, Ms Forster ([bforster@tmc.catholic.edu.au](mailto:bforster@tmc.catholic.edu.au)) or Inclusive Education Leader, Ms Hall ([khall@tmc.catholic.edu.au](mailto:khall@tmc.catholic.edu.au))

I would like some support in connecting or managing my day – **Email** your Wellbeing Mentor .

I have questions about the online learning platforms – Access the tutorials on the **Student Portal** .

If further support with learning platforms is required - **Email** [icthelp@tmc.catholic.edu.au](mailto:icthelp@tmc.catholic.edu.au).

**If I am in years 9, 10 or 11 can I come to school to meet with my teachers or see my friends who are still at school?**

Unfortunately, no. The Connected Learning Model is designed so there is equity and continuity in learning and assessment for students while working from home. School is only open for those students in years 7, 8 and 12 or for whom parents are essential workers and where it is not possible for those students to remain at home. Students in years 9, 10 and 11 who have an unavoidable need to attend the college will be supervised while engaging in the same online learning as the rest of their cohort.

## Parents

I have a question about my child's work, grades or progress – **Email** the subject teacher.

I have questions about the online learning platforms – Access the tutorials on the **Parent Portal**.

If further support with learning platforms is required - **Email** [icthelp@tmc.catholic.edu.au](mailto:icthelp@tmc.catholic.edu.au).

I have questions about the Connected Learning Model or the School's COVID response or I missed an email from the Principal -go to our College Website <https://www.tmc.catholic.edu.au/covid-19-updates.html>

# Contacting the TMC ICT Department

You can still contact ICT by emailing us at [icthelp@tmc.catholic.edu.au](mailto:icthelp@tmc.catholic.edu.au)

A few things you can try if you're having trouble with your device at home:

- Have you recently restarted your laptop? A lot of issues can be resolved by simply restarting. Shutting your device down at the end of each night is also a good practice to get into. Simply closing the lid only puts the laptop into a deep sleep
- If you have any hardware related issues (you've cracked your screen for instance), please email us so we can organise a time with you to come in so we can give you a temporary loan whilst we get your laptop repaired
- We can offer remote assistance via Teams.





# Connected Learning Model Etiquette and Student Expectations



## CHECK EMAIL & LMS

Check your Email, LMS and calendar at the start of each lesson to ensure you have the most up to date information



## ASK QUESTIONS

Ask questions and engage with your teacher via email and chat to check your understanding and help others



## COMPLETE TASKS

Complete all the **Due Work** and **Tasks** that are set for you and keep to due dates. Submit your work on the LMS or OneNote as directed by your teacher



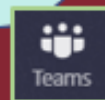
## WATCH CLASS VIDEOS

Watch class videos to learn about the topic or task. Re-watch the recorded video if you missed something



## TURN OFF MIC AND CAMERA -TEAMS

Turn mic and video off until your teacher asks you to turn them on when using Teams. Dress appropriately, set video background to blur and join your online session at the appropriate time. Be part of the learning – use chat.



## REST UP

Keep devices out of bedrooms at night and plan to get enough sleep



## BALANCE

Find a balance by engaging in a variety of activities while at home



## RESPECT OTHERS

Respect others in your online environment by engaging appropriately



## QUIET LEARNING SPACE

Find a quiet learning space where you can sit up and listen without distraction



## MISS A LESSON?

Notify your teacher if you are going to miss a lesson or need help



## TECHNICAL ASSISTANCE

Notify your teacher and email [icthelp@tmc.catholic.edu.au](mailto:icthelp@tmc.catholic.edu.au)



Dear Students

As a part of the **TMC Connected Learning Model**, we want you to know that the Learning Enrichment Team and our support ESOs are still here to help you with your learning from home.

At the start of 2022 students in years 9, 10 and 11 will be learning from home.

If you need help with your schoolwork during this time, here are some things you could do:

1. **Go to your class Forum page and read the latest posts and post your questions. Your teacher and classmates will see this and can respond to your question**
2. **Email your subject teacher directly if you require some help from them**
3. **Email our ESO staff using this email address: [LEsupport@tmc.catholic.edu.au](mailto:LEsupport@tmc.catholic.edu.au)**

This email will go to Ms Hall and the support ESOs. Once we receive your email, we will respond with some different ways we can help you. We may be able to answer your questions via email, or we can set up a conversation on Microsoft Teams.

**Remember we are still here to help you!**

Yours sincerely

Ms Hall  
**Inclusive Education Leader**