



Be Ready to Learn at Home

Student Guidelines for working @ Home

Instructions:

- Please use this handout to assist you in planning for a possible school closure, whereby BBSC will deliver learning and teaching online, via **One Note and App4students** - Digital Diary and **ReadCloud** to access your textbooks.
- All BBSC teachers will utilise **One Note, App4teachers** - Digital Diary and **school email**.
- If you are currently unable to access OneNote, App4students – Digital Diary, ReadCoud textbooks or your MIS email account, contact the IT support at school for assistance via the following email address: ReadCloud@brisbanebaysidesc.eq.edu.au



Cyber safety

When accessing on line learning at home here are some top tips:

1. **Never** disclose your user ID or password.
2. **Never** share your system access with another person.
3. **Do not** respond to emails requesting your personal information, any user ID or password, and **never** respond to emails requesting your banking or financial details.
4. **Report all inappropriate online behaviour** or unauthorised access to your parents/carer immediately.

Focus your mind

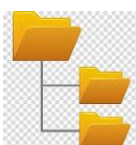
- **Be ready:** Wake up with sufficient time to have breakfast before beginning the school day.
- **Say good morning to your family!**
- **Daily at 8:30am:** Check your Digital Diary and school email account for emails.
- **Read emails daily** and reply where required.



- **Write a daily or weekly "To Do" list:** Tick off activities as completed.

Be Productive

- **Manage your time effectively:** School days are for learning. **TIP:** *Follow your school timetable if you require assistance with the organisation of learning.*
- **Create & label folders for each subject:** Label all work appropriately e.g. *activity names and dates.*
- **Save all completed work.** OneNote will save your work. However, ensure you **keep a backup copy**
- **Date all work placed** in OneNote. *This is for your benefit so teachers can see all completed student work.*
- **Questions?** Spend time revising any items you don't understand, write and send clear questions to your teachers.
- **Clean up your email account:** Delete all unnecessary emails.



Your Space

- Your **learning space** should be tidy, comfortable and as quiet as possible.
- **Be respectful** of shared spaces.
- **Avoid becoming distracted** (playing games!), set up your learning space where adults can monitor your learning.



- 1 **Elbows**
Above the desk, at 90-110 degrees
- 2 **Shoulders**
Relaxed as opposed to hunched
- 3 **Wrists**
In line with forearms
- 4 **Hips, Knees, Ankles**
At 90 degrees whilst seated
- 5 **Feet**
Flat on the ground or footrest
For prolonged standing, consider a mat
- 6 **Head**
Upright with ears aligned with shoulders

- 7 **Eyes**
Looking at the top third of the screen.
Consider the use of a laptop raiser with your laptop
- 8 **Seat length**
Should be long enough to provide support beneath thighs
- 9 **Backrest**
Angled at 90-110 degrees with adequate lumbar support in line with lower back
- 10 **Keyboard and Mouse**
G and H of keyboard aligned with your nose. Mouse gripped loosely
- 11 **Laptop**
Used with a riser, external keyboard and external mouse

- **Check computer furniture set-up:** As recommended in the image.
- **Observe safe posture practice,** whilst seated at your computer.
- **Be family aware:** Try to ensure when on Skype no other family member will accidentally walk into the frame.
- **Organise necessary equipment:** Laptop and/or notebooks and access to textbooks.
- **Use noise cancelling headphones** if possible.
- **Check One Note,** school email account and Digital Diary are set-up.
- **Remove all non-learning** distractions.

Etiquette

- **Be polite, appropriate and civil** in your language online, as you would in person.
- If applicable **turn off your microphone until required** when in video call/meetings.
- **Turn your phone off** or to silent to avoid distraction.

Your Clothing

- **Dress in neat, casual clothes** – Try to avoid wearing your pyjamas.
- **Dress appropriately** when participating in a live meeting such as Skype.

Be Healthy



- **Drink** at least 2 litres of water per day.
- **Take breaks** every 45-60 minutes.
- Have recess and lunch, eating healthy food.