

# INFORMATION FOR FAMILIES

LEARNING @ HOME – PRIMARY BURNIE CAMPUS



Mrs Liz Scheu

# LCS PRIMARY - LEARNING @ HOME

*Usage Guide for Families – Initial Letter*



## LEARNING @ HOME

The Leighland Christian School Primary team have planned and prepared our Learner Programs to be delivered to students and families at home. We want to support you and your children in this very difficult and uncertain situation that our community is currently navigating. As we do this, our highest priority is that we utilise every means possible to remain connected with each other as well as God.

Maintaining a strong, Christ-centered connection, will enable us to provide all the support we can for our students, our families, and our staff. Partnering together to achieve this will minimise the potential effect this situation will have on your child's growth and development academically, socially, emotionally and spiritually.

The learning program that is delivered to families at home will be available for your child to engage with in a variety of ways to cater for families with different resources available to them. The following guidelines and instructions will help you establish the best means of receiving and utilising the Learning Programs, as well as how to use your choice of the different Learning Program formats.

## COMMUNICATION AND DELIVERY

Teachers will be available to help support students and families as we deliver the learning programs to family homes. As per usual arrangements, teachers can be contacted through their school email account and by phoning the school. To deliver the learning programs we will be using the Microsoft Teams application, alongside the use of a hardcopy of each Learning Program.

### MICROSOFT TEAMS:

This will be the main platform for communication and delivery of learning programs. You have received instructions to access this platform, which are accompanied by the instructions needed to use this application for the Learning Programs. Refer to the Teams Guide for usage and access instructions.

### HARDCOPY RESOURCES - DESIGNATED PICK-UP AND DROP-OFF PROCESS

Resources required as a hardcopy will need to be collected from the school; if Families are unable to access them through Microsoft Teams. If your circumstances prevent you from being able to collect them from school, contact the main office so we can arrange an alternative means.

## RESOURCES TYPES

These two means of delivery will enable us to provide your child's learning program to you, regardless of the resources you have and your ability to travel to school. Resources will be made available in the following mediums:

RESOURCE TYPE	NON-DIGITAL ACCESS	DIGITAL ACCESS
<b>Weekly and Daily Program Instructions</b>	Printed for Collection ( <i>see Collection/Drop-off Schedule</i> )	Updated in the classes One Note section
<b>Printable Worksheets &amp; Templates</b>	Printed for Collection ( <i>see Collection/Drop-off Schedule</i> )	Printable from Teams, or completed on a digital form with touch screen device
<b>Group Discussions</b>	Required ICT resources supplied*, or a copy of the discussion printed for reading review	Chat and Group Discussion facilities on Microsoft Teams
<b>Teacher/Home Online discussion</b>	Phone Call or Letter	Video Meeting, Email or the Teams Chat facility
<b>Task Instructions and Guidance</b>	Phone Call, Letter or Printed for Collection ( <i>see Collection/Drop-off Schedule</i> )	Uploaded document for printing or viewing on device, or video uploaded by teachers
<b>Online forms and assessments</b>	Printed for Collection and Return ( <i>see Collection/Drop-off Schedule</i> )	Uploaded in the classes One Note section with links where needed, or using the Forms facility in the Teams application
<b>Support Resources</b>	Printed for Collection ( <i>see Collection/Drop-off Schedule</i> ) or, Required ICT resources supplied*	Links and instructions uploaded to the classes OneNote

\*As per arrangements organized with the school based on needs established in the technologies

# PROTOCOLS FOR LEARNING @ HOME

*Expectations parents and students*



## STUDENTS

- Dress code needs to adhere to the expectations of a school based casual clothes day;
- Computer use is to be in the common areas of the house and not in private spaces;
- Where possible, blurred backgrounds are to be used to protect the privacy of those involved;
- Classroom behaviour expectations apply;
- No student comments or conversations are to take place unless in response to the teacher's questions, direction or task;
- Maintain respect for your teachers at all times in the delivery of online content;
- Any breaches of these measures put in place will incur a parent phone call.

## PARENTS

- Teachers will only respond to parents between 8.30am and 4.30pm week days;
- Parents may email at any time but will not receive a response outside of these hours;
- Parent contact with the School should remain via phone call or email;
- No parent comments or conversations are to take place unless in response to the teacher's questions, direction or task.

### **Please Note:**

As the COVID-19 situation continues to unfold, the School will continue to refine this list of protocols for Learning @ Home.

# LCS PRIMARY LEARNING @ HOME

Guide for Families



## ESTABLISHING PREFERRED COMMUNICATION

Each family will be able to choose their preferred means of receiving resources, teacher instructions and guidance, connecting with peers and other school community members, and the way in which they will return completed work for assessment and sharing.

You have received a letter from the school in the same means you normally would receive any school communications, you need to respond to. Once your responses have been returned to the school, you will receive instructions and guidelines explaining how to use your choice Learning Program delivery and communication with your children at home.

## MICROSOFT TEAMS - INSTRUCTIONS AND USAGE GUIDELINES

If you are able to utilise this platform you will receive your child's email login information with the following instructional steps:

### EMAIL LETTER EXAMPLE



Leighland Christian School  
Computer Credential Sheet 2020  
Students

**CONFIDENTIAL**

Name:	Billy Student
Network User Name:	billy.student
Network Password:	Bob33595
Email Address:	billy.student@leighland.tas.edu.au
Email Password:	Bob33595
Year:	Year 5

Do not lose this document before logging on. If someone else reads your password they can impersonate you on the computer network. It is your responsibility to keep your credentials secure.

**IMPORTANT:** You have two accounts, these being computer network and e-mail. This means that when you change your password for the computer network, your email password will not change automatically (and vice-versa). It is recommended that you change both passwords.

**Choosing a password**

When choosing a password, there are a few requirements. The password must:

- Be 8 to 16 characters long
- Must not contain your first or last name
- Have at least 3 of the 4 following characters:
  - Lowercase
  - Uppercase
  - Number
  - Symbol

**How to change your network password**

Login with the credentials above (network user name, network password). To change your password, press 'Ctrl', 'Alt', and 'Delete' together on your keyboard. Then select 'Change a password'

**How to access e-mail**

E-mails can be accessed from anywhere with Internet access by browsing to <https://outlook.office365.com>. To login, you need to input your email address and the email password as above. To change your email password, click the cog in the top right corner of the screen and click 'Office 365 settings'. You can then click on 'password'. It is recommended to make both passwords the same.

### LOGIN CREDENTIALS EXAMPLES

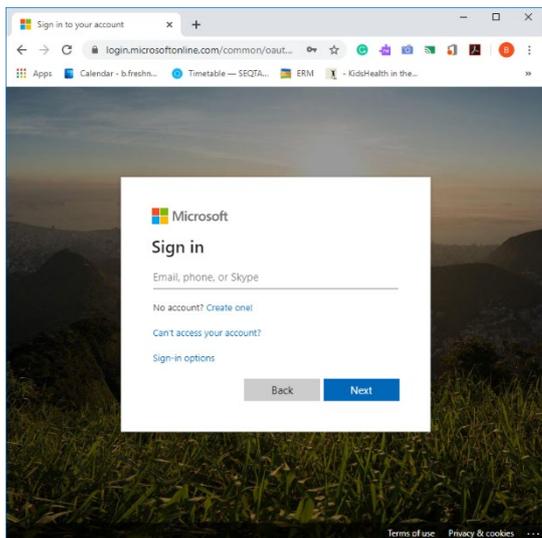
<b>Name:</b>	Billy Student
<b>Network User Name:</b>	billy.student
<b>Network Password:</b>	Bob33595
<b>Email Address:</b>	billy.student@leighland.tas.edu.au
<b>Email Password:</b>	Bob33595
<b>Year:</b>	Year 5

The email information sheet will also direct you to the following web address for login:

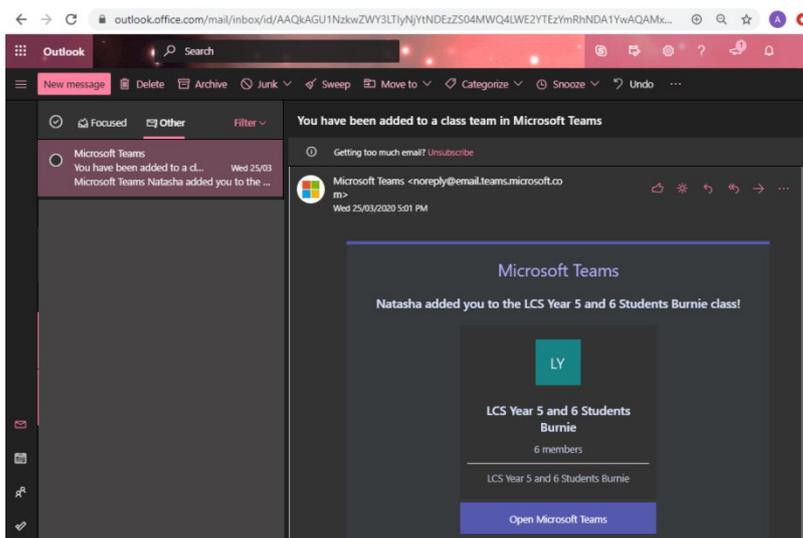
- <https://outlook.office365.com>

The web address will take you to the following site for login, and in your inbox, there will be an email inviting your child into their year level Team that they will be a part:

LOGIN PAGE:



EMAIL SENT WITH TEAM LINK:



TEAM PAGE:

*Cover Page and Discussions for all Team Members*      *Files linked to the Learning Program*      *Class One Note - Weekly Learning Plans*

