

Guidelines for Students - Remote Learning

The following guidelines provide safe practices and expectations for our students and staff in relation to our phase of Remote Learning.

1. School Approved Online Learning Platforms

- A. Online@Hillbrook and its associated applications (Online@Hillbrook will be the starting point for all teaching and learning)
- B. Google suite
- C. Stile
- D. School email
- E. Teacher conferencing via Zoom

2. Guidelines for Students and Families

- Rights and Responsibilities and our Acceptable Use of Digital Technologies policies will continue to apply as per normal.
- Students are required to interact with staff via the school issued laptop.
- Teachers only to initiate conferencing meetings via Zoom. Students can obtain permission from their teacher to begin a Zoom meeting. Zoom is available from 8:00 a.m. to 6:00 p.m. on weekdays.
- Students communicate with staff via their school email only.
- Students are to attend video-conference sessions dressed in suitable attire (e.g. what would be considered appropriate on casual dress days).
- Staff will not continue video conferences with students who are not dressed appropriately, as a matter of student protection. This is also essential in maintaining an appropriate sense of occasion and reminding students that they are in a learning environment.
- Students should identify a safe, comfortable and quiet space in their home where they can work effectively.
- Students are reminded that all sessions may be recorded by their teacher. Students are not to share any screen captures with other students.
- In instances where there may be other people present in the area, the use of headphones is recommended.

- It is important for students to maintain a regular routine. This mode of learning does not equate to a holiday and all students are expected to continue working as though they are present at school. Where possible, students should be encouraged to work in a designated work area which is quiet and free from distractions.
- Parents and students can expect work to be available and feedback be given to students.
- It is important to note that the School will continue to act on advice and directives received from the relevant authorities. We will let you know of any changes.