Toolooa State High School Remote Learning Plan - 2022

Toolooa State High School recognises that we are living in an ever-changing world, and that it is important for students to have access to technology to supplement their learning, both at school and at home. As we are a BYOD (Bring Your Own Device) school, many students already have access to an iPad or laptop, and have worked to develop the necessary IT skills to operate these devices effectively.

If students are absent from school, or – in rare circumstances – when the school is closed, students will access remote learning. In order to do so, students need to access the following:

- **EQ Email (webmail)**
Every EQ student has an email address. It is their MIS username @eq.edu.au (eg. jsmit123@eq.edu.au) and can be accessed via Outlook (link on our TSHS website). This is the predominant platform for communication between students and teachers. Teachers will not reply to emails received from students' personal (non-EQ) email accounts.

- **Office 365** (Outlook, OneDrive, OneNote, Word, PowerPoint, Excel)
Every EQ student has a subscription to access Office 365 via Outlook (link on our TSHS website). They can be accessed online, and students may also download the apps/programs for free.

- **Class Notebooks via OneNote**
Teachers will send students a link to Class Notebooks via OneNote. To access these notebooks, students simply click on the link from the teacher. Students will have access to a Content Library, which will have information, texts, worksheets, tasks, etc. Some Class Notebooks will have a Collaboration section, in which students and teachers can interact, ask questions and provide feedback.

- **Microsoft Teams**
Most senior classes have a Team set up, in which students and teachers can communicate and share information. Teams is accessible via the Office 365 package (like OneNote, Word, etc), and students use their MIS username and password to log in.

- **Electronic Textbooks**
Many of our textbooks have online versions, or downloadable PDF textbooks. Students should look in the front cover of their textbook for instructions on how to access an electronic copy of the text.
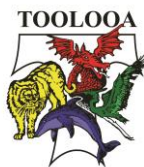
- **ClickView**
ClickView is an electronic library of educational videos. All Toolooa SHS students have free access to ClickView. Students can log in using their normal MIS username and password.

- **ePlatform by Wheelers**
All Toolooa SHS have free access to an online library of novels via the ePlatform by Wheelers. Students can access this website via a link on our website, and log in using their normal MIS username and password. Books are 'borrowed' on a fortnightly basis and are read online, without the need to download an app.

- **Blackboard (eLearn)**
Blackboard is an Education Queensland electronic learning platform, which will be used as a supplementary tool for learning and assessment at times by TSHS. Students access Blackboard via elearn@eq.edu.au and login using their normal MIS username and password.

All of these resources are available from home on any Internet-enabled device (eg. mobile device, tablet, laptop, desktop).

Students needing to access learning remotely will generally still be expected to complete and submit all assignments. Students will be expected to submit assignments to teachers via email (unless otherwise advised) on the scheduled due date. Students should consider appropriate email etiquette and ensure they address the teacher respectfully in electronic communication.

When accessing remote learning, students will undoubtedly have questions, and will require feedback from their teachers. Communication will be of paramount importance, and students will need to take responsibility for emailing teachers, or using the aforementioned platforms, to ask questions. Teachers will endeavour to reply to questions and feedback requests in a timely manner, but students should be aware that replies will not be instant.

Toolooa SHS has a wide range of staff employed to support students. To save phone/email traffic through the office, please use the following guide to direct your enquiries:

Topic/Issue	Staff Member	Contact Details
Questions in relation to class tasks, assessment, etc.	1. Class teacher 2. Head of Department	Email addresses listed on TSHS website
Pastoral Care	Year Level Coordinators: Year 7: Mrs Small Year 8: Mr Dearaugo Year 9: Mrs Patzwald Year 10: Mrs McDonald Year 11: Ms Milne Year 12: Mrs Read	lsmal23@eq.edu.au tdear12@eq.edu.au apatz4@eq.edu.au pmcdo62@eq.edu.au gmiln11@eq.edu.au nread5@eq.edu.au
Significant Social / Emotional Wellbeing Support	Guidance Officers: Year 7: Simon Mayne Year 8 & 10: Jenny Morris Year 9: Karyn Baxter Year 11 – 12: Sike Hetherington	shmay0@eq.edu.au jmorri139@eq.edu.au kbaxt23@eq.edu.au sheth12@eq.edu.au
Technical Support	IT Technician: Damien Levett	dleve6@eq.edu.au
Health Support	School-Based Youth Health Nurse: Kerry O'Connell	kocon144@eq.edu.au
Support for Students with Diverse Learning Needs	Head of Special Education Services: David Roby	droby0@eq.edu.au
Other Important Issues	Deputy Principals: Year 7: Jess Batey Year 8 & 10: Danielle Willard Year 9: Kate Mostert Year 11-12: Mark Thomas	jbate112@eq.edu.au dwill321@eq.edu.au ktown mthom286@eq.edu.au

Parents of students who do not have access to an Internet-enabled device will need to communicate with the school (call 49 714 333) to make alternative arrangements.

Respect ♦ Achievement ♦ Responsibility