SISEKELO
School of Choice

GOOGLE CLASSROOM

| WhatsApp |
| Zoom |
| Emails |

Introduction

1. It is happening! We are in Term 2 of 2020 with online teaching and learning. School will remain closed and there will be no face to face lessons for the foreseeable future. This means we all need to be ready to embrace our new reality.

2. E- Learning (EL) is different from home-schooling. This might not be of concern to the student, but it may be of interest to the parent / guardian.

What you will need

You need your own device with a webcam and microphone and access to the internet. It is estimated that you will need up to 10GB a month to be able to manage the workload. The Eswatini networks have introduced support packages for that resident in-country:

> MTN has announced a Study bundle: of 3GB for E35 for 30 days. To access it type *686# - select Social Bundles and then Study Bundles. The 3GB of the bundle will only be utilised when you are on the Google Classroom

> Eswatini Mobile: a Homework bundle with 100GB for E 500. Active only from Mon to Fri 2pm to 7pm and Saturday 11am to 5pm. To activate it dial *222# from your Eswatini Mobile simcard.

You will need to have a functional email address (preferably gmail address)

A place to work (a desk – NOT your bed), your timetable, earphones (if you have them) so you don't disturb others. On your computer, you will need to have a web browser (preferably Google Chrome). You need to have all of this in place before we start with lessons and work each day.

To deliver its curriculum for online teaching and learning, the school uses a number of platforms provided by a range of different providers. The most important platform is the **Google Classroom**.

WhatsApp can be used mainly for communication, Zoom class discussion and Pre – recorded lessons.

Delivery of Lessons

You will have started to receive email invitations/ Class Codes to join Google Classrooms from all your teachers. Make sure you accept those invitations from ALL your subject teachers– the school will know if you are missing from the class ☐).

Teachers are going to decide what kind of lessons will work best for their subject. They will tell you how lessons are going to be organised by posting in the **Google Classroom.** Even if you haven't had an email from your teacher – you MUST check your Google Classrooms for the subjects on your timetable for that day – so no bunking allowed ☐)

Lesson will possibly be delivered as follows.

Lesson type A: teachers will provide your online lessons for you to work on during scheduled timetable slots .Some of those lessons may be in real time so you will have to be at your computer. Lessons will be recorded during online delivery, to account for time zone differences so they can be shared with students in other time-zones (where applicable).

Lesson type B: teachers will record instructional content in advance and make it available to students, with accompanying work set for the scheduled lessons.

Lesson type C: work will be set in advance, with a commitment to be available via video / voice / text chat or via email to provide guidance, answer questions as well as marking / providing feedback on work.

There may also be combinations of these different types of lessons.

The **school timetable** will provide structure and a routine for you to ensure that there are clearly identified times, when instruction / guidance can be given. The timetable should be adhered to as closely as possible to support your organisation (and routine) and prevent any clashes.

Your ability to manage this will depend to a large extent on your own self-discipline, the support of your family and the school resources mentioned above

Communication is key! If students are confused, need more help, unsure of what to do – they MUST contact their teachers! If they feel they have too much or too little work – they MUST contact their teachers. Tutors can help if students feel they need more support doing this.

An appeal to parents: please encourage your child to be communicating with the teacher rather than you getting involved. The teacher and student and if necessary other school management are more directly involved and therefore more likely to be able to solve the problem quicker.

Attendance

In the event that circumstances arise, which means that you are unavailable at the scheduled time, this must be communicated to your teacher so that an opportunity for guidance / instruction can be provided at an alternative time.

If you are unwell, the regular illness reporting procedures should be followed! If you don't attend a class or you are not checking in as required or meeting with your tutor or communicating as expected, we will follow up with you and with your parents and guardians.

It is very important that you take this seriously and participate as required – we expect that you will be back at some point in the future and we will NOT then be spending time catching up work that you should have done.

Behaviour expectations: general

To assist all to adapt to and indeed enjoy this new experience, it is important to be guided by good practice. Students are expected to display responsible and appropriate behaviour at all times, including behaviour that takes place during the online learning environment.

Behaviour expectations: online teaching and learning

Most students are very familiar with social media and many different online platforms and programmes and interact easily within these. It is important to note that although many of the platforms you will use for school are familiar to you, you will now be interacting in a different way. You will find it less informal than your other online social online interactions. It is more formal, as it is school. Just as you don't go to school in beachwear, so we expect you to interact with online school in an appropriate manner. The following expectations are presented with this in mind.

All students are expected to:
- Be on time for lessons
- Participate in lessons from a quiet space
- Note that if a bedroom is the only available space to be used, you should be seated and prepared for work.

Dress appropriately during lessons, noting that nightwear and revealing clothing are not allowed

- ➢ Ensure that your on-screen background is appropriate and not distracting to others
- ➢ Use appropriate language during lessons
- ➢ Share only lesson specific material during classroom sessions
- ➢ Practice intellectual honesty and respect the intellectual property of others at all times.
- ➢ Note that the activities during lessons are considered to be the intellectual property of the teacher and the school and should not be recorded and / or redistributed without permission.

- ➢ Ensure that your online password is kept strictly private because giving an unauthorised person access to our classrooms and other people's private details, will be considered as a serious breach of the school code of conduct (this includes any members of your family, including your parents.)

- ➢ Report any safeguarding and abuse concerns to your Homeroom teacher.

What happens if I decide not to follow the code of behaviour?

The behaviour guidelines are part of our process for making sure everyone receives the support they need. Our approach to breaches of this code of behaviour is as follows:

- ➢ Minor or first-time incident: If you behave in a way that doesn't follow our behaviour code, staff will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from your tutor and teaching staff.

- ➢ Formal Disciplinary Action: If you do not follow the code of behaviour persistently after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the teacher or tutor running your activity. They will make a disciplinary report about what happened and inform your parents or carers if this is appropriate. In accordance with the school policy and procedures, the Deputy Principal will investigate and follow the appropriate disciplinary procedures.

ENJOY YOUR E- LEARNING EXPERIENCE!