



Parent Online Learning Handbook



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1. Toronto High School Online Learning

1.1 Toronto High School has now moved to an online learning model to ensure continuity of education for all our students.

1.2 The student’s timetable does not dictate when they should be completing the set work. Whereas some may wish to use their school timetable as a guide, students should manage their own learning times to suit their individual and family, circumstances and commitments.

1.3 Teachers will be ‘online’ in the Canvas platform during their *normal timetabled class period*. It is in these lesson times when the classroom teacher will be available for immediate communication. This means teachers will be online (in *Canvas*) and ready to respond to messages and questions asked in the class chat forum.

1.4 Teachers can be contacted at *other* times using the Canvas messaging system. Due to teacher commitments (other classes, meetings etc.), an immediate response may not be possible, however teachers will endeavour to respond by the student’s next timetabled lesson.

1.5 We are not expecting students to sit at their computers from 8.30 to 2.20 each day and work through each subject as per their timetable. We **do** however require students to complete any work set by the due date. A Canvas learning task submission is required from all students at least once a week in every subject. These weekly submissions are due by Monday 9am, providing students with the weekend to complete learning tasks and submit.

1.6 There is no expectation that the number of hours spent on learning are consecutive hours or that the time spent on particular subjects is fixed to existing timetabling regimes.

1.7 Regular breaks and physical activity are important during each day.

1.8 Any online face-to-face classes (video conferences) with **seniors** will be scheduled in timetabled lesson times.

1.9 As detailed in the *THS Student Online Learning Handbook*, students have access to both *Office 365* and *G Suite for Education* through the Student Portal.



2. Accessing Work through CANVAS, our online learning platform

2.1 Students access their work through CANVAS. Once logged in, each class should be visible on the student's *Dashboard*. From the Dashboard, students can *enter* the classes shown. Most subjects are set up in *modules*. The *THS Student Online Learning handbook* includes further information about Canvas, including how to access the platform. Links are also provided to some 'help' videos.

2.2 The Canvas Dashboard

Below is an example of a student's *Dashboard*.

From the dashboard students can do the following:



3. What to expect from the Teacher

3.1 In the learning materials provided on *Canvas*, teachers will:



- Provide high quality learning experiences for students
- Provide clear instructions for students
- Publish significant events (such as when online face-to-face sessions will occur)
- Provide clear timelines for when tasks should be completed and/or submitted. A Canvas learning task submission is required from all students at least once a week in every subject. These weekly submissions are due by Monday 9am, providing students with the weekend to complete learning tasks and submit.
- Provide regular quality feedback for all submitted work

3.2 Teachers will conduct a minimum of one lesson per week via **Zoom** with Year 11 and 12 classes. A link will be provided on Canvas through an *Announcement* for senior students to connect to these lessons. Year 7 – 10 classes may engage in some of their learning via Zoom and if this is to occur a link will be provided via an *Announcement* on Canvas.

3.3 Teachers will follow up on any student who is not participating or not applying themselves to their learning. If this occurs, parents will be contacted.

3.4 It is important to understand that while the mode of delivery of learning has changed, the completion of set learning tasks is compulsory and indicate that students are 'attending' school. A Canvas learning task submission is required from all students at least once a week in every subject. These weekly submissions are due by Monday 9am, providing students with the weekend to complete learning tasks and submit.

4. What is expected from students

4.1 Students are to partake in the learning experiences provided by their teachers.

4.2 Students should access their subjects in *CANVAS*. Other online platforms (ZOOM, Teams etc.) may be used depending on individual subject requirements.

4.3 Students should **submit all learning tasks by the published due dates**. A Canvas learning task submission is required from all students at least once a week in every subject. These weekly submissions are due by Monday 9am, providing students with the weekend to complete learning tasks and submit.

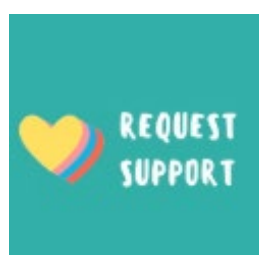
4.4 Students need to communicate with their teachers if they are having difficulty with either their learning, or in the meeting of deadlines.



5. Wellbeing

5.1 Student wellbeing is of paramount importance. Students can request **Wellbeing Support** through the *THS Wellbeing Canvas Course* available on each student's *Dashboard*. Students "Request Support" by completing an online form accessible from the *Wellbeing Course* Home page. A member of the Wellbeing Team will contact all students who submit a form.

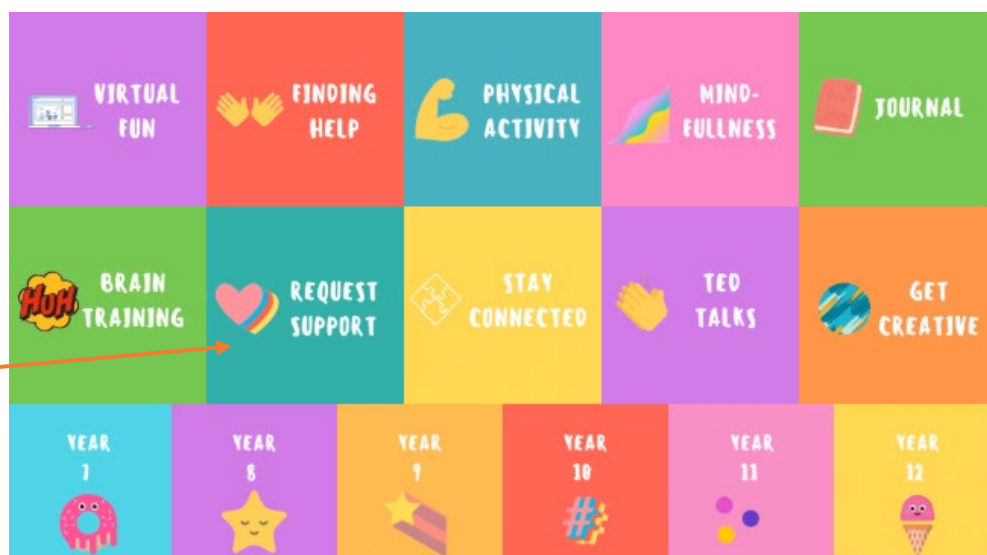
*Request Support icon on the Home Page of the
THS Wellbeing Canvas course*



5.2 The Wellbeing Canvas

Course also includes further activities and wellbeing ideas as shown.

Request Support



6. Communication

6.1 The school posts daily updates on the school webpage and Facebook account.

6.2 CANVAS is the primary source of class learning activities. Students should regularly check CANVAS.

6.3 Email communication can be used for families to contact the School or an individual teacher.

6.4 Toronto High School will remain open with minimal supervision to support those students who cannot be educated from home or whose parents or carers are essential workers. Students must not attend school if unwell, even with mild symptoms of Covid-19. Any person with any symptoms of Covid-19 must be sent home.

7. Online Learning Etiquette

7.1 The classroom has transformed in style and format, but not in expectations and personal conduct. While the nature of our communication has changed; the manner in which we interact must still be respectful and embrace learning.

Students are expected to:

- be courteous, polite and formal in tone
- not use any inappropriate or offensive language
- communicate in the same way as if sitting in the class room.

7.2 When using Video Conferencing with the classroom teacher students are expected to:

- use these mediums only during advertised class times
- use the mute button unless directed otherwise
- present yourself and your learning space appropriately (be conscious of your backdrop/background)
- communicate in the same way that you would in a classroom.



7.3 Respectful dress, appropriate learning spaces and courtesy are essential features of Online Learning.

8. Parent Responsibility

8.1 Students' safe, responsible and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff

8.2 Parents and carers recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services

8.3 Parents and carers support implementation of the school procedure, including its approach to resolving issues

8.4 Parents and carers take responsibility for their child's use of digital devices and online services at home. They ensure their children use digital devices and online services in safe, responsible and respectful ways, as described in the *School Procedures* and the *Behaviour Code for Students*.

8.5 Parents and carers communicate with school staff and the school community respectfully and collaboratively

8.6 The following resources can be accessed to support students in being responsible online users:

- [Cyber safe families](#) – an overview of cyber safety
- [Technology and wellbeing](#) – useful tips and tools
- [Digital citizenship](#) – a collection of articles and resources to maximise students' use of technology.

