


Student Guide to Online Teaching and Learning

From Tuesday 13 July through to Friday 16 July 2021 Miller Technology High School will be delivering all lessons to students in an online format (remote learning). Students are expected to be engaging in the online learning opportunities being offered by their teachers.

While our school will remain open for the students and families who need it, and although parents are encouraged to keep their children at home, any student in attendance will be working in the same format as those who are working from home.

Please note for those on site, all staff in all school settings and students from Year 7 upwards will be required to wear masks. This is consistent with current requirements for masks to be worn in office and workplace settings and on transport services across Greater Sydney.

The school will be following its regular timetable and lessons will be delivered each day at the allocated times. Below is the school bell times.



MILLER TECHNOLOGY HIGH SCHOOL
PER CULTURAM—Promoting Growth and Development

School Bell Times

Lesson	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:55	8:55	8:55	8:55	8:55
Assembly	9:00-9:20				
Period 1	9:20-10:10	9:00-9:50	9:00-9:45	9:00-9:50	9:00-9:50
Period 2	10:10-11:00	9:50-10:40	9:45-10:30	9:50-10:40	9:50-10:40
Break 1	11:00-11:30	10:40-11:10	10:30-10:50	10:40-11:10	10:40-11:10
Period 3	11:30-12:20	11:10-12:00	10:50-11:35	11:10-11:55	11:10-12:00
Period 4	12:20-1:10	12:00-12:50	11:35-12:20	11:55-12:40	12:00-12:50
Year Meetings				12:40-12:50	
Break 2	1:10-1:40	12:50-1:20	12:20-12:50	12:50-1:20	12:50-1:20
Period 5	1:40-2:30	1:20-2:10	12:50-1:35	1:20-2:10	1:20-2:10
Period 6		2:10-3:00	1:35-2:25	2:10-3:00	2:10-3:00

Principal: Dr Ken Edge
Phone: (02) 9607 8669 Fax: (02) 9607 9460
Address: 60 Cabramatta Avenue (PO Box 361) Miller NSW 2168 Email: miller-h.school@det.nsw.edu.au

GOOGLE CLASSROOM:

- Each individual subject and class have a unique 'classroom code'. Students are invited by their teacher to join the class. Teachers will monitor the members of the class. Please contact the school if you are having difficulty accessing the Google Classroom for each of your subjects. Parents are also able to join the classroom if they wish. Please contact the teacher to make this arrangement (an invitation will be sent to your email address).
- Teachers will upload their lesson according to the bell times and will be available to answer questions and give student feedback during their timetabled lessons. Please contact the school if you do not have a copy of your timetable.

- Students are required to comment under the lesson instructions ‘present’ or ‘here’. Teachers will use this information to mark the roll for the class. Student engagement in learning will be monitored through virtual class attendance and on-going submission of tasks and classwork.

ONLINE TEACHING and LEARNING – RESPONSIBILITIES and EXPECTATIONS

Student Responsibilities	Parent/Carers Responsibilities	Teacher Responsibilities
<p>Expected to:</p> <ul style="list-style-type: none"> • Follow their normal daily timetable • Set up an appropriate online learning space • Ensure laptop and headphones are in working order • Join your Google Classroom each lesson and write ‘present’ or ‘here’ under the teacher instructions • Access work online • Complete and submit all tasks and participate in all activities set by teacher • Contact teacher during class time and school hours about any concerns with the work • Follow assessment policy and procedure including misadventure requirements • Maintain a safe online environment by being respectful • Monitor school email to keep up to date with school expectation • Ensure all work is their own • Tell parents if they have issues with technology. 	<p>Expected to:</p> <ul style="list-style-type: none"> • Familiarise yourself with the students timetable and support them to follow it including breaks • Provide student with an appropriate online learning space and resources to meet learning outcomes • Communicate via email to school Miller-h.school@det.nsw.edu.au if work is not provided for a particular lesson. Include details of class and date. • Be patient with school staff in resolving any issues that may arise in moving to an online teaching and learning environment • Support student in adapting to an online teaching and learning environment • Maintain laptop and headphones in working order • Contact the school during school hours about any concerns with access to technology • Support student in maintaining a safe online learning environment by insisting on respectful communication • Check student monitors their school email to keep up to date with information and school expectations. 	<p>Expected to:</p> <ul style="list-style-type: none"> • Be in timetabled classroom and check-in with students at the beginning of each lesson • Mark SENTRAL roll - students present • Upload quality learning material that challenges students to be completed during the allocated class time • Be available for students to ask questions online e.g., email/Google docs/Google classroom during designated class time and school hours • Keep a separate roll of students who participate in the lesson and submit work and assigned tasks • Make sure technology works as needed and log any issues with Mr Kumar so they can be resolved • Collect some evidence of student learning. Google docs, video conference questions, student work samples, Google Forms: Exit Ticket, Video of performance, Photo of creation • Provide feedback on student work e.g., verbal or written whole class feedback. Annotations on a few students work samples that are public • Provide individual written feedback at the same rate as you usually would • Follow up with students who are not working during the allocated class time • Modify assessments/work to be suitable for remote learning and online submission • Use systems to reduce opportunity for plagiarism • Follow the N warning process • Notify Year Adviser of any student wellbeing concerns • Follow NESA and school assessment procedures • Contact parents about any concerns with student learning.
<p>Not expected to:</p> <ul style="list-style-type: none"> • Attend school 	<p>Not expected to:</p> <ul style="list-style-type: none"> • Send students to school • Perform role of teacher • Have knowledge of subject 	<p>Not expected to:</p> <ul style="list-style-type: none"> • Provide services of a private tutor • Individual video conferences • Reply to students or parents outside of school hours • Deliver face - to - face lessons.