



# *Online Learning Guide*

ILEARN 2020 | TERM 2

**"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms" - 1 Peter 4:10**

# Online Learning Guide

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## Contents

Principles.....	3
Teaching and Learning.....	3
Pastoral Care and Community .....	3
College Responsibilities.....	4
Parental Responsibilities .....	4
Student Responsibilities .....	5
Attendance.....	5
Questions and Year Level Expectations.....	6
Primary Timetables .....	9
Recommended Secondary Timetables.....	10
Appendix 1.....	12
Appendix 2.....	13
Appendix 3.....	14

# Online Learning Guide

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## Principles

The COVID-19 Pandemic is unprecedented in modern times, affecting essential services across the community.

Schools are not immune from the ongoing effects. In response to the need for students to physically distance yet continue with their school program Mueller College has transitioned to online learning.

In line with the College vision to provide a rich learning program in a welcoming learning community, the online program will consist of teaching and learning aspects while maintaining a sense of community.

## Teaching and Learning

The teaching program will be provided via our online learning platform- iLearn. Work will be uploaded to iLearn each week which includes content, video stimulus and small assignment tasks. In time, teachers will also provide assessment for students to complete and submit. Connection with teachers will be maintained through video recordings, forums and email.

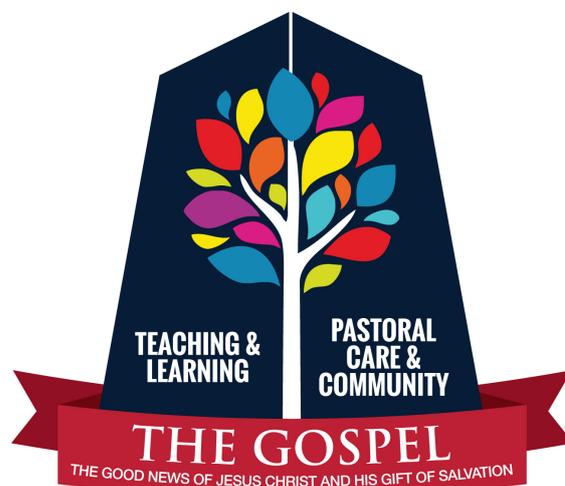
Whenever possible, work set will reflect the curriculum, however, learning activities may differ from those in a classroom setting to reflect the nature of the lesson delivery.

Online learning is a new skill, one which some students will find straightforward and others difficult, even frustrating. The purpose of this guide is to outline how you will be able to access both the work provided and teacher assistance when needed.

## Pastoral Care and Community

At Mueller, we believe that belonging is an important foundation to a child's well being and education. Online learning poses a unique set of challenges to maintaining community. Even though our young people might already feel very comfortable in the online world, this does not necessarily mean they have a sense of belonging.

While we are required to deliver online learning and not be permitted to gather in large groups, we will provide both regular online Community activities (eg Chapel, assembly, SL@M) as well as individual support where possible.



# Online Learning Guide

I L E A R N | M U E L L E R C O L L E G E

## College Responsibilities

Provide an online platform for students to engage in learning.
Facilitate IT support for college devices and the iLearn platform to ensure students have access to online learning.
Provide teaching materials and subject content in a range of modes, including video of teachers delivering content and engaging with students.
Initiate regular communication with students and parents, including follow-up and support on incomplete work.

## Parental Responsibilities

Years Prep-4	Years 5-12
Create a learning space at home and assist your child in meeting the expectations of online learning.	Provide a learning space at home and assist your student in meeting the expectations of online learning.
Communicate with the teacher on your child's progress.	Encourage your child to connect through forums to ensure academic progress is maintained.
Checking in with your child regularly to help them manage their stress.	Checking in with your child regularly to help them manage their stress.
Sit with your child and assist in completing tasks.	Check in with your child to monitor completion of tasks. Monitor the completion of your child's learning tasks.
Allow time for your child to work through and understand new concepts.	Assist your child in developing and maintaining a balanced schedule of schoolwork, activity and break times.
Create and maintain a balanced schedule of schoolwork, activity and break times.	Email teachers if your child is struggling to engage with the work or study at home.
Email teachers if your child is struggling to engage with the work or study at home.	

# Online Learning Guide

I L E A R N | M U E L L E R C O L L E G E

## Student Responsibilities

Years Prep-4	Years Year 5-12
Work with your parents in establishing and following a daily routine.	Establish and follow a daily routine of schoolwork, activity and break times.
Engage with the tasks on iLearn and do your best.	Complete the assigned tasks on iLearn.
Tell your Mum or Dad if you are struggling with the work.	Monitor iLearn and your emails for work and feedback from your teachers.
Make sure your devices are charged and ready each day.	Communicate proactively with teachers if you are unable to complete work.
Follow the school Code of Conduct and display appropriate online behaviour at all times.	Collaborate and support your friends and classmates.
	Look after yourself and set realistic expectations.
	Make sure your devices are charged and ready each day.
	Follow the school Code of Conduct and display appropriate online behaviour at all times.

## Attendance

Supervision on campus will be provided as per normal school hours for students of essential workers. These students will be supervised and be expected to work through the same iLearn materials.

Even though the College will not be marking rolls as we normally would to record attendance, rolls will be marked for WHS purposes.

In order to fulfil our duty of care to know who is on campus and to be confident that students who should be at school arrive safely, we must follow an attendance procedure.

### For children who are kept at home

There is no need to notify the College

### For children who will attend school

You must contact the College with the following information.

Name, grade, dates your child will attend

**Text:** 0438 652 634

**Email:** [absentee@mueller.qld.edu.au](mailto:absentee@mueller.qld.edu.au)

**Phone:** 3897 2792

We all need to work together with regards your child's attendance. Please keep us informed if your child is attending or your situation changes.

# Online Learning Guide

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## Questions and Year Level Expectations

QUESTIONS	EARLY YEARS (PREP-YEAR 4)	JUNIOR YEARS (YEARS 5-9)	SECONDARY SCHOOL (YEARS 10-12)
<b>How will the day be structured?</b>	Lessons will be available on the Year Level iLearn pages weekly and there is a recommended timetable to follow.	<p>Years 5-6 Students Lessons will be available on the Year Level iLearn pages weekly and there is a recommended timetable to follow.</p> <p>Years 7-9 Students Lessons will be available on the Year Level iLearn pages daily and there is a recommended timetable to follow.</p>	Lessons will be available on the Subject iLearn pages weekly and there is a recommended timetable to follow.
<b>Do I need to follow my timetable?</b>	No, parents can choose when to complete the work during the day. We do recommend that families establish a routine for the day which includes online learning and physical activity.	<p>No, parents can choose when to complete the work during the day. We do recommend that families establish a routine for the day which includes online learning and physical activity.</p> <p>Years 7-9 Students It is recommended that students follow the timetable provided to complete their daily work.</p>	No, students must ensure they have a established daily routine to complete the online learning. It is recommended that students follow the timetable provided to complete their daily work.
<b>Will attendance be recorded?</b>	Student engagement and completion of work will be checked regularly. Mueller staff will contact you to support your learning if work is not completed.	Student engagement and completion of work will be checked regularly. Mueller staff will contact you to support your learning if work is not completed.	Student engagement and completion of work will be checked regularly. Mueller staff will contact you to support your learning if work is not completed.
<b>What forms of communication will be used with students and parents?</b>	Email, Forums, Phone calls, Video links	Email, Forums, Phone calls, Video links. Students must use their Mueller email account only.	Email, Forums, Phone calls, Video links. Students must use their Mueller email account only.

# Online Learning Guide

I L E A R N | M U E L L E R C O L L E G E

QUESTIONS	EARLY YEARS (PREP-YEAR 4)	JUNIOR YEARS (YEARS 5-9)	SECONDARY SCHOOL (YEARS 10-12)
<b>What is the expectation on the work on iLearn?</b>	<p>It is expected that you will complete the tasks set for you in the week. It is recommended that students do not get too far ahead in any of their subjects.</p> <p>Suggested times for core content</p> <p><b>Prep</b> 30 mins/day/subject</p> <p><b>Years 1-2</b> 30 mins/day/subject</p> <p><b>Years 3-4</b> 45 mins/day/subject</p>	<p>It is expected that you will complete the tasks set for you in the week. It is recommended that students do not get too far ahead in any of their subjects.</p> <p>Suggested times for core content</p> <p><b>Years 5-6 Students</b> 1 hour/day/subject</p> <p><b>Years 7-9 Students</b></p> <p><b>5 period subject</b> - no more than 3½ hours/week/subject</p> <p><b>4 period subject</b> - no more than 3 hours/week/subject</p> <p><b>3 period subject</b> - no more than 2 hours/week/subject</p>	<p>It is expected that you will complete the tasks set for you in the week. It is recommended that students do not exceed the contact time you would normally have for a normal week for that subject.</p> <p><b>5 period subject</b> - no more than 3½ hours/week/subject</p> <p><b>4 period subject</b> - no more than 3 hours/week/subject</p> <p><b>3 period subject</b> - no more than 2 hours/week/subject</p>
<b>When can I expect feedback from teachers?</b>	<p>Teachers will check their emails regularly and reply within 24hours on school days. Teachers will also regularly check forums and in most cases reply on the day the question is posted.</p>	<p>Teachers will check their emails regularly and reply within 24hours on school days. Teachers will also regularly check forums and in most cases reply on the day the question is posted.</p>	<p>Teachers will check their emails regularly and reply within 24hours on school days. Teachers will also regularly check forums and in most cases reply on the day the question is posted.</p>
<b>What are the expectations of online behaviour?</b>	<p>Students are expected to behave in accordance with the Mueller College Code of Conduct and Appropriate Online Behaviour outlined in Appendix 2.</p>	<p>Students are expected to behave in accordance with the Mueller College Code of Conduct and Appropriate Online Behaviour outlined in Appendix 2.</p>	<p>Students are expected to behave in accordance with the Mueller College Code of Conduct and Appropriate Online Behaviour outlined in Appendix 2.</p>
<b>Will the content be re-taught when school resumes?</b>	<p>It is likely that there will be gaps in students learning. Teachers will ensure key concepts are revised before commencing new work.</p>	<p>It is likely that there will be gaps in students learning. Teachers will ensure key concepts are revised before commencing new work.</p>	<p>It is likely that there will be gaps in students learning. Teachers will ensure key concepts are revised before commencing new work.</p>

# Online Learning Guide

I L E A R N | M U E L L E R C O L L E G E

QUESTIONS	EARLY YEARS (PREP-YEAR 4)	JUNIOR YEARS (YEARS 5-9)	SECONDARY SCHOOL (YEARS 10-12)
<b>Will students on an Individual Education Plan (IEP) get any adjustments?</b>	Your usual learning assistance teacher will be in touch each week to provide assistance.	Your usual learning assistance teacher will be in touch each week to provide assistance.	Your usual learning assistance teacher will be in touch each week to provide assistance.
<b>Will there be Pastoral Care for students?</b>	The Pastoral Care of our students is a priority. Throughout the day parents can engage with teachers and support staff via email.	The Pastoral Care of our students is a priority. Throughout the day parents can engage with teachers and support staff via email.	The Pastoral Care of our students is a priority. Throughout the day parents can engage with teachers and support staff via email.
<b>How can I keep my child safe online?</b>	Appendix 3 has an article from e-safety. Another resource you can use is esafety.gov.au	Appendix 3 has an article from e-safety. Another resource you can use is esafety.gov.au	Appendix 3 has an article from e-safety. Another resource you can use is esafety.gov.au
<b>What if my student doesn't complete the expected work?</b>	Please contact your child's teacher if you having trouble with your child engaging with any of the content.	Please contact your child's teacher if you having trouble with your child engaging with any of the content. Your child's teacher will be proactive in following up non-submission of weekly tasks.	Please contact your child's teacher if you having trouble with your child engaging with any of the content. Your child's teacher will be proactive in following up non-submission of weekly tasks.
<b>What if my child is sick/unwell and is unable to do the course work?</b>	Content is posted daily/weekly and you will be able to catch up on the work later in the week.  For extended periods please contact your teacher.	Content is posted daily/weekly and you will be able to catch up on the work later in the week.  For extended periods please contact your teacher.  <b>Years 7-9</b> Contact your subject teacher	Content is posted weekly and you will be able to catch up on the work later in the week.  For extended periods please contact your subject teacher.
<b>Where do I find IT support for iLearn?</b>	College IT Helpdesk is available and can be contacted  <b>Email:</b> services@mueller.qld.edu.au Phone: 3897 2585  <b>Monday - Friday (Term time)</b> 8:30am-3:10pm	College IT Helpdesk is available and can be contacted  <b>Email:</b> services@mueller.qld.edu.au Phone: 3897 2585  <b>Monday - Friday (Term time)</b> 8:30am-3:10pm	College IT Helpdesk is available and can be contacted  <b>Email:</b> services@mueller.qld.edu.au Phone: 3897 2585  <b>Monday - Friday (Term time)</b> 8:30am-3:10pm

# Online Learning Guide

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## Primary Timetables

A student's timetable will look quite different to a regular day which they have been accustomed to. Each subject has a recommended time allocation for the core work. This is to give you a guide and support you and your family's individual allocation of time. The core content is essential learning which all students must attempt. If your child becomes frustrated with the work and unable to complete the tasks, this is okay. Please contact the teacher to seek assistance. The complementary and extra content is optional. This can be used to enhance your child's learning and provide further learning activities during the day.

Category	Description
<b>Core Content (Expected)</b>	Core activities are specific activities that explicitly teach the core curriculum content required to be covered for the term. Core activities are expected to be done by students.  These activities will come with clear instructions and or instructional clips to assist you in the delivery and the support of your child/ren's learning.
<b>Complementary Content (Optional)</b>	Complementary activities have been designed and suggested as activities that will further assist/support in the teaching of Core activities that are recommended yet are optional.  These activities may be more 'real-life' activities that explore the concepts of the Core activities e.g following a recipe to create a cupcake to assist in teaching of procedure writing in English or playing a board game to assist with maths/socio-emotional learning and or further clips/websites/apps that aid in the teaching and exploration of the core content.
<b>Extra Content (Optional)</b>	Extra activities are additional activities that are completely optional, yet still have learning benefits but may not be linked to the set learning for the day or core content.  e.g Epic, Mathletics, other educational websites, Apps, physical activities, journal writing, art activities

Your child/ren's weekly break up of subjects core content could look something like below. Each year level will look slightly different and is outlined on each iLearn page.

<b>Prep</b> 30 mins/day/subject	<b>Years 1-2</b> 30 mins/day/subject	<b>Years 3-4</b> 45 mins/day/subject	<b>Years 5-6 Students</b> 1 hour/day/subject
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Monday	Tuesday	Wednesday	Thursday	Friday
English	English	English	English	English
Maths	Maths	Maths	Maths	Maths
Science	HASS	Science	HASS	Music
PE	KCP	Art	Chinese	

# Online Learning Guide

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## Recommended Secondary Timetables

### Notes:

Students should ensure their learning space is organised and prepared before starting work.

Each morning students will receive two emails:

- The Daily Dose : devotional and wellbeing activity.
- Welcome Email : an email containing links to video content of school cultural activities such as Chapel and Assembly from a Mueller staff member.

Work for students' subjects to be completed will be found on iLearn.

Elective subjects will be different for each student based on their personal subject choices.

Some subjects will have varying workloads from week to week hence there is some discretionary time in your timetable in the afternoons.

Student progress will be measured by the completion of weekly tasks that are submitted in subject pages via iLearn.

### Year 7 & 8

Start Time	Length	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	0:10	The Daily Dose	The Daily Dose	The Daily Dose	The Daily Dose	The Daily Dose
8:10 AM	0:20	Head of College Email Assembly Video	YLC Welcome Email & Video	Form Class Video SL@M	Middle School Co Email & Video	Chaplains Email Chapel Video
8:30 AM	1:00	Maths	Humanities	Maths	Humanities	Maths
9:30 AM	1:00	English	Chinese	English	Christian Studies	English
10:30 AM	0:30	Food and Movement Break				
11:00 AM	1:00	Science	Technologies	Science	Technologies	Science
12:00 PM	1:00	Food and Movement Break				
1:00 PM	1:00	HPE	Arts	HPE	Arts	Humanities
2:00 PM	1:00	Choose priority subjects that still require work Ensure weekly tasks are submitted				
3:00 PM		Finish				

# Online Learning Guide

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## Year 9

Start Time	Length	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	00:10	The Daily Dose	The Daily Dose	The Daily Dose	The Daily Dose	The Daily Dose
8:10 AM	00:20	Head of College Email Assembly Video	YLC Welcome Email & Video	Form Class Video SL@M	Middle School Co Video	Chaplains Email Chapel Video
8:30 AM	01:00	Maths	History	Maths	History	Maths
9:30 AM	01:00	English	Elective 1	English	Elective 1	English
10:30 AM	00:30	Food and Movement Break				
11:00 AM	01:00	Science	Elective 2	Science	Elective 2	Science
12:00 PM	01:00	Food and Movement Break				
1:00 PM	01:00	Elective 3	HPE	Christian Studies	Elective 3	HPE
2:00 PM	01:00	Choose priority subjects that still require work Ensure weekly tasks are submitted				
3:00 PM		Finish				

## Year 10-12

Start Time	Length	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	00:10	The Daily Dose	The Daily Dose	The Daily Dose	The Daily Dose	The Daily Dose
8:10 AM	00:20	Head of College Email Assembly Video	YLC Welcome Email & Video	Form Class Video SL@M	Senior School Co Email & Video	Chaplains Email Chapel Video
8:30 AM	01:00	Elective 1	Elective 5	Elective 3	Elective 4	Elective 2
9:30 AM	01:00	Elective 2	Elective 6	Elective 4	Elective 2	Elective 6
10:30 AM	00:30	Food and Movement Break				
11:00 AM	01:00	Elective 3	Elective 1	Elective 5	Elective 3	Elective 1
12:00 PM	01:00	Food and Movement Break				
1:00 PM	01:00	Elective 4	Christian Studies or Global Perspectives	Elective 6	Christian Studies or Global Perspectives	Elective 5
2:00 PM	01:00	Choose priority subjects that still require work Ensure weekly tasks are submitted				
3:00 PM		Finish				

# Online Learning Guide

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## Appendix 1



### Get Up and Get Prepared to Start Lessons

Get up, get dressed and get ready for school like any other day. Keep to your personal study schedule which you have written and posted.



### Get Ready

Just like school, make sure you have the materials you have for each subject.

Sit at your desk or table with your device fully charged.



### Login to iLearn & Email

Login to iLearn & email so that you can communicate with your Teachers.



### Follow your Personal Study Schedule

Follow your personal schedule and check in with your teachers using email or forums.

Your teachers will respond to your questions.



### Be Engaged

Actively seek support from your teachers as needed.

Your teachers will answer your forum questions. Other students may also engage in forum conversations.

# Online Learning Guide

I L E A R N | M U E L L E R C O L L E G E

## Appendix 2

### Appropriate Online Behaviour

It is expected that students will act appropriately online, whether in forums, emails or any other form of interactions.

Students are expected to uphold the values of the school when interacting online. Violation of this expectation may result in termination of privileges and disciplinary action.

The storage, capture or sharing of inappropriate material is not permitted.

When interacting on the iLearn forums you are doing so publicly and therefore your comments need to be linked to the work and positive towards other students.

Parents are responsible for what occurs at home when students are using their device under home networks. What is blocked and restricted at school, may not be blocked and restricted at home. Students will still be able to access the internet and use sites such as Google, if they are connected to a Wi-Fi network outside of school.

Students are not permitted to record and share, transmit or distribute, any instruction distributed from Mueller College, including audio, video or images. Students must maintain the security of their device and ensure that no one else accesses the device to do this.

Student engagement and communication will be expected to meet the same high standards as face to face interactions would at school.

All student interactions on iLearn and email are monitored by Mueller College.

## Appendix 3

### Protecting Children from Online Abuse

With social isolation now in full force in most homes around the country, children and young people's online activities are increasing – for education, to socialise with friends and for entertainment.

None of this would be possible without the internet and technology, and for that we are eternally grateful. However, at eSafety we know first-hand the risks associated with children and young people spending more time online, including unwanted contact.

It is important to remember that inappropriate or unsafe contact can also come from someone the child or young person knows, and they may even welcome the contact at first.

The worst danger is that the person who makes contact will 'groom' a child to sexually abuse them. This abuse can happen in a physical meeting, but it increasingly occurs online – and will no doubt continue to given current circumstances – when young people are tricked or persuaded into sexual activity on webcams or into sending or posting sexual images.

Here are some tips to help parents manage their children's increasing use of tech at home and keep them safe online.

### Use Parental Controls

Parental controls are software tools that allow you to monitor and limit what your child sees and does online. They can be set up to block your child from accessing specific websites, apps or functions (like using a device's camera), filter different kinds of content – such as 'adult' or sexual content, monitor your child's use of connected devices, with reports on the sites they visit and the apps they use, and set time limits, blocking access after a set time.

While parental controls can be effective tools to help control and limit what your child does online, it's important to remember they are not foolproof – there is no substitute for active parental engagement and oversight of a child's online activities.

See Taming the Technology for more information on how to set up parental controls on the home wi-fi network, devices, through third-party software, or in apps and programs.

# Online Learning Guide

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## Set Time Limits

With most school-aged children using online platforms or programs for schoolwork, ensuring a healthy balance between non-school related online activities and offline time is more important than ever.

During non-school hours at home, it's a good idea to establish time limits around when and for how long your child can be online. For example, your child can play their favourite online game for one hour per night, once schoolwork is complete and dinner is finished. Rather than simply imposing these rules, talk to your children about them first and why they are important.

Depending on your child's age, you can also look at establishing a family tech agreement or family plan that balances time spent in front of screens with offline activities. While extra curricula activities like sport or drama may be limited right now, look to include 'offline' activities in your routine at home – this can include family exercise, reading time or a fun activity like a board game.

And don't forget to reduce your own time online to model positive behaviour!

## Stay in Open Areas of the Home

Device-free zones in the home can help you monitor and manage who your child interacts with online.

For example, you can establish rules like:

- No devices in the bedroom or bathroom
- All screens off at least one hour before planned bedtime
- All family members switch off at dinner time
- Devices charged overnight in a place your child cannot access.

While we know you can't physically monitor your child's online activities 24/7, establishing rules around using technology and devices in common areas of the home, like the kitchen or family room, helps limit the risk of them being groomed into taking or sharing sexual images or videos with predators.

## Know the apps and games your kids are using

Check that apps, games and social media sites are age-appropriate for your child.

Look out for messaging or online chat as well as location-sharing within apps, games or social media accounts – these can expose your child to unwanted contact and reveal their physical location. There may be an option to switch these features off or limit chats to friends-only.

The eSafety Guide includes information to help parents and carers choose safer apps and report and block unwanted contact and sexual approaches.

# Online Learning Guide

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## Turn on Privacy Setting

Check the privacy settings on the games and apps your child is using and make sure their profiles are turned on to the strictest privacy setting. Restricting who can contact your child or making it friends-only helps to limit unwanted contact.

Talk to your child about accepting friend requests from people they may not know but have friends in common with. People are not always who they say they are online – a determined predator will befriend several children from the same school to gain the group's trust

## Co-view and Co-play

Most importantly, remember to take time to co-view and co-play with your children online. Engaging in their online lives is the best way to understand what they are doing online and why they enjoy an app or game. It also provides the perfect opportunity to start conversations about online safety.

You might even enjoy it and learn a thing or two! Head to eSafety Parents for more strategies and advice to help keep children safe online.

*(27th March 2020 - Retrieved from [www.https://www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers](https://www.esafety.gov.au/about-us/blog/covid-19-online-safety-kit-parents-and-carers))*

## The Learning Environment

Every home is different but successful online learning is supported by an appropriate learning environment and a fully charged device to use.

The workspace should be quiet and ideally in a common area of the house (not your bedroom) with Internet access in order to access the iLearn materials. Your usual homework area may not be suitable to work in for a prolonged period of time.

## What to do if you are stressed or overwhelmed by your school work?

It is understandable that you will not be able to do everything that you could at school in the classroom environment or the opposite whereby some tasks are completed more easily. You may find that after unsuccessfully attempting to complete a task you need to set it aside and contact your teacher. If a particular task is causing you to be overwhelmed it is okay to leave it.

These are challenging times and your wellbeing is very important. We will all get through this together and you can only do your best with your school work. If you are feeling stressed or anxious please speak to someone in your family or contact your teacher.

**More than a school... a Christian community.**



**[mueller.qld.edu.au](http://mueller.qld.edu.au)**