TIPS FOR SUCCESSFUL AT-HOME LEARNING

SET UP A LEARNING SPACE

Set up a designated space that has all the necessary materials and supplies for learning in one spot (e.g. textbooks, workbooks, technology, pencils, erasers, calculators, etc.) to create a sense of "going to school". It is best to work in the same location every day.

CREATE A LEARNING ROUTINE

Set up a daily routine for consistency. Start the day the way you would during a normal school week(set your alarm at the same time, take a shower, get dressed, eat breakfast, etc.). Be balanced - take a 5-minute movement break (e.g. stretch, walk up/down stairs, jumping jacks, deep breaths/mindful pause etc.) at least once every 30 minutes when engaging in learning tasks. Drink lots of water and eat healthy snacks. Eat lunch and chat with friends during breaks.

EXPECTATIONS ONLINE

While online using Google Meet, please ensure that:
1. Acceptable use of Technology Policy must be followed.
2. Microphone on Mute to begin the sessions. Use the Raise Hand to talk and Chat to write questions and join the conversation.
3. When on camera, please be attentive and aware of your actions. Please wear appropriate Southridge casual day attire and choose an appropriate location in your home to be shown.

KEEP IT POSITIVE

Your relationship with your child should stay positive! Struggles and making mistakes are important parts of the learning process. Reach out to the teacher or advisor for support of advice if you or your child feels stuck.

PLAY IS IMPORTANT FOR ALL AGES

Go for a walk, run, bike rider or get some form of exercise after school. Play games online with friends (you can even play board games using your camera and Google Meet - try playing Code Names this way!)

STUDENT GUIDELINES FOR ONLINE LEARNING

OMNIS ANIMA VOLET

REGULAR CLASS SCHEDULES

Be on time for advisory and your classes. Enter the sessions ready to be engaged.

Teachers are available for appointments during **Tutorial Times**. Check on Schoology for their Bookable Calendars.

ATTENDANCE

Attendance will be taken in Advisory - please ensure you are connecting with your advisors and teachers if absent. We expect everyone to be online when classes are happening.

Please help make your learning environment a light-hearted place of serious purpose.

GOOGLE MEET

At least 10 minutes of Advisory and Classes are done via **Google Meet**.

- All courses are scheduled through your Google Calendar
- All classes are recorded and shareable via Google Drive if someone is absent.
- It is your responsibility to ensure you are connecting with your teacher to get missed materials.

SCHOOLOGY

Check courses in Schoology for class and homework expectations each day.

- Teachers will post the materials and the plan for the day by 8:30am.

EMAIL

It is important to stay connected to your teachers. If you need to connect with them, please email their school email addresses. **Please check your email regularly.**

MENTAL HEALTH & WELLNESS

Please connect with your advisors and teachers regularly. We are here to support you.

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To help support parents and students in a virtual learning environment Southridge's IT Team is here to help, so don't hesitate to reach out! Southridge students are in good hands with a solid foundation in place to continue learning with the use of cloud-based systems like G-Suite for Education, The Ridge, Schoology and other Southridge authorized applications that have been well established and in use for many years that our students are familiar with.
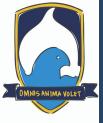
Please review the Student Network Acceptable Use Policy and go over it with your child(ren). This policy applies to learning from anywhere at any time. The policy can be found on the school's parent portal in the resource section under policies, technology. We will be using Google Meet to hold class sessions and the class will be recorded. If you do not want to have your child(ren) recorded, you have the option to turn off the camera. Along with providing support to our School community, we also encourage extra vigilance around cyber security. All school issued devices (grades 5 – 12) have been equipped with enterprise antivirus software, encryption and using a multi-layer security approach to cyber security.

Let's be Cyber S-M-A-R-T

Suggestions for a Positive At-Home Learning Experience:
- Always use a secure WIFI connection.
- If your child(ren) has class time scheduled, make sure streaming on your home WIFI is limited to ensure a positive experience.
- Ensure your child(ren) continues to use their school issued network login and devicefor Southridge learning.
- Students should check their Southridge email regularly.
- Your child(ren) should login and out of their device regularly and restart it periodically forgood measure.
- You child(ren) should make sure their device is charged and in good working condition for their classes.
- Only use authorized Southridge applications. Avoid using a Southridge network account to sign up for other applications that are not approved by Southridge
- Be aware of Phishing and Social Engineering
  - Practice extra care with emails and senders asking for information
  - Don't click! hover to discover
  - Passwords in email = epic fail
  - If you didn't expect it, reject it

TECHNOLOGY SUPPORT

IT Support is always available. The School's, Director of IT, Systems Administrators, Database Manager and Educational Technology Leaders are here to help. Students and Parents can email itsupport@southridge.bc.ca for support requests or to ask questions if you need some guidance or assistance. This email is constantly monitored, and you will get a response.

The school's System Administrators and Database Manager will provide support in these areas:
- My laptop will not turn on
- My laptop is broken
- My charger does not work
- My computer is acting funny
- I can't get a Wi-Fi connection
- I can't log in to the school's network or cloud-based applications (G-Suite, The Ridge etc.)
- I am having problems with my Wi-Fi
- I think I have been hacked
- And, any other questions you may have.

Please do not take your child(ren)s device to be fixed or looked at by someone other than the Southridge IT Department. These devices have an extended warranty that could become void if taken elsewhere.

The Schools Educational Technology Leaders will provide support to students with their classroom applications such as:
- G-Suite (Gmail, Meet, Drive, Sheets, Sites, YouTube, etc.)
- Schoology
- Office 365 (OneNote Class Notebook, Work, Excel, PowerPoint, etc.)
- Adobe Cloud Connect
- MyBluePrint
- And, other authorized Southridge applications.

IT Support is available during regular school hours, M-F, 8 – 4. Email any support requests to itsupport@southridge.bc.ca. Any questions on privacy and data protection can be directed to Helen Setsikas, Director of IT, hsetsikas@southridge.bc.ca.