

Dear Parents,

We are pleased to provide our GGLPS Online Learning Package which includes:

- This letter that outlines how to download and access Teams and Seesaw.
- The document 'GGLPS Online Protocols Part 1 – Keeping Safe'
- A short sharp shiny reminder for the fridge about the basics of GGLPS Online

Microsoft Teams and Seesaw are the two platforms that we will be using to deliver online learning and each has their own distinct uses:

**Microsoft Teams**—Teachers will use this platform to:

- Present learning to students at home via an initial overview followed by daily check-ins
- Provide class and group teleconferencing for educational and social purposes as necessary. We believe that an important component of GGLPS will be the opportunity for students to remain connected as classes and clusters.

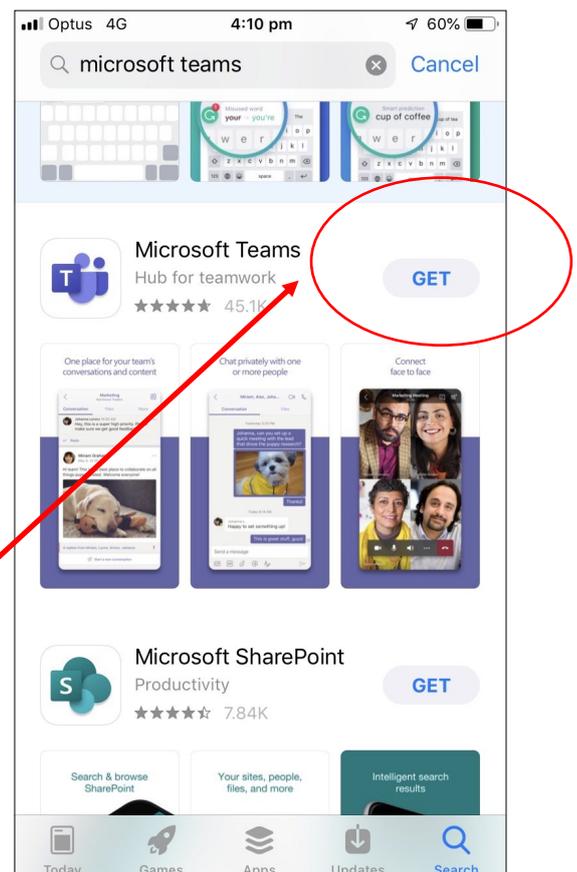
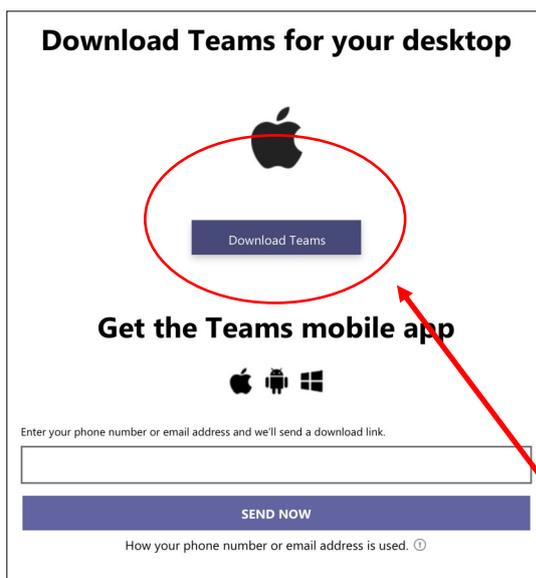
**Seesaw** will be used to upload student work and for teachers to offer feedback and feedforward comments.

## MICROSOFT TEAMS

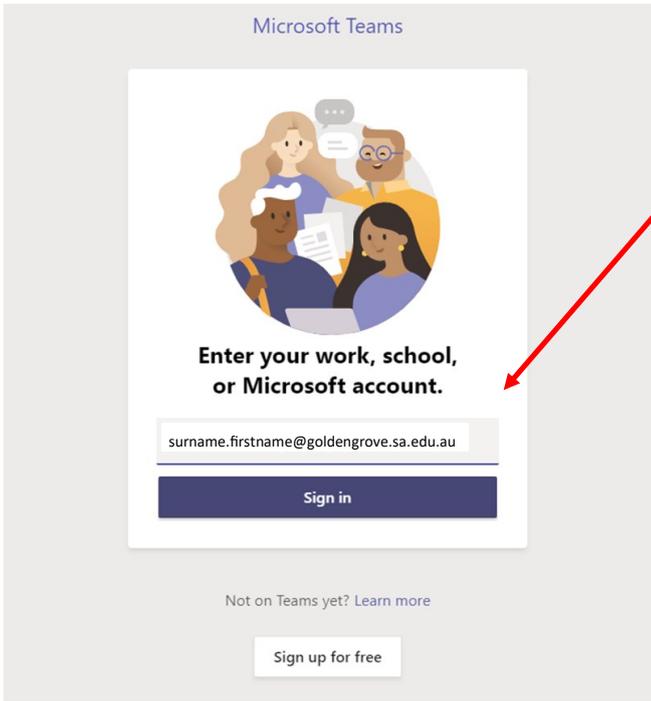
For this to occur, we have added all students to Microsoft Teams using their email address as a username and passwords have been created for all students. The process for joining Microsoft Teams is:

1. Go to <https://teams.microsoft.com/downloads#allDevicesSection> or the Google Play store or the App Store

Download Microsoft Teams to your device taking note of the different formats for desktop and mobile devices



Go to 'Download Teams' on a desktop or go to Google Play Store or the App Store and 'get' the App.



Next, sign into Microsoft Teams using your child's school email address—surname.firstname@goldengrove.sa.edu.au

The following are credentials for your child:

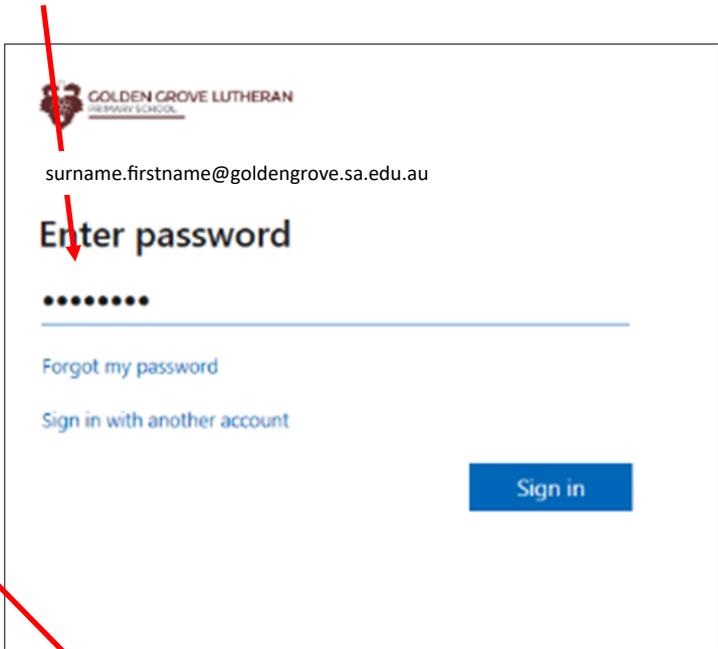
Email/username

surname.firstname@goldengrove.sa.edu.au

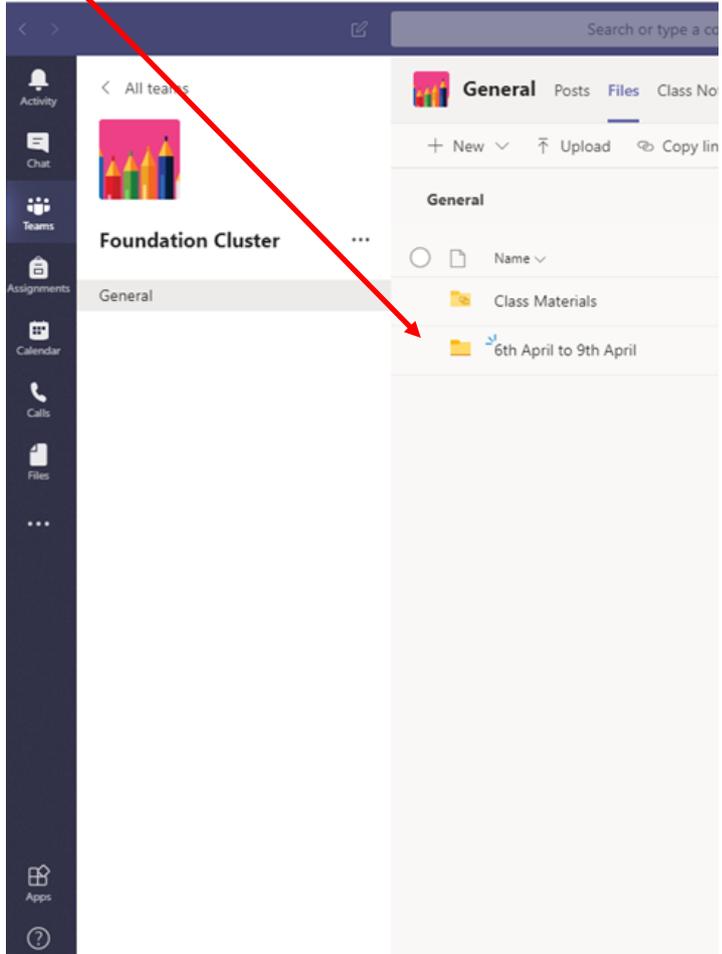
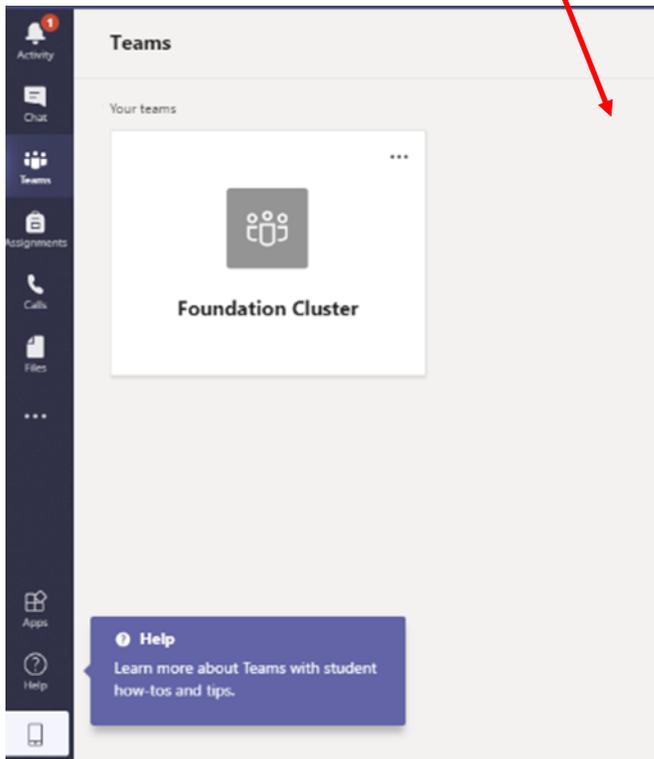
then click *Sign in*

Password ●●●●●●●●

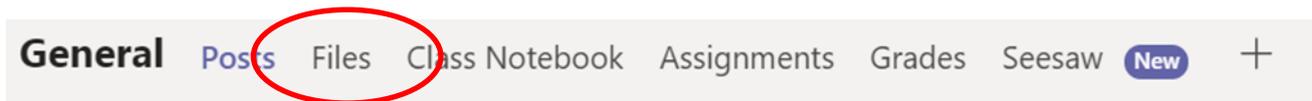
(You will find this in the email dated 21/07/2021 following this letter via email)



You will then see your child's cluster and the information for the week.

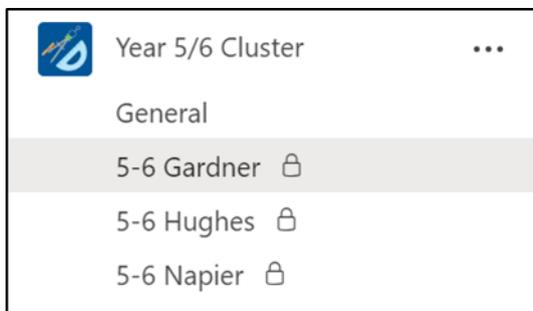


The **Cluster Team** is the place where teachers will put the weekly work for each student under the heading of **GENERAL**. This work will be within a folder labelled by Dates and found in Files at the top of the screen:



- A weekly overview posted the Friday before
- A daily overview posted each morning providing an expanded view of the day
- Any resources needed for learning

The **Class Channel** is the place where teachers and students will organise online teleconferencing. The teacher will schedule a conference with students for a specified time and invite students to conference. Students will not be able to conference between themselves as this capacity has been disabled. The attendance at teleconferences will be important because the government has asked that we continue to take the roll and attendance continues to be recorded on Edumate. If a student misses the teleconference, we ask that an email is forwarded to the classroom teacher and the front office.

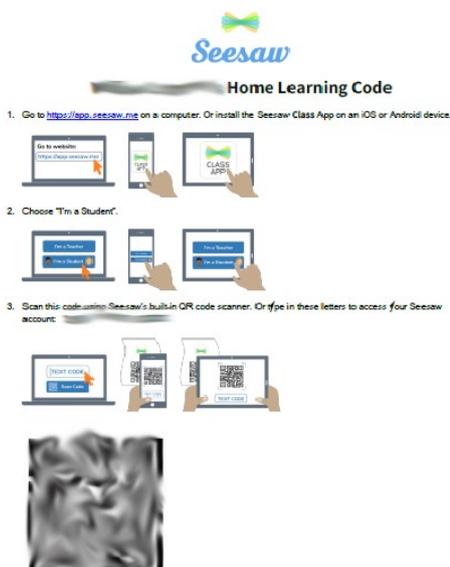


This example is of the Year 5/6 Cluster in the left-hand margin on a screen. Year 5/6s need to click on General to find their files. Mr Gardner's class will take part in their teleconferences.

## Seesaw

We will be using this platform for learning and uploading.

Students have been provided with a copy of student Home Learning Code in class. If your child has misplaced their home learning code or needs it to be updated, please email your child's class teacher (surname.firstname@goldengrove.sa.edu.au) or wilson.tanya@goldengrove.sa.edu.au and we can then send you your child's Home Learning Code.



Ask your teacher for a new code after June 30, 2020.  
And remember, this code is like a password. Keep it safe!  
Ver las instrucciones en español en: <https://web.seesaw.me/espanol>

We hope that we have outlined a clear process for GGLPS Online but understand that the system will not be perfect. As teachers time is being spent on in the classroom and working on their online platforms, we ask that you contact [ictservices@goldengrove.sa.edu.au](mailto:ictservices@goldengrove.sa.edu.au) or Tanya Wilson [wilson.tanya@goldengrove.sa.edu.au](mailto:wilson.tanya@goldengrove.sa.edu.au) if you require assistance with downloading and entering teams or using new codes for Seesaw.

From Thursday 22 July, we will be using Teleconferences in Microsoft Teams. These will be staggered times across the school with the schedule being:

- 9.00 am – Year 5/6
- 9.30 am – Year 3/4
- 10.00 am – Year 1/2
- 10.30 am – Foundation

This will be a time for the teacher to connect with the students, for students to connect with each other and to talk through the days work schedule. This will also be the time that the roll will be taken. Please be patient with this because we may need to iron out a few bugs. We know that teleconferencing will be an important part of at home and at school learning that enables students to remain connected to their friends and to their school. This will be extremely important for their wellbeing over the time of physical distancing.

At the scheduled time for the conference, children should be logged into Microsoft Teams and there will either be a scheduled meeting that will appear or their screen will ring and they will need to answer the phone by clicking on the receiver icon. We hope that this time will become a special meet up each day.

## GGLPS Online:

### Protocols for Teachers with use of Microsoft Teams and Seesaw

#### Part 1: Keeping Safe

GGLPS Online offers students and families the opportunity to learn from home. In offering this facility to parents, we have established the following protocols for teachers, parents/carers and students.

#### **Key Point 1:** Using Digital Forums/Social Networking sites

- a) Microsoft Teams will be the official GGLPS platform for connecting with students. This is a private platform and access is only given to staff, students and parents;
- b) There will be no use of social networking sites between staff and students;
- c) Appropriate use of Microsoft Teams:
  - Microsoft Teams will be used to deliver learning to students and families and to offer online discussion with students
  - Teleconferencing will only occur between staff and groups of students or staff and a student with a parent
  - Parents will receive information in regard to guidelines and uses via email.

#### **Key Point 2:** Interactive video communication with students at home

- a) Conduct as per school – respectful relationships as we have and expect at school;
- b) Protocols for staff using video communication:
  - Professional dress as per school wear;
  - Ensure that background is appropriate;
  - As quiet an environment as possible.
- c) Video conferencing:
  - It is expected that there will always be 3 or more people in a conference... teacher/students, teacher/student/parent.
- d) Microsoft Teams is private to those people with access:

#### **Key Point 3:** Time and access

While presenting GGLPS Online, we recognise that communication between home and teachers is a priority. As we deliver online learning, our teachers will be aiming to support both students and families.

Teachers will be available on-line from 8.30 am – 3.30 pm ie. the regular school day;

Parents can expect that if they contact a teacher through Microsoft Teams before 1 pm on a school day, teachers will aim to respond before 3.30 pm on that same day;

Emails: Parents can expect that if they contact a teacher via email before 1.00 pm on a school day, teachers will aim to respond before 3.30 pm on that same day;

If students have a question for the teacher, they are to email the teacher. A teacher's response may be a return email or scheduling a group conference;

Teachers will share the responsibility for delivery of learning within clusters;

For technical issues, please direct your inquiries as outlined below:

- For general technical enquiries or Microsoft Teams logins, please email [ictservices@goldengrove.sa.edu.au](mailto:ictservices@goldengrove.sa.edu.au)
- For Seesaw logins, please email Tanya Wilson [wilson.tanya@goldengrove.sa.edu.au](mailto:wilson.tanya@goldengrove.sa.edu.au)
- As a next step, please contact Angelisa Marino [marino.angelisa@goldengrove.sa.edu.au](mailto:marino.angelisa@goldengrove.sa.edu.au)

This will enable teachers to maintain their focus in being on the students and supporting families; Families are asked to be respectful of teacher's personal time and ensure they allow teachers to enjoy quality time outside of work hours.

**Key Point 4: Inappropriate behaviour of students towards staff**

If a student is inappropriate towards staff while online:

- a) A member of the leadership team will be informed and document what has occurred;
- b) Parents of the student will be contacted;
- c) An online conference will take part with the following members of the conference:

- Staff member involved;
- Student involved;
- Shane/leadership team member;
- Parent/s of student involved;

The purpose of the conference will be to work through a way forward through the developing some essential agreements around appropriate online behaviour.

**Key Point 5: All online activities must be undertaken transparently and with the knowledge and consent of the Principal**

Make it PUBLIC	Make it AUTHORISED	Make it TIMELY	Make it PURPOSEFUL
<ul style="list-style-type: none"><li>• Visible to other students, staff, leadership</li><li>• Use authorised ICT systems – not personal email, phones, social media, apps or websites</li></ul>	<ul style="list-style-type: none"><li>• Principal</li><li>• Inform parents</li></ul>	<ul style="list-style-type: none"><li>• Not unnecessarily prolonged</li><li>• During normal work hours</li></ul>	<ul style="list-style-type: none"><li>• Linked to the students' learning or wellbeing needs of the students</li><li>• A legitimate part of your role as a teacher</li></ul>

**Key Point 6: Privacy**

The internet does not provide the privacy or control assumed by many users. Staff must appreciate that no matter what protections they place around access to their personal sites their digital postings are still at risk of reaching an unintended audience and being used in ways that could complicate or threaten their continued employment. They need to consider the electronic social environments they use and the suitability of what they post online, to ensure they meet school, community and employer expectations.

- All staff should check the privacy settings of all their social networking sites and read the terms and conditions that apply when using any online tool;
- Schools need to undertake due diligence in regard to the privacy policy in regard to student data and how it will be used by the apps/sites they are requesting students use.