Dear Parents,

You are receiving this information via email as a part of the GGLPS Online Pack. This email includes information enabling students to access learning from home and includes:

- This letter that outlines how to download and access Teams and Seesaw.

- The document 'GGLPS Online Protocols Part 1 – Keeping Safe'

*Please note further information for F—2 will be provided on Wednesday, 2nd February, in preparation for online learning for F—2 to begin on Thursday for a small number of students.

The use of Microsoft Teams and Seesaw are the platforms we use for online learning. In regard to this, the two platforms each have their own distinct uses:

**Microsoft Teams**. Teachers use this as a platform to:

- Present learning to students at home via an initial weekly overview followed by daily check-ins
- Provide class and group teleconferencing for educational and social purposes. 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. In 2022, children may also work through some learning activities within Seesaw. This work will not be visible to parents unless approved for publishing by the teacher. The use of Seesaw in this way provides us with another online resource that will further enhance student learning and we are excited by the possibilities!
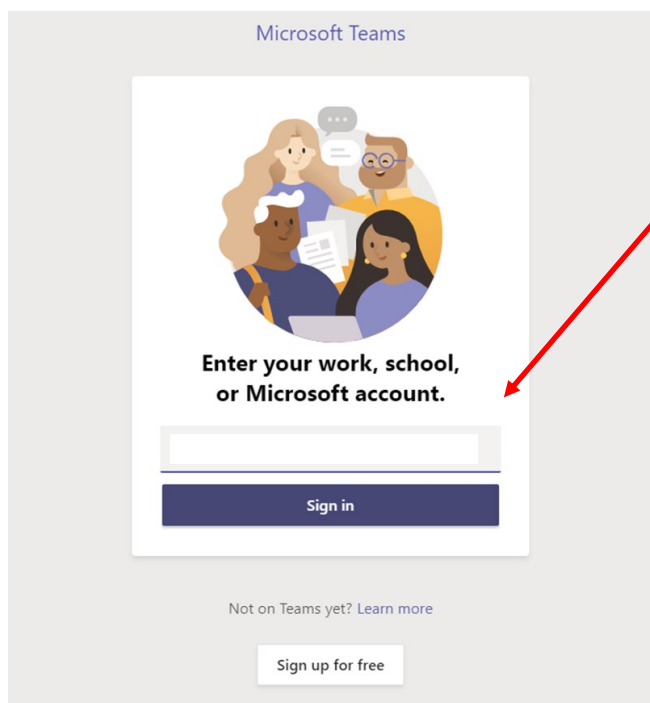
MICROSOFT TEAMS

For this to occur, we have added all students to Microsoft Teams using their email address as a username. For this to happen, email addresses and passwords have been created for all students in Foundation to Year 2. While not all students from F-2 will need to access Teams at this time, we have this set in place if needed at any other time throughout the year. 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
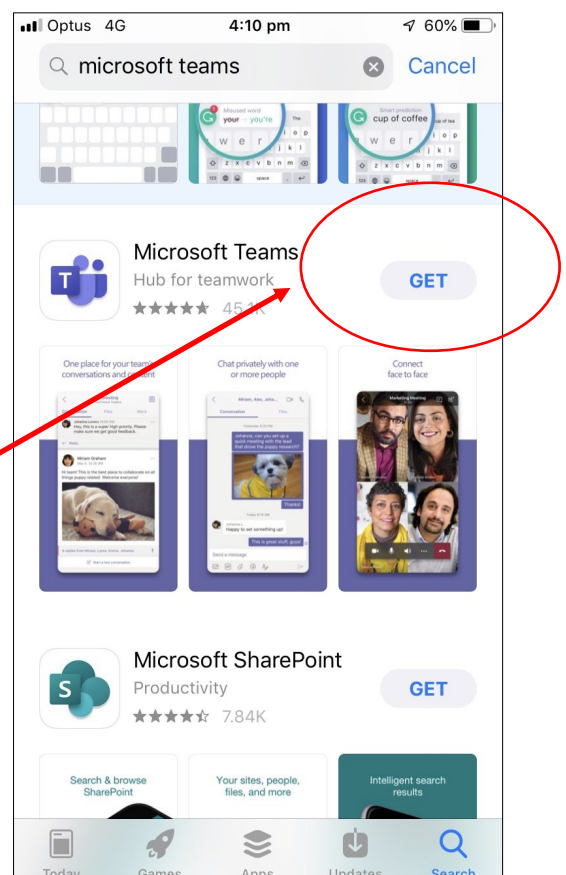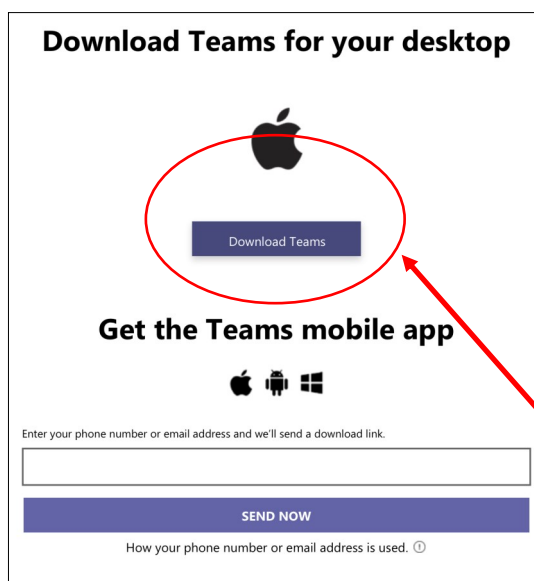
Go to 'Download Teams' on a desktop or go to Google Play Store or the App Store and 'get' the App.

Next, sign into Microsoft Teams using your child's school email address—surname.firstname@goldengrove.sa.edu.au
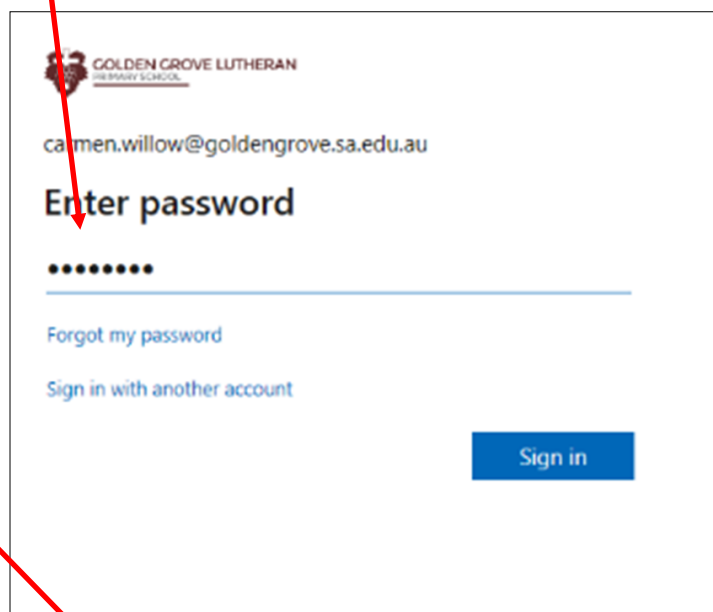
The following are credentials for your child:
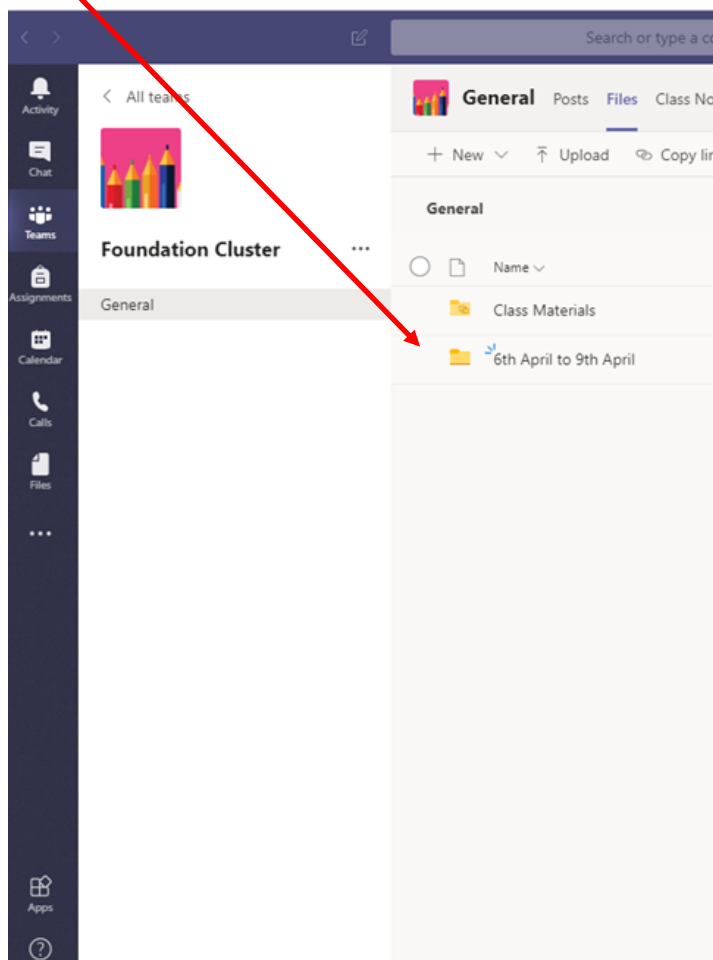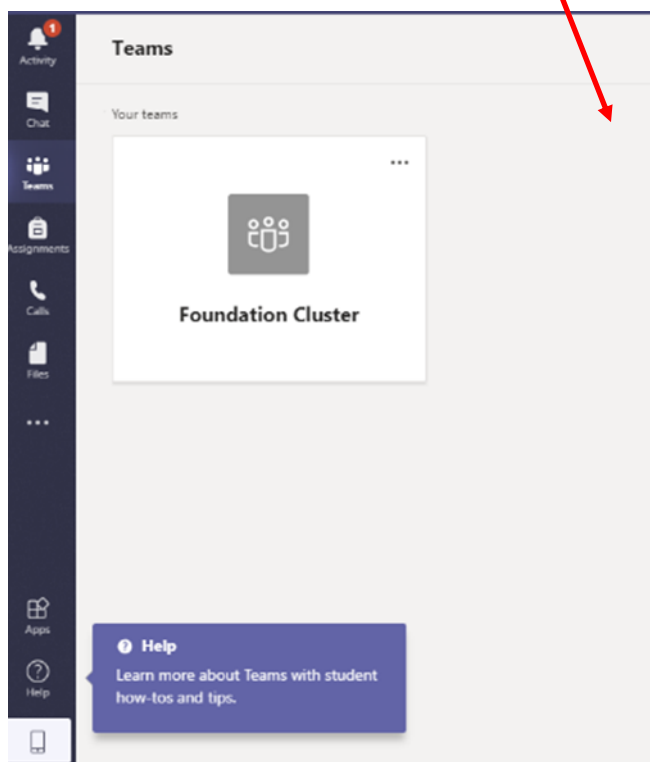
Email/username

surname.firstname@goldengrove.sa.edu.au

then click *Sign in*

Password (your child's password will be emailed to you today)

GOLDEN GROVE LUTHERAN
PRIMARY SCHOOL

carmen.willow@goldengrove.sa.edu.au

Enter password

●●●●●●●●

Forgot my password

Sign in with another account

Sign in

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

Teams

Your teams

Foundation Cluster

Help
Learn more about Teams with student how-tos and tips.

< All teams

Foundation Cluster

General

General Posts Files Class No

+ New ∨   ⤒ Upload   ∽ Copy lin

General

Name ∨

Class Materials

6th April to 9th April

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:
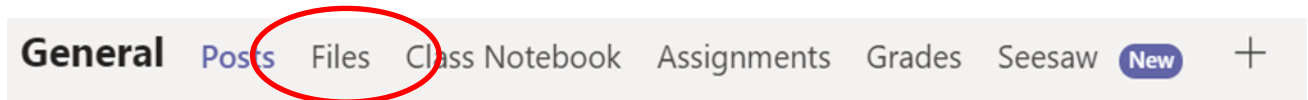
- A weekly overview posted the Friday before. This week it will be posted on Tuesday
- Teachers will generally provide a daily overview posted each morning providing an expanded view of the day
- Any resources needed for learning

Teachers will schedule a conference with students for a specified time and invite students to conference. At times, students will teleconference with their class teacher. At other times, they will be invited to join another of the cluster teachers as their teacher will be working face-to-face with those children who are at school. 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.
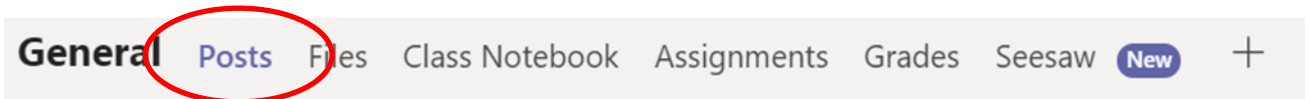
Students will need to check 'Posts' in their Cluster Team. Each afternoon, teachers will post the names of students/class with a link in preparation for the next day's teleconference. This will change according to the teacher who is teaching face-to-face at school. Please note that this is a different process to last year.

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 either Tanya Wilson wilson.tanya@goldengrove.sa.edu.au or Jayne Zadow zadow.jayne@goldengrove.sa.edu.au if you require assistance with downloading and entering teams or using new codes for Seesaw.

From Wednesday, Feb 2nd, teleconferences will be held in Microsoft Teams for Year 3-6. For Years F—2, teleconferences will being on Thursday, February 3rd, enabling us time to ascertain who will be undertaking learning at home and will therefore need a link. These will be staggered times across the school with the schedule being:

- 9 am – Year 5/6

- 9.30 – Year 3/4

- 10.00 – Year 1/2

- 10.30 – Foundation

This schedule is also to assist families in which devices are shared among family members. As we become more proficient in setting meetings, some teachers may introduce additional meeting times to assist with learning or to provide an opportunity to meet with classmates in an online supervised space.

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. As previously, we will certainly be asking for your feedback on this experience which will help us improve. 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 they will be able to click on the link for their meeting. We hope that this time will become a special meeting each day.

Yours sincerely,

Jayne Zadow
PYP Coordinator

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 parent meetings, emails and hard copy information.

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:
- 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… teach/ 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 – 3.30 ie. the regular school day;
Parents can expect that if they contact a teacher through Microsoft Teams before 1pm on a school day, teachers will aim to respond before 3.30pm on that same day;
Emails: Parents can expect that if they contact a teacher via email before 1pm on a school day, teachers will aim to respond before 3.30pm 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;
Any technical issues in relation to the use of Seesaw or Microsoft Teams need to be directed to Tanya Wilson Wilson.tanya@goldengrove.sa.edu.au or Jayne Zadow Zadow.jayne@goldengrove.sa.edu.au This will enable teachers to maintain their focus in being on the students and supporting families in this;
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 leadership/Mr Wallace 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;
- 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 site leader

Make it PUBLIC	Make it AUTHORISED	Make it TIMELY	Make it PURPOSEFUL
• Visible to other students, staff, leadership • Use authorised ICT systems – not personal email, phones, social media, apps or websites	• School leader • Inform parents	• Not unnecessarily prolonged • During normal work hours	• Linked to the students' learning or wellbeing needs of the students • A legitimate part of your role as a teacher

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.