



Guidelines for Online Learning @ Home

Provide direction and guidance on the acceptable use of online platforms at MCC



Online Learning at Home Policy

- To assist teachers, aides and students in building and maintaining a positive learning environment.
- Addresses the use of online platforms for learning.



MCC Supported Learning Platforms

- No other platforms are acceptable without the explicit permission of the Principal.



Microsoft Teams



OneNote

ClickView

YouTube



MCC Values and Code

- Online behaviour should at all times reflects our CLEAR Values
- Online learning must consist with the usual expectations of the MCC Code

OUR VALUES ARE:

C Christlikeness
L Learning
E Excellence
A Attitude
R Respect

OUR CODE

1. I can choose to respect my rights and the right of others to learn
2. I can choose to be safe and keep others safe
3. I can choose to be prepared for class and be ready to learn
4. I can choose to respect people, the property of others and the college



Your Space

- Your learning space should be tidy, comfortable and as quiet as possible
- Arrange your resources and learning materials so you can access them easily
- Remove the things that will distract you (TV off; games off; phone off and out of reach)



Video and online events

- You must be aware that video or online video events may be recorded
- If necessary they will be used as evidence in disciplinary procedures



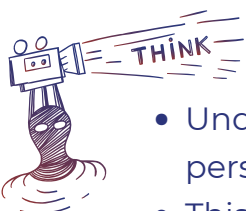
College Code and Dress Standards

- Wear clothing that meets the College free dress standards or uniform
- If you do not comply with the College Code or Dress Standards, you will be excluded from the next online learning event



Learning Time

- Online connections will only be conducted during timetable lessons
- Email and post communication from teachers to students will only occur between 6am and 9pm weekdays
- Teachers will respond to emails sent before 3pm by the end of the next working day



Privacy and Copyright

- Under no circumstances is material produced or recorded shared with any other person or platform
- This includes screenshots shared on social media
- Any miss use of the Online Learning @ Home will be referred to police