



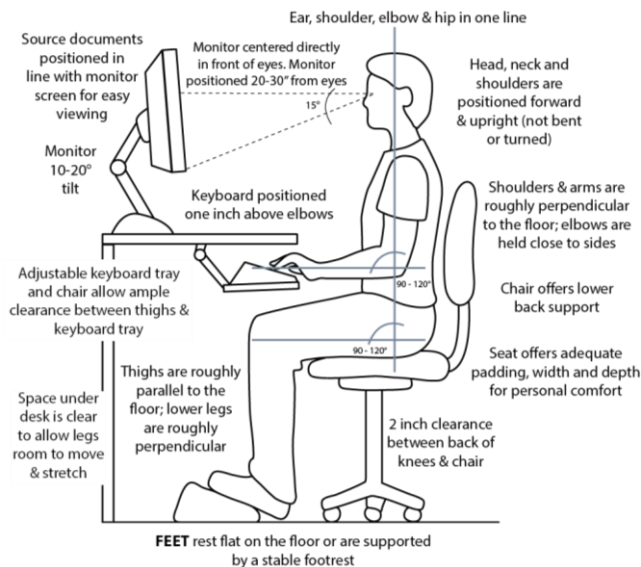
Student Responsibilities During Remote Learning

- Follow a daily routine for learning set out by your timetable
- Ensure you take regular breaks including recess and lunch
- Attend Music, Speech and Drama lessons as scheduled
- Bring all required equipment, including **headphones** that connect to your laptop
- Set up a safe, comfortable, quiet space at home where you can work effectively and successfully

Checklist

- Is the area free of distraction from other family members and technology (televisions, phone, radio)?
- Is the area free of direct glare or reflections?
- Does the area have access to a safe supply of power?
- Is there a proper desk and chair, with other necessary equipment close by (light, stationery and devices)?
- Are your most frequently used items within easy reach from a seated position?
- Is your workstation set up ergonomically?

The Ergonomic Workstation



- Regularly monitoring College systems such as email, Digital Learning Spaces on the Portal and OneNote to check for instructions and feedback from teachers
- Completing tasks and activities with integrity and academic honesty, doing your best work possible to meet the timelines and due dates set
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate digitally to support your peers in their learning as instructed in a responsible manner
- Comply with the College Student Code of Conduct (pages 9-10 of the 2020 Student Diary) and Student ICT Acceptable Use Policy (pages 24-25 of the 2020 Student Diary).