



# Learning from Home

## Years 3 - 6

### Hey Kids!

It's a bit crazy at the moment isn't it? So that everybody stays as safe as possible, you're going to do your learning at home for a little while and we thought you might want to know what that means for you. Here are some things to be aware of:

#### Get prepared:

You should have spoken to your teacher by now and told them the things that you need to help you learn from home. We will do our very best to provide what you need. Some of this will take time and there may be some things that we can get for you. Don't worry, your teacher will work things out with you.

#### Set up a learning space at home:

You'll need a space where you can sit and do your school work. You'll also need a computer or lap top and if you told your teacher that you don't have one, we will bring your school one to your house in the next few days. We will call you when we have delivered it but under the current rules we are not allowed to see you face to face.

Your teacher will also have spoken to you about internet access and this will be organised if we can.

#### What you need on your computer:

You are allowed to load a program called WebEx onto your computer. This program will let you videoconference with your teacher. Here's what to do (you might need an adult to help).

##### WEBEX:

1. Your teacher will provide you with a meeting or class number and a meeting password. This will be a number and it will be 9 digits long.
2. Open your internet browser and go to <https://eduvic.webex.com/>
3. Enter the meeting number in the 'meeting information' field and press 'enter'
4. Put in the password provided by your teacher and press 'enter'
5. Select the 'join' or 'join meeting' button. If you see a pull-down arrow on the button, click the pull-down arrow and ensure 'use web app' is selected.
6. When prompted enter your first name and initial of your last name. Enter an email address. If you don't have an email address you can use a parent's or a made up email address such as [me@webex.com](mailto:me@webex.com) Just make sure you put the @ symbol. This email address will not be displayed when you join the meeting and you will not receive emails from Webex at this address.
7. Click 'join meeting'
8. The session will start. You might be asked to allow your microphone and camera to be used. Click 'allow' then press 'skip' to continue.
9. Start talking to your teacher.

## GOOGLE CLASSROOM:

Your teacher will be designing and sharing learning tasks and resources with you using Google Classroom. This platform allows you to complete your work online and 'hand it in' to your teacher when completed. Your teacher can also add comments and suggestions to your work which you can reply to.

### To access Google Classroom:

1. Open a web browser, eg: (Google Chrome, Internet Explorer, Safari) and go to <https://www.edustar.vic.edu.au/google>
2. Log in with your personal eduPass user ID and password that has been provided to you (**do not share these**).
3. You will then see a screen similar to this:



4. Click on the Google Classroom icon
5. Verify that the account is yours (your [username@schools.vic.edu.au](mailto:username@schools.vic.edu.au)) and click **Continue**.
6. Click **Accept** on the Welcome page.
7. Click **'I'm a student'** and you are in. You are now able to see classes you have been invited to.
8. Click on **Join** and you are now in your class folder and able to view and complete tasks set by your teacher/s.

## Staying safe on line:

We know that you understand that you need to make sure you stay safe on line. We are using Department of Education programs for our learning and not programs or apps like Zoom as these are not secure and don't keep your data private. The Department is working very hard to maintain cybersafety around its approved programs.

No matter how safe we think things are, you must always remain aware and you must tell your parents of any problems that you have when you are working on line. This includes cyberbullying.

You must never publish your photo on line. Also, don't ever give details other than your first name and initial. We already know your address, phone number, date of birth etc and we will not ask for them. Do not publish these details.

If you have any problems and your parents or other trusted adults can't help you, someone will be answering the phones at school between 8:30 and 3:30 every school day. You can also contact someone at Kids Helpline for support and advice. Their number is 1800 55 1800 and there is someone there **all the time**.

Hopefully that will help you out a little bit. Your teacher will be expected to contact you every school day. This could be a phone call to your house or it might be an email or a WebEx conference depending on what your teacher sets up for you. Specialist teachers, for example, Ms Christina and Mrs Heath might also contact you sometimes.

Remember that if you have any questions, there will be somebody at school to talk to you over the phone during these times:

MONDAY to FRIDAY  
8:30 a.m. to 3:30 p.m.

9312 5900