

Student Protocols for Online Learning

Essential Learning and Trade Training

Students are expected to:

- Refer to the
 - Australian Trade College North Brisbane (ATCNB) - Student Code of Expectations
 - Australian Trade Training College (ATTC) – 2021 Learner Information Handbook
- Do not film, record or share content, videos and/or resources with students, parents or other people not enrolled at our College.
- Follow standard Classroom / Workshop expectations, namely;
 - Be prepared and on time
 - No mobile phone usage during session times
 - Respect for yourself, others and property
 - Follow fair and reasonable instructions
- Wear appropriate clothing while participating in online lessons. Torn, frayed, transparent or ragged garments, or those carrying inappropriate (e.g. obscene or derogatory) images or words, or promoting alcohol, tobacco or illegal substances are not acceptable.
 - Shirts
 - Shirts must always be long enough to keep the mid-body covered
 - Necklines and underarms of shirts and tops must provide adequate coverage
 - Shoulders must be covered at all times. Singlets, spaghetti straps, off the shoulder and similar tops are not appropriate
 - Undergarments should never be visible.
 - Shorts / Skirts / Jeans
 - Skirts and shorts must be long enough to allow adequate coverage for all the normal movements required in a school day
 - Undergarments should never be visible.
- Attend all scheduled online lessons.
- If unwell, parents / carers must advise the College Reception via Parent Lounge, email, or the absentee phone line. Attendance monitoring and tracking will occur as normal.
- Only take part in their scheduled online class lesson.
- Engage fully with their online lesson and submit required activities / assessment as requested by the teacher / trainer.
- Do not use mobile phones and/or other devices during class time unless permission is given. Refer to College Electronic Device Policy.
- Ensure an ergonomic and productive work environment free from distractions.
- Check in with their teachers and trainers as required via email at other times outside of online classes.
- Advise their subject / course teacher or trainer if finding the work challenging or requiring further support.
- Continue to observe all assessment notifications. These will be available in the TASS Student Café or Moodle eLearning platforms.
- Utilise break times with a healthy and mindful focus.