

# ATCLearns@Home

## Learning Leadership Service

### FOCUS YOUR MIND

- Wake up with enough time to get ready and have breakfast before 8.30am
- Say good morning to your family
- At 8.30am check your school emails and log into SEQTA
- Use the established routine of the timetable as a guide to ensure adequate time is spent on each subject area
- Finish the day with the College Prayer or silent reflection
- Search for an opportunity to perform a good deed around the home that will make life easier for someone else

### YOUR SPACE

- Your learning space should be tidy, comfortable and as quiet as possible
- Be respectful of shared spaces
- Remember to wash your hands

### YOUR CLOTHING

- Dress in neat, casual clothes
- Do not wear pyjamas

### EQUIPMENT

- Have your laptop ready and logged into SEQTA and any familiar online platforms explicitly noted in SEQTA
- Have a pen, some paper and exercise books ready
- Use headphones if possible
- Remove all distractions including your phone

### ETIQUETTE

- Do not redistribute, share or upload to any media or social media platform, any materials provided by Ambrose Treacy College
- Obey the rules of privacy and do not disclose personal information about the College or individuals
- Uphold the Acceptable Technology Use Policy for Students
- Use respectful language in your use of communication technologies
- Adhere to standard school behaviour
- Follow school policies and procedures and the directions of teachers

### BE HEALTHY

- Drink at least 2L of water per day
- Take breaks every 45-60 minutes
- Have morning tea and lunch breaks, eat healthy food
- Engage in physical activity and exercise
- Avoid social media use during learning time

### BE PRODUCTIVE

- Manage your time – use it for learning
- Submit work at relevant checkpoints via SEQTA or OneNote
- Participate in online discussion boards and ask questions to clarify understanding of content or instruction (*Middle School and Senior students only*)
- Monitor weekly communication on discussion boards