British International School
of Ljubljana
an Orbital Education School

Orbitaled

Your Guide to **Virtual Learning** at BISL

Your Daily Learning Routine

1.

Your learning space

Should be tidy, comfortable, well-lit, and quiet.

Use a hard surface, not the sofa or your lap.

Be respectful of others when using shared spaces.

2.

Your health

Wake up with enough time to get ready and get a good night's sleep.

Set mealtimes, stay hydrated and take regular breaks.

Exercise to expel excess energy.

3.

Your equipment

Have your device charged and be logged in.

Have additional materials at hand – pen, paper, calculator, etc.

Test apps and logins to make sure they are working.

4.

Your etiquette

Dress in neat casual clothes, not pyjamas.

Be polite, appropriate and respectful online, as you would be in person.

Remove distractions when engaging with others online.

5.

Your time

Manage your time – use it for learning.

Collaborate – work together with your friends, share ideas.

Make time to socialise as well – you've worked hard – reward yourself!

6.

Your support

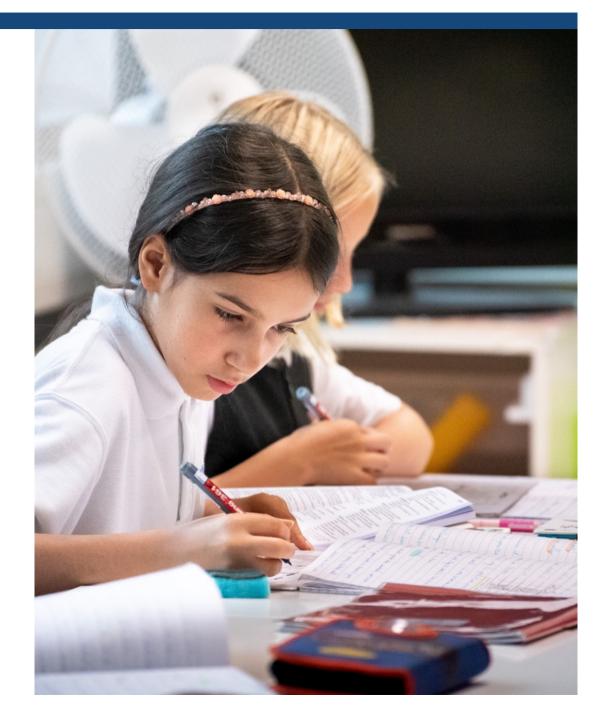Know that you can contact your teachers at anytime for support with your work.

Be open with your parents.

Our DSL, Mrs Železinger, is available if you need someone to speak to.

Expectations from Students

We expect students to:

- attend conferences and lessons as usual and on time

- have all the resources necessary for successful learning

- follow the same guidelines for respectful listening and talking as in the classroom

- complete any tasks set within the time given and to a high standard

- use technology sensibly and safely

- not share any personal information during online learning lessons

- contact their teacher if they are worried about anything during online learning sessions linked to the safe use of technology

- only use the BISL email address for contacting teachers

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Expectations from Parents

We expect parents to:

- arrange and maintain a safe learning space in the house. This should be in a communal space where learning can be viewed and heard by an adult

- ensure that online safety features are installed in the device the child will be using (for example, block pop-ups)

- discuss guidelines for appropriate use of device during school hours - ie for academic purposes only

- ensure that the learning timetable is shared, discussed and supported at home

- inform the class teacher if a child cannot attend a lesson for any reason

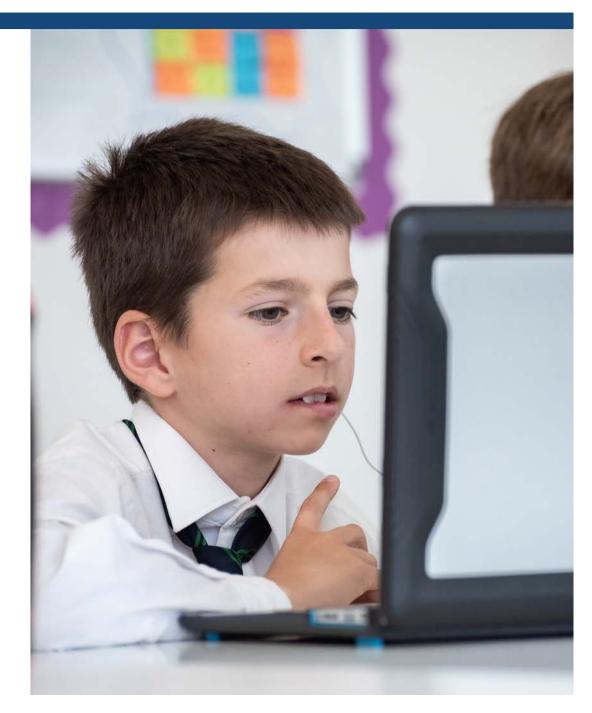- contact the relevant Head of School with any concerns about the online learning process

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eSafety – Staying Safe Online

Some good discussion points to have at home:

- Refer to the [guidance provided by school](#).

- 'Think before you post' - why is this important?

- What is a digital footprint? Is everything you post saved? Is it ever deleted?

- What is cyberbullying? Who do you report it to?

- Are private emails/online chats really private? Why?

- How old do you have to be to create social media accounts on different platforms?

- Do you know how to edit privacy settings on your Social Media profile and why it is important?

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Remember: we're here if you need us, get in touch.