



British International School
of Ljubljana
an Orbital Education School



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



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



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?





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