



24 January 2022

Dear Parents, Guardians and Students

As we prepare for students to return to classes in the coming weeks, it is important that our parent and student bodies are well-informed with regards to the commencement and continuation of teaching and learning. The COVID pandemic continues to provide a number of difficulties for us as a community, many of which we can plan for but a number which we will have to work together on as the term and year progresses. What we do know is that illness in our student body and teaching staff will present us with challenges that will require patience and adaptability in dealing with. We continue to keep in our thoughts and prayers those in the Villanova College community who have been affected by COVID.

Students with New BYOD Laptops

With limited opportunity for face-to-face workshops at the beginning of 2022, we are mindful that students with new laptops will need to install essential software and connect to our online systems and portals. Once in possession of the new laptop, parents and students should follow the steps in the linked guide below to complete this setup process. This process needs to be completed by the time students have commenced classes for 2022 (i.e. Year 10 – 12 students must complete this process by Friday 28 January, Year 6 to 9 students who are in possession of their laptops must complete this process by Friday 4 February).

[BYOD Laptop Set Up](#)

NB: It may be more convenient to have the online guide open on another device for easy reference.

Year 6 to 11 Students without a BYOD Laptop

Students in Years 6 to 11 who will not have a laptop when school resumes will be provided with a school managed laptop in the interim. This laptop will already have the essential software and connectivity required for your son to commence the year at the College. Loan laptops will be available for collection from the College's IT helpdesk from Tuesday 25 January. To arrange a time to pick up a loan laptop please use the link below to book an appointment.

[Loan Laptop Appointment Booking](#)

Once your son receives his own laptop, he should return the borrowed device and use the BYOD Laptop Set Up Guide above to set up his laptop.

VNC Student Connect

In 2020 and 2021, the College's *Learning@Home* and BYOD spaces provided information to students and parents with regards to online learning. The College was able to utilise its information technology



platforms to provide continuity of teaching and learning when in periods of lockdown. Over the past 18 months, the College has worked with Microsoft Education (Microsoft Schools Transformation Program) to implement the Microsoft Office platform. This change has allowed the College to transform its teaching and learning by further enhancing online communication, collaboration and the delivery of the curriculum.

With learning from home commencing for Years 10, 11 and 12 on Monday 31 January, some preliminary work being made available to Years 6, 8 and 9 at the same time, and face-to-face learning for all year levels commencing from Monday 7 February, it is important that parents and students are aware of where to locate essential information and resources. For continuing students and parents, we have renamed the *Learning@Home* space to *VNC Student Connect*. We have done this in recognition that our online spaces are more than just areas for students who are learning from home; it is a place where student and staff work together and collaborate on a daily basis. Students should access the *VNC Student Connect* platform from the link below over the coming days and bookmark it for future access.

[VNC Student Connect](#)

Acceptable Use of IT Agreement

Agreeing to the Acceptable Use of IT policy each year serves to remind students and parents that responsible use, care and vigilance is ongoing. This agreement is like an 'annual pledge' and demonstrates the individual's willingness to exercise vigilance, respect and responsibility when using shared ICT equipment and resources.

We ask parents that they sign this policy and give their consent. Please refer to the attached document (PDF) and the figure below. Towards the end of page 3 is a set of instructions to guide you through the consent process via Parent Lounge.

Event Name	Start Date/Time	End Date/Time	Status
2022 Acceptable Use of ICT	Mon 17/01/2022 at 12:00am	Sat 31/12/2022 at 11:59pm	Invited
Rasketball Academy Term 3	Mon 26/07/2021 at 5:00am	Sun 15/08/2021 at 10:00am	Accepted

Laptop Setup Webinars

Mr Jason Lane (Elearning Pedagogy Leader) will be emailing all parents / guardians shortly to announce two "live setup webinars" scheduled in the weeks commencing Monday 24 January and Monday 31 January. These webinars are for parents / guardians and students still requiring assistance to reset or "clean up" BYOD laptops, install essential software, sign-in to essential services and prepare the laptop for use. Should you have any immediate concerns or issues with BYOD laptops, please reach out to our BYOD Helpdesk team by using the email address byod@vnc.qld.edu.au.

Year 10, 11 and 12 Students

Given the late start to the term, it is vital that our Senior Students are ready to commence their classes on Monday 31 January. Students will complete their scheduled lessons online with their teachers through the Microsoft Office platform including Teams.

- Students are to ensure that their laptop is in good working order prior to commencing classes next week. If a student's laptop will not be ready for the start of term, please use the link on page 1 of this letter to book a loan laptop.
- Students should be aware of the change in timetable structure for 2022 (please see the 'Learning From Home Timetable' information sheet attached to this letter).
- Students should also be aware of how they learn from home (please see the 'How Villanova Students Learn From Home' information sheet attached to this letter). Students need to know that they are to be in sports uniform while learning from home and be aware of appropriate online conduct when participating in online learning.
- Students will attend a pastoral class briefing with their Pastoral Area Leader and Pastoral Teacher in a scheduled time during Lessons 1 and 2 on Monday 31 January.
- Academic classes will commence after morning tea with Lesson 3.
- All assessment dates for Year 12 students remain as per those communicated in the assessment calendar (found on Student Café) which was published last year.

There will be further correspondence sent home by Mr Matt Levander, Head of Senior School and the relevant Pastoral Area Leader relating to the commencement of the year for Senior School students.

Year 6, 8 and 9 Students

From Monday 31 January, self-directed core literacy and numeracy activities will be provided to students in Years 6, 8 and 9. These activities will not be completed in online classes but rather completed at times determined by students. Details will be communicated to students by email.

Preparation for School Return

All students will return to face-to-face lessons on Monday 7 February. All students will need to have all the required equipment and stationery to commence classes. COVID safe practices will also keep the community safe; mask wearing will be required for the safety of all teachers and students.

For Junior and Middle School students, there will be further correspondence sent home by Mr Stephen Rouhliadoff (Head of Junior School), Mr Greg O'Neill (Head of Middle School) and the relevant Pastoral Area Leader as it relates to the commencement of the year for Junior and Middle School students.

Teaching and Learning from Home

Once classes commence for the year, there may be times throughout the term when students will be required to learn from home through illness / isolation or teachers may need to teach from home. In all situations, students will need to be organised and ready to respond to last minute changes. (NB: At all times, students will need to have a good quality set of headphones with them at school and at home).

As we consider how the term will unfold, I am confident that the community will respond to the challenges that we are likely to encounter. All parents, guardians and students should be confident in the Villanova College staff being able to provide a continuity of teaching and learning across Term One and throughout 2022.

All the very best for the start of the 2022 school year.

Yours sincerely



Mr Paul Begg
Principal



Mr John Christie
Dean of Teaching and Learning





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LEARNING FROM HOME TIMETABLE

The table below is the schedule for students to follow if they are learning from home.

1. Note that lessons are scheduled as normal timetabled lessons when learning from home.
2. Students will use the timetable below to participate in classes (Teams meetings). If a student normally studies English in lesson 1 on Monday, this will remain the same whilst learning from home.

LESSON	TIME
PASTORAL CARE	8.30am to 8.40am
Lesson 1	8.45am to 9.35am
Lesson 2	9.40am to 10.30am
BREAK - MORNING TEA	
Lesson 3	11.05am to 11.55am
Lesson 4	12.00pm to 12.50pm
BREAK - LUNCH	
Lesson 5	1.25pm to 2.10pm
Lesson 6	2.15pm to 3.00pm

If for any reason, a student cannot join an online class:

1. Students should contact their class teacher by Teams chat or email to advise them of their absence or problem with connecting
2. Students should ensure that they are familiar with where work for each of their subjects is located
3. Students should complete this work (i.e. watch the recording of the lesson, complete exercises) when time is available



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HOW VILLANOVA STUDENTS LEARN FROM HOME



FOCUS YOUR MIND

- Wake up at the time you would if you were attending school (preferably before 8.00am)
- Complete some form of exercise and enjoy a full and healthy breakfast
- Check your school emails and any other platforms that you are instructed to work from (i.e. Teams, Moodle)



YOUR LEARNING SPACE

- Your learning space should be tidy, comfortable and as quiet as possible
- Always be respectful of any shared spaces in your house



YOUR EQUIPMENT

- Ensure your device is ready and logged in
- Test all applications and platforms required to make sure they are working
- Have a pen and paper ready
- Use headphones if necessary
- Turn your phone on silent and move it away from your workspace to avoid distraction
- Remove any other distractions



BEING PRODUCTIVE

- Manage your time efficiently
- Use your time for learning
- As required, complete any set work and submit it using the correct methods
- Spend time revising any items you don't understand and be sure to ask questions (by email or other nominated platform)
- Check your emails regularly throughout the day

For IT support, email - BYOD@vnc.qld.edu.au

For pastoral support, email your Pastoral Area Leader or a College Psychologist:

Ms Ashleigh Wright - awright@vnc.qld.edu.au

Mr Tass Sakellariou - tsakellariou@vnc.qld.edu.au

Mr Adrian Hellwig - ahellwig@vnc.qld.edu.au



YOUR PRESENTATION

- Dress in your school uniform or sports uniform when engaged in online lessons



YOUR ETIQUETTE

- When commencing online lessons, ensure that your microphone is on mute and camera is off
- Be polite, appropriate and respectful in any language you use online, and as you would in person
- If writing electronic messages (i.e. Teams chat, email), write it with correct language, grammar and spelling



BEING HEALTHY

- Look for opportunities to be healthy
- Drink at least two (2) litres of water every day
- Have a healthy morning tea and lunch as per the normal school timetable
- Take opportunities to move away from your workspace between lessons and during breaks



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2022 ACCEPTABLE USE OF ICT AND NETWORK FACILITIES POLICY

As we educate our students for a rapidly changing world, it is important for them to learn how to use technology constructively and responsibly. Villanova College has established computing and network resources to support effective pedagogy involving technology. These resources include technology provided on campus, student-owned computers and devices, and College-owned computers that may be taken off campus with permission from the College.

Villanova College has specific guidelines relating to the use of College-owned computers and student owned computers and devices used at the College. This information serves to inform all users of their rights, responsibilities and obligations when using computer and network resources, consistent with the College's requirements that all such resources are used in an ethical, legal and responsible manner.

RESPONSIBLE USE

At Villanova College, we are guided by the Augustinian Gateway Value of Community. Our community comprises parents, staff and students, past and present. Users of computer and network resources demonstrate this Gateway Value by acting responsibly and respecting the privacy and rights of others and the integrity of the resources provided.

RESPONSIBLE USE includes:

- using courtesy with all forms of electronic communication (e.g. email, blogs, comments, forums, chat channels)
- respecting software licensing agreements
- respecting the ownership of Internet-based resources (e.g. images, text and videos) and acknowledging ownership where required
- respecting the equipment in shared technology spaces, and demonstrating respect and consideration for staff and volunteers working with technology resources
- demonstrating respect and care for own and others' computers and devices
- observing each person's rights to privacy and sharing the responsibility for protecting these rights

In observance of these examples of responsible use, students may NOT use computer and network services to:

- buy or sell items or services over the Internet
- use chat programs without expressed consent and supervision by a teacher
- access, post or send inappropriate Internet or email content, especially content that is illegal, dangerous, obscene or offensive
- amend documents created by another student without that student's consent
- deliberately install computer viruses or other malicious programs
- attempt to gain unauthorised access to any system by any means
- use technology resources to attack or compromise another system or network
- attempt to use filter avoidance technologies including VPN, tunnelling or tethering access or intercept emails sent to other persons

CYBERBULLYING AND DEFAMATION

At Villanova College, we value the importance of community and the gifts and talents of others. Saint Paul reminds us that our words should always be used for the improvement of others so that it will do good for those who hear (Ephesians 4:29). Therefore, we protect and value our relationships by not using email or the Internet to make mean, rude or unkind statements about other people or send threatening, harassing or offensive messages. Improper use of technology resources in this manner could amount to defamation.

CONFIDENTIALITY, CYBER SAFETY AND SECURITY

At Villanova College, our love of learning is founded on the Augustinian Gateway value of the Search for Truth. In establishing an online presence, students should ensure they remain true to their identity and values.

CARE AND VIGILANCE should be observed in these areas:

- Students should be aware that material they post on Internet sites (including Facebook, Twitter, Instagram and other social media sites) is public and contributes to one's "digital footprint". The content of public posts may have personal implications for students if, for example, potential employers' access that material. The content of posts also reflects on Villanova College and our wider community. Once information is on the Internet, it may not be possible to remove it.
- Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.
- Where disclosure of personal information is made through authorised avenues (e.g. using email or an official website), users should be aware that invasions of privacy may sometimes occur, and it is outside Villanova College's control to prevent such instances from occurring.
- Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.
- The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns, and as such complete confidentiality and privacy cannot be guaranteed. Villanova College may also be required to inspect or provide copies of electronic communications where required by law, or where the investigation of possible misuses of technology resources is required.
- Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students should log off at the end of all sessions involving shared computer resources.
- Students must not use another person's name and password to access resources.
- Students are required to report suspected breaches of security to a teacher.

COPYRIGHT AND ATTRIBUTION OF OWNERSHIP

Access to information does not automatically imply consent for use. Copying or downloading material from the Internet may be a breach of copyright or intellectual property rights. Students must not use Villanova College technology resources to copy, download, store or

transmit any such material that may include copyrighted text, images, music, videos or any other form of media.

CONSEQUENCES FOLLOWING A BREACH OF THESE GUIDELINES

A breach of these guidelines will be taken seriously and may result in disciplinary action. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action in line with existing Villanova College practices. Students and parents/legal guardians may be financially liable for damage caused to resources. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

POLICY AGREEMENT

Students and parents/carers must agree to the above policy each year.

Agreement is actioned via the **Parent Lounge** (for parents/carers) and a **Microsoft Form** (for students). Failure to do so may mean temporary suspension of access to the College wi-fi whilst on campus.

Agreeing to this policy each year serves to remind students that *responsible use, care and vigilance is ongoing*. This agreement is like an annual pledge and demonstrates a student's willingness to exercise vigilance, respect and self-responsibility when using shared ICT equipment and resources.

HOW TO CONSENT TO THE POLICY

Parent/carer consent:

1. Go to **Parent Lounge** and then click on **Events & Payments**.
2. Open the **2022 Acceptable Use of ICT** event.
3. To the right tick the **Accept** box, then choose **Accept** in the drop-down menu.
4. Click the blue **Save** button above.
5. If consenting for multiple students, select others from the list at the top right.



Student consent:

1. Please share this link to the Microsoft Form with students:
<https://forms.office.com/r/hVgvd0D1qa>
2. Note: students will need to sign in using their College email address and password to complete the form.

FURTHER INFORMATION

If you have any questions regarding this agreement, please contact your son's Head of School, Pastoral Area Leader or Mr Jason Lane (Elearning Pedagogy Leader) at: jlane@vnc.qld.edu.au