

# GT Online Coursework Student Responsibilities



GT Online  
Connecting bright minds across WA

## Be organised

- Locate and download course outlines and assessment timelines from Moodle for each subject.
- Be able to navigate your courses on Moodle – where to find Webex links, messages, modules of work, teacher instructions, drop boxes, lesson recordings, results and feedback, upcoming events.
- Log onto the Moodle homepage **at least** twice a week to check GT Online announcements.
- Promptly respond to any messages from your teachers, letting them know you have read the message.
- Set reminders (e.g. Outlook calendar, watch/phone alarm) to ensure you are punctual for Webex sessions and actively participate for the whole lesson.
- Complete the prescribed course work during independent study periods and at home as required.
- Complete and submit all assessment tasks by the due date.
- Message your GT Online teacher early to let them know of any concerns you have regarding keeping up with work or any other issues. You can request to have a private chat before or after class.
- Communicate with your School Coordinator, and those who assist you at your home school. It is **your** responsibility to make sure your tests are sat by the due dates and submitted to your teacher.

## Attend all lessons

- You learn most effectively when you attend all lessons and complete all prescribed work.
- Minimise your absences. Regular absences can result in you not fulfilling the requirements of a course and being unable to be assessed or graded.
- Your grades are based on your demonstrated achievement, not on your **potential** to achieve.
- Where possible, you or your parent need to message or email your teacher **in advance** if you are going to be absent, providing the reason for your absence.
- If you are not at school but well enough to join in Webex lessons from home, please do so. Be sure that you know how to access recordings of lessons to catch up on missed work.
- Absence from any scheduled assessment task (including tests or examinations) must be explained by a parent.
- If you are experiencing trouble accessing the Webex classroom or if the internet is not working and you are unable to send a Moodle message, ask your school coordinator or office staff to make a call to the GT Online Program Coordinator to explain the issue.

## Keep to due dates

- Developing your organisation and time management skills is an important part of becoming a successful independent learner.
- Use a diary and follow a well-planned timetable to help you to keep up with the workload and feel in control of your learning.
- It is expected that you will submit your work on time. If you are concerned about your ability to do this, you **must** talk to, or message, your teacher well before it is due.
- You can apply for an extension if you have a valid reason by messaging your teacher **in advance** of the due date.
- Work that is submitted after the due date, but without an agreed extension, may attract a 5% penalty per day that it is late.

## Submit original work

- The work you submit needs to be your original work, undertaken by you.
- Information or evidence gathered from other sources needs to be referenced.
- When chunks of text are copied from resources/websites it is called plagiarism.
- Your teachers have software that can identify plagiarism, and if work has been copied it will not be accepted.



The GT Online Program commits to providing high quality student care, which relies on communication with parents and the home school. Teachers strive to promote a love of learning and enable every student the opportunity of working towards their personal best.

The following strategies recognise and reinforce good study habits and a positive attitude to learning.

## Recognition of high performance

**Letters of Commendation:** to acknowledge and congratulate a student for striving for their personal best, displaying responsibility and making the most of opportunities presented to them. Letters are emailed by the teacher to parents and copied to the School Coordinator and Program Coordinator.

The letter recognises success in one or more of the following areas:

- commitment to participation in the GT Online Learning Program
- exemplary display of leadership and/or initiative
- outstanding assessment performance
- significant improvement made.

**Certificates:** awarded in each learning area for each year group at the end of each semester.

- 1 **Excellence Award** for very high achieving students.
- 2 **Merit Award** for successful all-rounder students who apply themselves and perform at a consistently high level.
- 3 **Encouragement Award:** recognising a consistent and determined effort to improve.
- 4 **Subject Award** for the top performing student in the year group (awarded only at the end of the year).

The student's home school is encouraged to recognise the GT Online awards and present them at a suitable time, such as an assembly, to celebrate the accomplishment in front of their peers.

## Addressing unsatisfactory attendance / completion of work / effort

**Step 1** Direct communication between teacher and student via a conversation before/after class or a Moodle message to:

- seek explanation.
- identify strategies to help.
- determine a plan of action.

**Step 2** If the issue continues, the teacher will initiate phone or email communication with the parent (Program Coordinator and School Coordinator copied in).

**Step 3** If the issue does not improve a Letter of Concern will be emailed to the parent, and copied to the Program Coordinator and School Coordinator.

\* Letters of Concern will also be issued to communicate unsatisfactory academic performance in a major task.

A **Letter of Concern** informs parents of areas of need that require improvement and requests support from parents to work with their child and the GT Online teacher to address concerns in the areas of:

- Academic Performance
- Time Management & Communication
- Attendance & Punctuality
- Behaviour & Effort.

Multiple **Letters of Concern** indicating consistent unsatisfactory attendance / completion of work / effort will result in a student's loss of Good Standing.

