



ST PATRICK'S COLLEGE  
BALLARAT

# Online Learning Checklist

## Be prepared

- Make sure you have had a healthy breakfast and are dressed for the school day
- Wear your SPC polo top or some other clothing with SPC logo
- Be online ready for Pastoral Care check-in
- Check your emails, timetable and diary
- Make a to-do list for the day
- Remove distracting items from your learning space

## Learning space

- Your learning space should be tidy, comfortable and quiet
- Try to find a location with plenty of natural light
- Make sure your device is charged and ready
- Have a pen, paper and school books nearby
- Use headphones where possible
- Ensure your chair is comfortable and supportive and that you are not stooping over your device

## Productivity

- Stay on task for the duration of the lesson
- Spend time revising and reviewing what you have learnt in each lesson
- Ask your teacher questions in Microsoft Teams or via email
- Find a dedicated learning space at home and avoid distractions

## Be balanced and healthy

- Utilise planned breaks at recess and lunch – step away from your device at these times
- Eat healthy food and drink plenty of water
- Do regular exercise and get some fresh air
- Stay in touch with your friends and family

## Online learning etiquette

- Be respectful to others at all times
- Do not post anything inappropriate
- Think before you type
- Do not visit websites or download content which may infect your device
- Make sure your microphone and camera are off unless directed by your teacher

## General wellbeing

- Communicate regularly with family and friends
- Spend time outside – go for a walk
- Reach out to people. Call your friends on the phone instead of always messaging
- Take a break from the 24-hour news cycle
- Do things that make you feel happy
- Practise mindfulness
- Read a novel for enjoyment
- If you are feeling anxious contact your Pastoral Care teacher and ask for assistance

## Support

- For all IT issues requiring support email [helpdesk@stpats.vic.edu.au](mailto:helpdesk@stpats.vic.edu.au)
- For academic support contact your subject teacher
- For wellbeing support contact your Pastoral Care teacher
- For mental health support resources visit [stpats.vic.edu.au/news/mental-health-support-resources/](http://stpats.vic.edu.au/news/mental-health-support-resources/)
- If you witness or are subject to any cyberbullying notify your teacher immediately
- Stay safe online