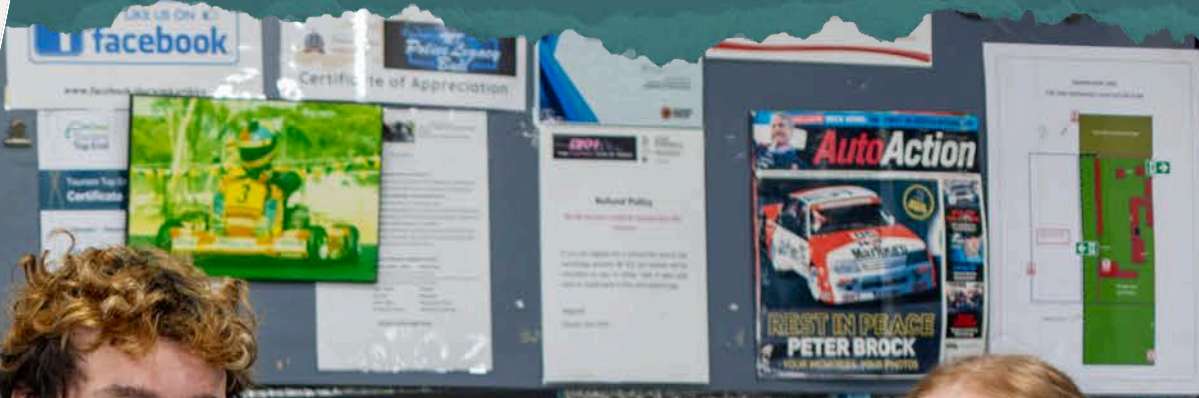
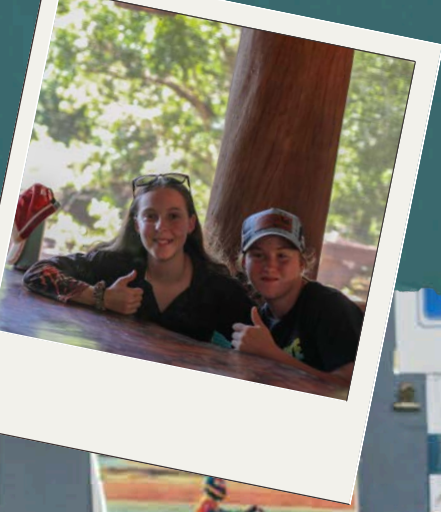


NTSDE



STUDENT HANDBOOK



NTSDE
'Education Wherever You Are'



NT School of Distance Education

OUR SCHOOL VALUES

01.

RESPECT

02.

PROFESSIONALISM

03.

INCLUSIVITY

04.

INNOVATION

**EDUCATION WHEREVER
YOU ARE**



WELCOME TO THE NORTHERN TERRITORY SCHOOL OF DISTANCE EDUCATION

SENIOR SECONDARY COURSES

Our school provides quality, innovative, online senior secondary courses aligned to the Australian Curriculum and South Australian Certificate of Education (SACE).

STUDENT FOCUSED

We pride ourselves on being student focused and providing creative solutions to engage young people in their educational journey.

TECHNOLOGY

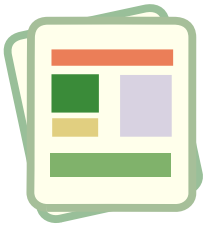
We utilise technology to deliver engaging and interactive experiences through platforms such as Moodle, Zoom and Compass.

FLEXIBLE LEARNING

At NTSDE, we offer flexible learning plans that fit your individual pace and style, allowing you to balance education with other commitments.

ON ENROLMENT

WHAT STUDENTS NEED TO KNOW UPON STARTING WITH NTSDE



Student handbook

This handbook has been written to give you an introduction to studying at NTSDE. If you have any questions or would like any more information about anything, please do not hesitate to contact us. You can find a list of contacts for the Student Support team on the back page.



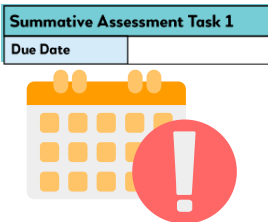
Setting up

Upon commencement with NTSDE, you are expected to have all applications - Moodle, Zoom and Compass, set up and ready to access. You are to enrol in Moodle within 48 hours of commencing. You can enrol in your Moodle course by yourself or if you need assistance the Student Support team can help you. Moodle is our classroom, so you need to be accessing Moodle and be in your classroom per your study schedule.



Communication

You are expected to log into Moodle and Compass daily to check for updates, assignments and communication from your teachers. Regular contact with teachers will maximise your success: if you have any questions or need help, please reach out via email or phone. Regular communication with the Student Support team can be done via email, phone, text or you can organise a visit to NTSDE. The Student Support team will also provide you with the Student Support mobile number.



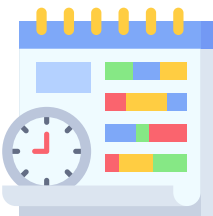
Assignment deadlines

Assignment deadlines can be found on Moodle and in Compass. Adhere to assignment deadlines and follow the format guidelines provided by your teachers. Meeting deadlines is important for your academic progress and success. If a submission deadline extension is required, contact your teacher before the deadline occurs to negotiate an extension.



Academic integrity

Always submit original work and properly cite your sources. Academic honesty is crucial. NTSDE teachers use the program Turnitin to check your work for originality, AI use and for plagiarism breaches. Teachers can only assess what they recognise as your work.



Time management

Plan and dedicate sufficient time to your subjects each day. Create a study schedule that helps you manage your time effectively and stay on top of your assignments. The NTSDE Student Support team can help you create a study schedule.

• ONBOARDING •

FACILITIES/RESOURCES AVAILABLE FOR ONSITE LEARNING



Laptop hire

You can borrow a NTSDE laptop for a day or hire one for half or the whole school year.



Study area

When onsite at NTSDE, you have a dedicated study area to work in. Please be aware students are only allowed on level 1 of the NTSDE campus building.



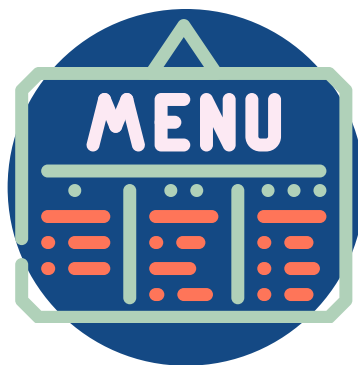
Meeting room

When coming in for meetings or if you have exams, there is a reserved room.



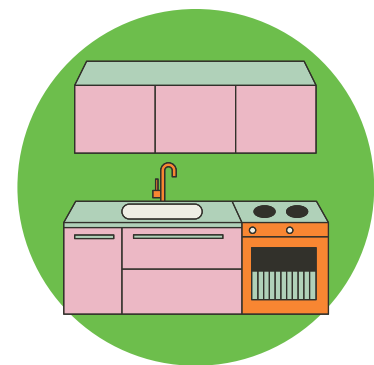
Year level Student Support Officer

Each year level has a dedicated Student Support team to support you.



DHS Canteen

You are welcome to go with a Student Support team member to the Darwin High School canteen to get food in allotted time slots.



Facilities

NTSDE has bathrooms, a kitchen, a balcony for breaks, and car parking for you to use while onsite.

WHEN ATTENDING NTSDE STUDENTS ARE EXPECTED TO:

Make a booking

If you would like to come in for a study session, socialisation or to seek support, contact the Student Support team prior to visiting so teachers can be notified and a space can be arranged.



Sign in and out

Sign in and out using the front desk iPad when you are arriving and departing.



Silence phones

Have mobile phones on silent and in your bag. Mobile phones should not be used when on site, unless required (medical reasons, etc).



Collaborate

Work collaboratively with the Student Support team and teachers while onsite. You need to be accompanied by a Student Support Officer when accessing Darwin High School's canteen. Do not leave NTSDE without informing a member of the Student Support team.



Use study areas

Work in the Student Support meeting room or student study area.



Be considerate

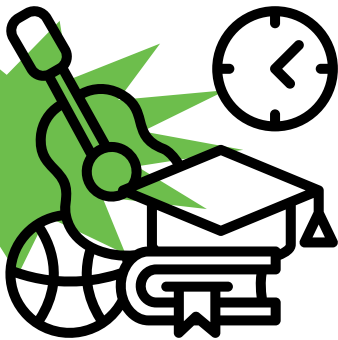
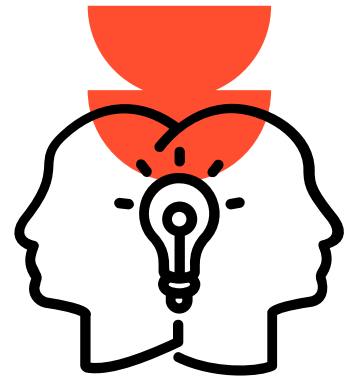
Maintain a respectful environment. Keep noise to a minimum and be respectful of other students working in the area.



FOSTERING A POSITIVE LEARNING ENVIRONMENT

Sharing ideas

We encourage you to share your ideas and suggestions through the front desk suggestion box, online forums, and email. Your input helps us create a better learning environment for everyone.



Extracurricular activities and events

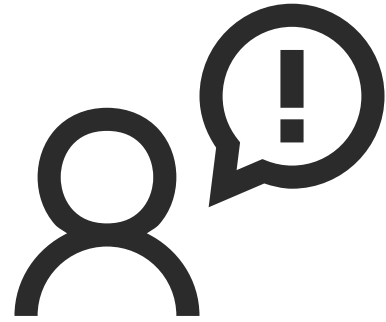
Participating in extracurricular activities is a great way to explore your interests, make new friends, and build a sense of community. We offer a range of activities, both online and in-person, for you to get involved in.

Regular feedback

Providing regular feedback helps us understand your needs and make necessary improvements. We encourage you to give feedback on your experiences, whether it's about a specific class, a school policy, or anything else. Provide your feedback through the front desk suggestion box, online forums, or via email.



RAISING A COMPLAINT



NTSDE have simple and clear procedures for reporting any concerns or complaints. Whether it's an issue of bullying, harassment, or any other safety concern, you can easily report it, and we will take prompt action to address it.

CONCERNS CAN BE RAISED THROUGH THE FOLLOWING MEANS

1

In person. This could be during a student-parent meeting, a study session or while you are onsite at NTSDE for any reason. Please feel free to approach any staff member you feel comfortable with.

2

By calling or emailing the Student Support Officers, or any member of the Student Support team.

3

By adding a suggestion into the suggestion box at the front desk at NTSDE.

For more serious concerns please contact either the Assistant Principal - Student Pathways or the Student Pathways Coordinator directly.

Check the contact details on the back page of this handbook.

• BEING ONLINE •

You are expected to work a minimum of four hours per subject per week

When attending Interactive Online Learning sessions (IOLs) you need to:



- Attend scheduled IOLs.
- Be on time for each IOL.
- Have correct equipment for online learning such as headphones, a microphone and a suitable environment.
- Turn on your camera to verify your identity.
- Be respectful of the teacher and other students.
- Follow your teacher's instructions and attempt to complete all activities to the best of your ability.
- Use communication protocols when in class, such as using the raise hand emoji to get your teacher's attention.
- Know how to share your screen.
- Have your parent or guardian inform your teacher and Student Support team if you are absent (e.g. due to illness).
- Liaise with your teacher or Student Support team if additional help is needed, such as needing extra time to understand a concept.
- View IOL recordings afterwards if needed.
- Check your student email, Moodle forum and Compass for any additional information.



TECHNOLOGY

The NTSDE website contains links to all sites used while studying with us. You can find the following under the 'Student Links' tab:



Compass is used to:

- Communicate with students, teachers, parents and guardians.
- Book meetings and study sessions at NTSDE.
- Organise time and set reminders via the calendar.
- Show the weekly schedule of IOLs.
- Show assessment due dates and grades.
- Advertise events, excursions and VET & Career opportunities.
- Provide Moodle enrolment links and keys for students to access Moodle courses.
- Show traffic light (progress) reports.
- Show end of semester reports.



Moodle is used to:

- Access course work and assessment tasks.
- Submit and upload formative and summative assignment tasks.
- See teacher instructions via the weekly forums.
- Access class Zoom links for IOLs.
- Access recorded IOLs and support videos.



Zoom is used to:

- Run weekly IOLs.
- Video conference with teachers and staff

While on Zoom, you will need to:

- Have a camera on for identity verification.
- Dress appropriately.
- Blur your background.
- Not use the chat for individual conversations, off topic or private messaging.
- Not engage in bullying or harassing behaviour (see Acceptable use of ICT).

If you require any assistance with operating these platforms, or if you have any issues with your technology, please contact the Student Support team.

ONLINE SAFETY



Cybersecurity

- Please ensure your personal account information is never made public.
- Do not to share your passwords with others.
- While using online learning platforms, please use your own names (first name and surname).

Acceptable Use of ICT

While you are a student at NTSDE you must use ICT safely, appropriately and ethically. The acceptable use guidelines are outlined in the *ICT Acceptable Use Agreement for Students* form that you and your parent or guardian signed as part of your enrolment paperwork. Please be familiar with these guidelines and follow them to ensure a positive and safe online learning experience.



Online safety protocols

We also ask students and parents to familiarise themselves with the Online Safety protocols available on the eSafety Commissioner website at: [esafety.gov.au](https://www.esafety.gov.au)

FLIPPED LEARNING PEDAGOGY


At NTSDE, we use online learning technology to enhance our teaching and improve student engagement. Teachers develop and deliver learning programs to align with our online model using Flipped Learning Pedagogy.

Weekly Online Flipped Learning Cycle



Here at NTSDE we use...

The Flipped Learning Pedagogy




Which is a fancy way of saying:
You're responsible for your learning!

Basically, you have learning to do before your IOL. These are the tasks your teacher has set up for you in your Moodle course.

This means during IOL, time can be used to build on your knowledge, rather than focusing on the basics.

Then, you can put your new knowledge to the test by completing the activities set for you in Moodle after your IOL.



What if I have a question before my IOL?
Your teachers check their email inboxes - flick them any questions!

SACE



Subjects

Subjects for Stage 1 and 2 can be found by scanning the QR code.



What you should know regarding SACE

- You should save your SACE number for future reference.
- How to update your SACE password.
- How to change from NTSDE email to personal email (graduating students only).
- How to update personal residential address.
- How to read and check SACE Patterns. There is an example of a SACE Pattern on the next page.
- How to read SACE data - The Student Support team or the Student Pathways Coordinator can you assist with this.

Special provisions

Special Provisions are available to support you if you have a disability, or have been affected by misadventure or personal circumstances beyond your control.

This involves reasonable adjustments, such as rest breaks in an exam, or extensions on task deadlines. Adjustments can vary between subjects and assessments according to your needs.

If you feel you might be entitled to special provisions, contact the Student Support team to discuss.

Career Pathways

During your enrolment interview you will discuss your career aspirations to determine the best educational pathway to reach your goals. This will help determine if you require a Northern Territory Certificate of Education and Training (NTCET) or Australian Tertiary Admission Rank (ATAR) pathway. NTSDE staff will assist you to look at your SACE pattern and help you choose the best subject options for the SACE credits needed for your career path or further education. This can include NTSDE subjects and also Vocational Education and Training (VET) courses run by various Registered Training Organisations.

SACE PATTERN

You need 200 credit points to achieve your NTCET. Of these credit points, 40 will come from your compulsory Stage 1 subjects: *Exploring Identities and Futures*, *Numeracy* and *Literacy*. 60 credits need to come from Stage 2 subjects.

You can also achieve credit points at a Stage 1 and 2 level through VET courses, exit assessments, self-directed learning and community learning. You might also be eligible for a transfer of credit points if you have come from an interstate school.

To achieve an ATAR, you will need 90 credit points from ATAR eligible Stage 2 subjects.

If you have any questions around your SACE pattern, please contact the Student Support team.

Stage 1 (compulsory)	Stage 1 or Stage 2 (electives)		Stage 2 (compulsory)	
10 Exploring Identities and Futures 1EIF10A	10	10	10	10
10 Literacy from a range of English subjects	Subjects from a range of options (100 credits)		Subjects from a range of options (60 credits)	
10 Literacy from a range of English subjects	10	10	10	10
10 Numeracy from a range of Maths subjects	10	10	10	10



WELLBEING



At NTSDE, we are committed to creating a safe and supportive environment where you can thrive both academically and personally. Here are some ways we ensure your safety and support your wellbeing:

Leadership focused on safety

NTSDE school leaders are dedicated to always ensuring your safety and wellbeing. NTSDE has policies that promote a safe and respectful environment for all students. If you feel unsafe, please contact the Student Support team, your teacher or your Homeroom teacher.

Involvement in decision-making

NTSDE believes that you should have a say in decisions that affect your education and wellbeing. We encourage you to share your thoughts and opinions through surveys, course feedback, student councils, Homeroom and a suggestion box located on the reception desk at NTSDE.

Respect for diversity

NTSDE celebrates diversity and strives to create an inclusive environment where you feel respected and valued. We recognise and respect diversities in culture, background, identity and personal experiences.

Family and community engagement

NTSDE actively involves your family and community in your education. We keep your parents informed about your progress and wellbeing and encourage their participation in school activities and decision-making processes.

Trained staff

NTSDE teachers and support staff are trained to recognise and respond to safety and wellbeing concerns. If you need more specialised support, we can refer you to a counselling service which can provide professional help and support.

Continuous improvement

NTSDE are always looking for ways to improve our safety and support practices. We value your feedback and ideas on how we can make our school a safer and more supportive place for everyone.



HOME ROOM

What is Home Room?

Our Homeroom program supports you to develop:

- ★ Social and emotional skills and capabilities that promote life-long mental health and wellbeing.
- ★ Healthy relationships and the ability to work cooperatively with others.
- ★ Skills to problem-solve and manage the normal stressors of life.
- ★ A sense of autonomy and purpose.

What happens in Home Room?

Home Room is a safe space created for you to develop relationships with your year level peers. You will have access to events, guest speakers and interactive opportunities and connect with the Student Support team and Homeroom teachers.



HOME ROOM OUTLINE



	Yr 10	Yr 11	Yr 12
Term 1	<p>Theme: Becoming independent learners at NTSDE.</p> <p>Learning Intentions: Students learn to navigate and be orientated with Moodle, Compass, Outlook, Flipped Learning Pedagogy and expectation of being a distance education student.</p> <p>Success Criteria: Students can log onto Moodle independently, attend weekly Interactive Online Learning sessions (IOLs) and submit work by due dates to maximise learning opportunities.</p> <p>Key Ideas: Intro to NTCET, organisation and time management skills, personal identity, opportunities through NTSDE such as The Duke of Edinburgh's Award.</p>	<p>Theme: Setting up for success at NTSDE.</p> <p>Learning Intentions: Getting organised, share experience of learning in a digital environment.</p> <p>Success Criteria: Students set up assessment calendar and weekly planner, discuss how organisation can reduce stress, and tips for self care.</p> <p>Key Ideas: Planners and platform familiarisation, understanding how to reduce stress.</p>	<p>Theme: Achieving success at NTSDE.</p> <p>Learning Intentions: Students will identify challenges ahead and explore ways to develop good self care and effective study habits.</p> <p>Success Criteria: Students set up assessment calendar, weekly planner and set SMART goals.</p> <p>Key Ideas: Goal setting, organisation and time management skills, journaling, study skills and self care.</p>
Term 2	<p>Theme: Connecting and collaborating.</p> <p>Learning Intentions: Students will collaborate in a range of relationship building/wellbeing activities and build strong relationships with peers and NTSDE staff.</p> <p>Success Criteria: Students can reflect on how effectively they are settling into NTSDE and demonstrate help-seeking strategies.</p> <p>Key Ideas: Reflecting on learning, developing skills to work effectively with others.</p>	<p>Theme: Building relationships and communication skills.</p> <p>Learning Intentions: Explore good communication techniques.</p> <p>Success Criteria: Develop communication skills through interactive activities. Students develop a sense of agency in communicating their learning needs.</p> <p>Key Ideas: Communication and wellbeing, developing confidence in speaking up, the importance of relationships.</p>	<p>Theme: Developing mental fitness and resilience.</p> <p>Learning Intentions: Students will understand the meaning of mindfulness and notice what is going on around them. Students will understand the concept of resilience and apply it to their own situation.</p> <p>Success Criteria: Students will participate in a range of mindful activities to manage stress and become more resilient.</p> <p>Key Ideas: Mindfulness, stress, mental fitness, self care and character strength.</p>
Term 3	<p>Theme: Wellbeing.</p> <p>Learning Intentions: Students will engage in a range of activities that promote good wellbeing and learn about the many ways to achieve wellbeing.</p> <p>Success Criteria: Students can find their strengths and use them, show gratitude, demonstrate positive emotions and outline how they find flow.</p> <p>Key Ideas: Developing empathy and social interactions beyond the classroom.</p>	<p>Theme: Resilience.</p> <p>Learning Intentions: To understand the concept and actions of resilience.</p> <p>Success Criteria: Discuss and build strategies for resilience.</p> <p>Key Ideas: Resilience in action.</p>	<p>Theme: Community connections, managing transition and changes.</p> <p>Learning Intentions: Students will engage with guest speakers from a range of local community organisations and explore avenues for seeking help.</p> <p>Success Criteria: Students will be more aware of services offered in the community and understand where to go to seek help.</p> <p>Key Ideas: Guest speakers from a range of community services to support transition from school with a focus on keeping safe and well and where to go for support.</p>
Term 4	<p>Theme: Mental Fitness.</p> <p>Learning Intentions: Students will learn how to be more mindful and notice what is going on around them.</p> <p>Success Criteria: Students can describe in detail the concept of resilience and apply it to their own situations.</p> <p>Key Ideas: Mental fitness awareness and self regulation to manage, recover from and prevent potential mental health challenges. Healthy relationships.</p>	<p>Theme: Emotional literacy and intelligence.</p> <p>Learning Intentions: Building emotional literacy and intelligence.</p> <p>Success Criteria: Implement and reflect on individual actions and their effectiveness. Explore a range of emotional literacy content.</p> <p>Key Ideas: Recognising, expressing and managing emotions to build empathy and self awareness.</p>	<p>Theme: Seeking help.</p> <p>Learning intentions: Students will reflect on their personal support network, be self reflective about their successes and understand the benefits of gratitude.</p> <p>Success Criteria: Students will reflect on their experiences at NTSDE. Students will express gratitude to staff members.</p> <p>Key Ideas: Support transition from school to future pathways. Reflection and expressing gratitude. Celebrating.</p>

ONGOING

Connecting with your peers can be a great source of support. NTSDE organises social events where you can share experiences and build supportive relationships with staff and other students. Get involved and meet fellow NTSDE students outside of class.



Back to School Voucher

You can use your Back to School voucher to pay for such things as your ticket to the Graduation ceremony, your NTSDE jersey or any excursions you are participating in.

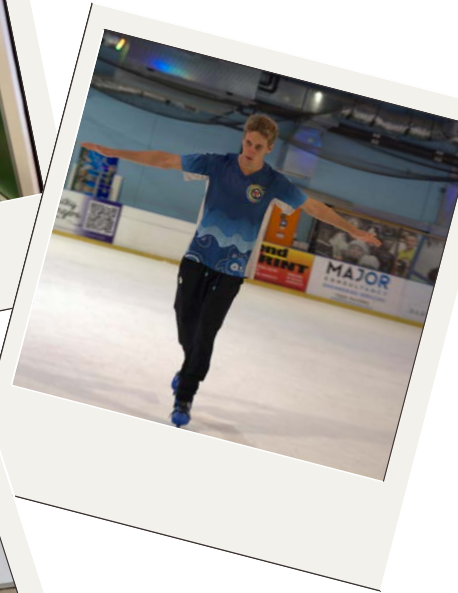
When on excursions or camps

- You will need to submit your signed paperwork along with payment (where applicable) prior to the excursion.
- Follow staff instructions regarding your mobile phone. Unless told otherwise, your phone should remain away.
- Stay with the group and listen to all staff instructions.
- Look closely at excursion forms for details of what to bring.
- Families need to organise transit to and from excursions unless prior arrangements have been made.
- Some excursions will only be available to students who are up to date in their subjects.

EVENTS

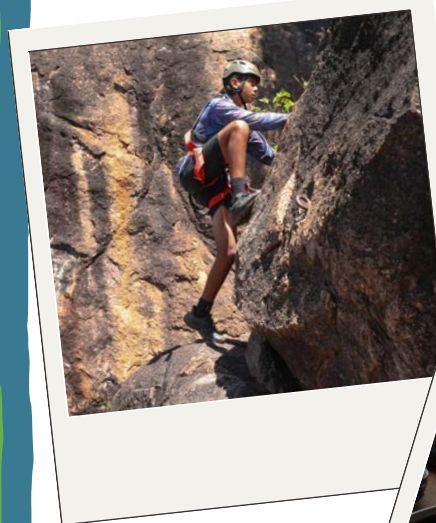
TERM 1

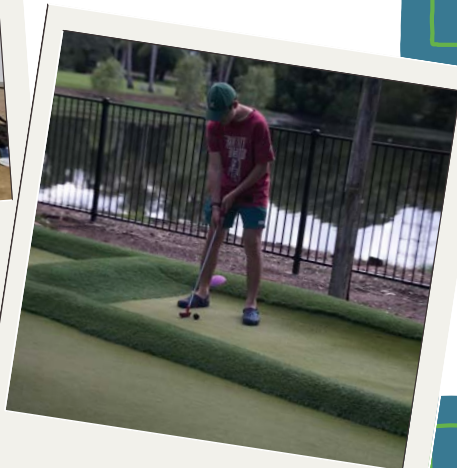
- Back to School Student Event
- Bombing of Darwin Service
- Harmony Day Morning Tea
- Darwin Youth Conference
- End of Term Activity



TERM 2

- ANZAC Day Memorial
- VET & Careers Expo
- Big Day In Conference
- Abseiling
- P.A.R.T.Y Program
- End of Term Activity





TERM 3

- Beach Picnic
- Darwin Festival
- Careers Expo
- Year 10/11 Camp
- Urban Experience
- R U OK? Day
- Gecko Climbing

TERM 4

- World Teacher Day
- Remembrance Day
- End of Year Party
- Graduation
- Awards

STUDENT SUPPORT TEAM

YEAR 10 TEAM



STUDENT SUPPORT OFFICER

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STUDENT SUPPORT OFFICER

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YEAR 11 TEAM



PATHWAYS PROJECT OFFICER

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YEAR 12 TEAM



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ASSISTANT PRINCIPAL - STUDENT PATHWAYS

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