

# Information on distance learning for upper secondary students and guardians

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## Hi!

This information is intended for you who attend one of Norrköping's municipal upper secondary schools and for your guardian. As you have previously been informed, distance learning will be in effect beginning Thursday 19 March 2020 for all upper secondary schools in the municipality. We understand that this is a major adjustment for you, and we appreciate your study effort and your contribution to making distance learning work as well as possible.

It is important to us that you are given the opportunity to complete your studies and we are constantly working to create favourable conditions for you to succeed. In this work, we need your help, and you need to take greater responsibility for your own studies. That is why we wish to emphasise the importance of study focus.

- Create your own place to study at home
- Follow your regular daily routine
- Follow your regular schedule
- Keep daily contact with classroom teachers

Classes are taught as usual and your active participation is, as always, expected. We understand that this requires quite an effort on your part, and we hope we can help each other. It is important to us that you have the tools to succeed and to complete your studies as planned. Contact your mentor if you need help.

Personnel is available on school premises if you need to collect school supplies or need help with or support in your studies. Contact your mentor and make an appointment for your visit so that it doesn't interfere with other classes.

## What you need to remember during distance learning

Distance learning means full days of school and you will follow your regular schedule to the greatest extent possible. Your teacher will be recording attendance for every class. Remember that you will be marked as truant if you do not register

your attendance. If you are sick, you shall report as sick as per usual. See your school's website for information.

Your lessons will primarily consist of teacher-led education in combination with individual work. Your teacher will inform you how the lesson will be conducted. It is important for you to regularly check your e-mail.

As a student, you are responsible for working on your courses and following your schedule to the greatest extent possible. You are always able to contact your teacher if you need help or more information. We are here for you.

## Distance learning - how to work digitally

Follow your schedule and log in to your student computer using your Google account provided by the school well before your lesson starts.

Classes will mainly be conducted using *Google Classroom* and *Google Meet* (via video link), which you will access via your regular login.

If you, for various reasons, are not able to study from home, it is possible for you to study at the school. If so, speak with your mentor.

If your computer breaks or stops working, please contact the school's IT personnel. If you do not know who is responsible for IT at your school, please contact your mentor. If you have access to another digital device, log in to Google from that so that you can participate in classes.

Information and FAQ on distance learning is available on Norrköping municipality's website:

<https://www.norrkoping.se/information-om-det-nya-coronaviruset/distansundervisning-for-dig-som-gar-i-kommunal-gymnasieskola>

## If you need someone to talk to

The school's student health staff is on-site and available as usual. If you as a student are concerned or feel sick, please contact us. Student Health can be reached via e-mail, telephone, or Skype. If you wish to come talk to any of us in person, please reach out and we will set up an appointment.

**Sincerely,**

Utbildningskontoret