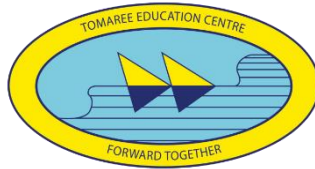


**Tomaree High School**



# **STUDENT LEARNING FROM HOME PACKAGE**

**A GUIDE TO HELP YOU UNDERSTAND AND  
SUCCESSFULLY ENGAGE IN LEARNING FROM  
HOME ACTIVITIES**



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## STUDENT ENGAGEMENT WITH ONLINE LEARNING

Online Learning is different and has its challenges for students, staff and families. At Tomaree High School, we are committed to providing quality learning opportunities with your child. Whilst online learning is very different, it is also an exciting opportunity for us to take learning to the next level and deliver it in an exciting, interactive and achievable way. From late Term 1, we have created processes for online learning primarily through Microsoft Teams, but also other online learning platforms such as Google Classroom as well as hard copy opportunities. This purpose of this manual is to support our students, staff and broader community to access their learning effectively.

## DAILY STRUCTURE

Our daily structure for Learning from home follows your regular timetable, but with a slightly adjusted time structure. Lessons are shorter than normal, with time between each lesson to stretch, have some off-screen time and to have a short break.

## YEAR 7-11 LEARNING FROM HOME DAILY ROUTINE

You should stick to your regular timetable, but with adjusted times. These times are shorter than normal, and work has been adjusted to suit these timeframes.

**8:30am-9:10am**

**Period 1** – Access your online classroom space and complete tasks as requested

20 minutes break

**9:30am-10:10am**

**Period 2** - Access your online classroom space and complete tasks as requested

20 minutes break

**10:30am-11:10am**

**Period 3** - Access your online classroom space and complete tasks as requested

20 minutes break

**11:30am-12:10pm**

**Period 4** - Access your online classroom space and complete tasks as requested

20 minutes break

**12:30pm-1:10pm**

**Period 5** - Access your online classroom space and complete tasks as requested

20 minutes break

### **1:30pm – 2:30pm - Afternoon Activities**

- Check emails/class announcements on Teams/Google Classroom/OneNote for updates
- Read a novel
- Assignment work
- Catch up homework
- Complete all exit ticket or evidence of work as required
- Extension activities
- Exercise/wellbeing activities
- Sending questions to teachers
- Track your learning to make sure you are up to date

## YEAR 12 DAILY ROUTINE

You should stick to your regular timetable, but with adjusted times. These times are shorter than normal, and work as been adjusted to suit these timeframes.

**8.30am-9.30am**

**Period 1** - Log in from 8:30-9:30am with teacher

**9.30am-10.30am**

**Period 2** - Log in from 9:30-10:30am with teacher

30 minute break

**11.00am-12:00pm**

**Period 3** - Log in from 11:00-12:00pm with teacher

**12:00am-1:00pm**

**Period 4** - Log in from 12:00-1:00pm with teacher

30 minute break

**1:30pm-2:30pm**

**Period 5** - Log in from 1:30-2:30pm with teacher

### During study periods and Homework time

#### SENIORS

- Check emails/class announcements on Teams/Google Classroom/OneNote for updates
- Track your learning to make sure you are up to date with Assessment work
- Finish class activities
- Any homework tasks
- Additional contact with teachers
- Self-directed study- making study notes, summaries, revision of lessons/videos
- Check in with Year Advisor
- Practice exam papers
- Exercise/mindfulness
- Work shifts (as required)

## ONLINE LEARNING LESSON FORMAT

When learning from home, lessons will be delivered using the following structure. Each lesson will have the following structure.



### Optional 15 Minute VC Touchbase (Year 12 Recommended)

Use Microsoft Teams Meet Now to connect and share today's learning activities. Keep Meet Now open for rest of class in case student need to ask questions

### Discussion or question to encourage connection

Use your Teams or Google Classroom to elicit responses to a discussion stimulus

### Video, tutorial, Clickview or explicit learning content

Keep videos to 6 minutes in length, create tutorials from your presentation decks, screen casts to show concepts.

### Hands-on Learning Activities

As much as possible set this in a Teams or Google Assignment. Try to get students to 'hand something in' to track engagement.

### Formative Assessment or Evidence of Learning

Reflect on learning, complete a quiz, fill in an exit ticket, respond to an online discussion.

### Touchbase VC with reflection discussion (Year 12 Recommended)

Each lesson will be communicated in Microsoft Teams (see information on using Teams following in this document). Students should look for announcements like the one below to find their instructions.

All work will be handed in through the associated 'Assignment' in Microsoft Teams. Teachers will give feedback through this assignment format.

## Week 1- Lesson 1



### Lesson Topic

#### Learning Intention:

#### Success Criteria:

**Discussion Question:** Student to respond to a question posed to commence the lesson. The expectation is that all students in your class will make a comment. Comments should be made in the same post. All questions and comment on this lesson should be kept in the same post for ease of checking.

**Explicit Teaching:** Video, Click View, PowerPoint, other explicit teaching of the concept of the lesson

**Learning Activity:** Set as an assignment (assigned work) You can add the worksheet notes required. Students to Turn in through teams

**Lesson close:** Quiz or exit ticket- can be posed as a question for answer in the post or set as an Assignment for ease of checking

## TECHNICAL SUPPORT GUIDES FOR LEARNING FROM HOME

Following are some short support guides for the technology we use in our Learning from Home activities.

If you have issues with technology and need support, please call the front office and they will log the issue and contact the IT Support Team to help you.

### THS HANDY LINKS LIST

The follow sites are used regularly in THS Learning from Home activities. They are explained in detail in the document below.

Website	Address
NSW Education Student Portal	<a href="http://student.det.nsw.edu.au">http://student.det.nsw.edu.au</a>
Office 365 and OneDrive	<a href="http://office.com">http://office.com</a>
Microsoft Teams	<a href="http://teams.microsoft.com">http://teams.microsoft.com</a>
GSuite	<a href="http://google.com">http://google.com</a> and sign in with school email
Clickview	<a href="https://www.clickview.com.au/">https://www.clickview.com.au/</a>
Canva	<a href="http://canva.com">http://canva.com</a> and sign in using google option with school email
Adobe Spark	<a href="http://spark.adobe.com">http://spark.adobe.com</a>

### STUDENT EMAIL AND PORTAL

Every student in NSW Education has their own email allocated by the department. This email always ends in @education.nsw.gov.au. See below for details. When accessing any of the websites listed in this guide, students should always use their school email address.

Your school email is: [user.name@education.nsw.gov.au](mailto:user.name@education.nsw.gov.au)

Example: [taylor.swift3@education.nsw.gov.au](mailto:taylor.swift3@education.nsw.gov.au)

If you do not know your password, contact the front office and they will forward a password change request to our IT Support officer. You will be contacted when this has been done.


### LOGGING ONTO THE STUDENT PORTAL

Every student has their own space in the 'Student Portal'. This is where you can send emails using your school email account. It is also a handy place to come to find links to various educational sites such as Office 365 and GSuite. Access the Student Portal by clicking [here](#) or go to <http://student.det.nsw.edu.au>

Student Portal: <http://student.det.nsw.edu.au>

And log in with your username (the first part of your email) and password

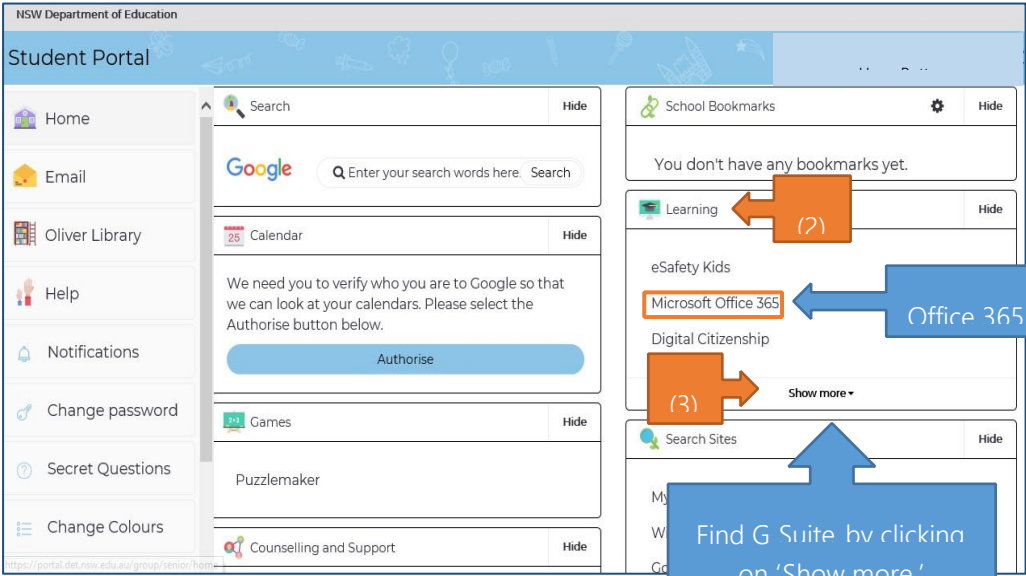
1. Enter your User ID (user.name) and password in the fields provided
2. The portal page looks like the image below:
  - a. Access or send an email (1)
  - b. Expand the Learning component (2) by 'Show more' (3)
  - c. Access both *Microsoft Office 365* and *G Suite* (Google Apps for Education)
  - d. When you access Microsoft Office 365, this is where students can then access *Microsoft Teams*



Login with your DoE account

User ID  
  
Example: jane.citizen1

Password



NSW Department of Education  
Student Portal

(1) points to the Email icon in the left sidebar.

(2) points to the Learning component in the main content area.

Office 365 points to the Microsoft Office 365 link within the Learning component.

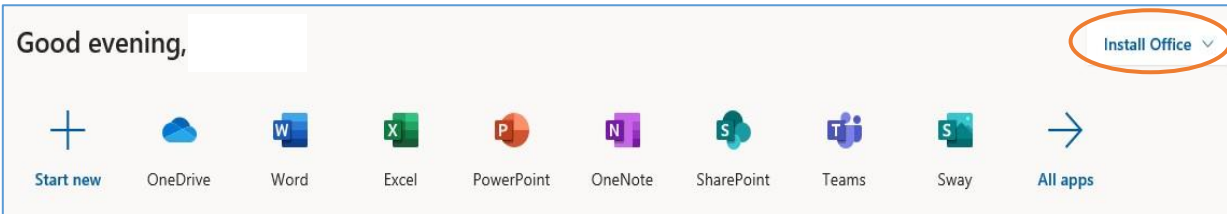
(3) points to the 'Show more' button below the Learning component.

Find G Suite by clicking on 'Show more' points to the 'Show more' button.

## MICROSOFT OFFICE 365 AND MICROSOFT ONE DRIVE

Microsoft OneDrive is your cloud storage for all your documents. Whatever you save into OneDrive can be shared with teachers and peers, and also accessed from any computer. This makes it easy to keep a track of your documents and projects.

Through Office 365 you can also get free installation of the whole Microsoft Office software package. Once logged into Office 365, click on 'install' and follow the instructions. You will need to be on a WIFI for this to be successful.



Good evening,

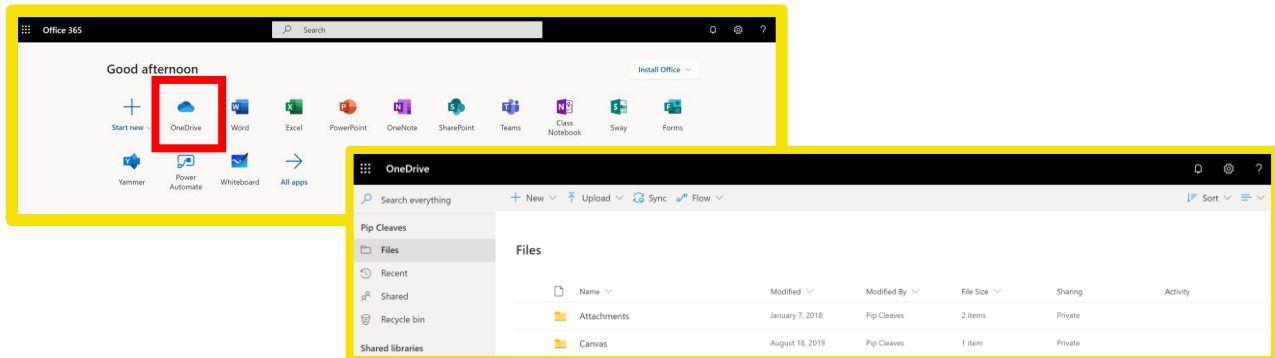
Start new OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway All apps



## USING ONEDRIVE

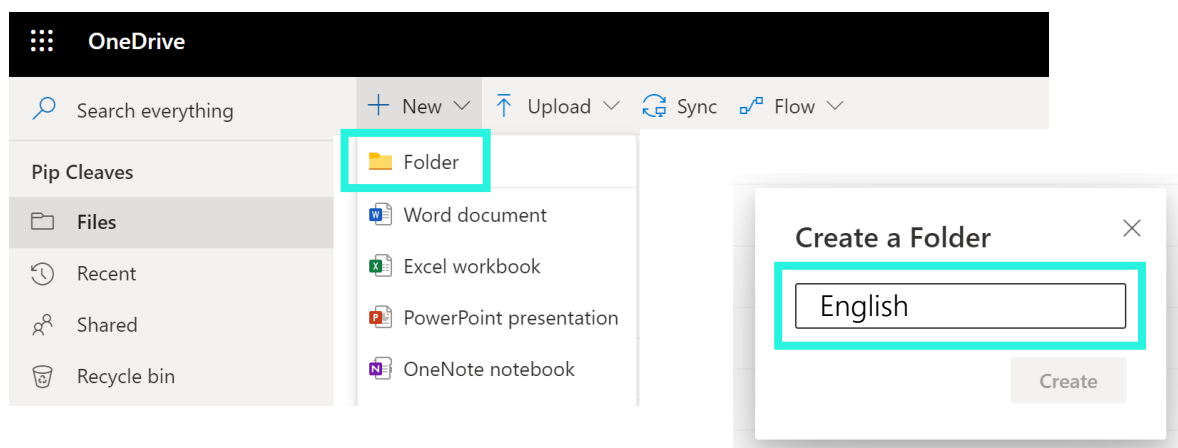
To get to your OneDrive cloud storage, Log into Office 365 (either by your student portal > Learning area, or via office.com using your school email) then click on the OneDrive Cloud.

Your OneDrive is like a folder structure in the cloud. In here you can organise your files by making folders and uploading documents. You can upload any file format you like into OneDrive.



## CREATING FOLDERS

We suggest that you make a folder for each subject and save files into that folder. This will help you to keep organised.



Make a folder for each of these subjects.

- English
- Maths
- Science
- Technology
- PDHPE
- HSIE
- Languages
- Music
- Art
- Advisory

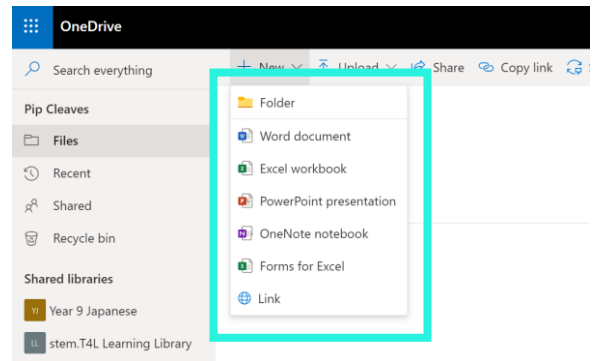
Once you have created your folders, you can upload your files easily:

1. Click into the folder you want to put the file into
2. Choose upload and navigate to where the file is on your computer
3. Upload and your file
4. When you open a file in OneDrive, if it is Word, PowerPoint excel etc it will open and you can edit right there in the browser. Just like Google docs. It will automatically save, so you can just close when you are ready to leave the document.

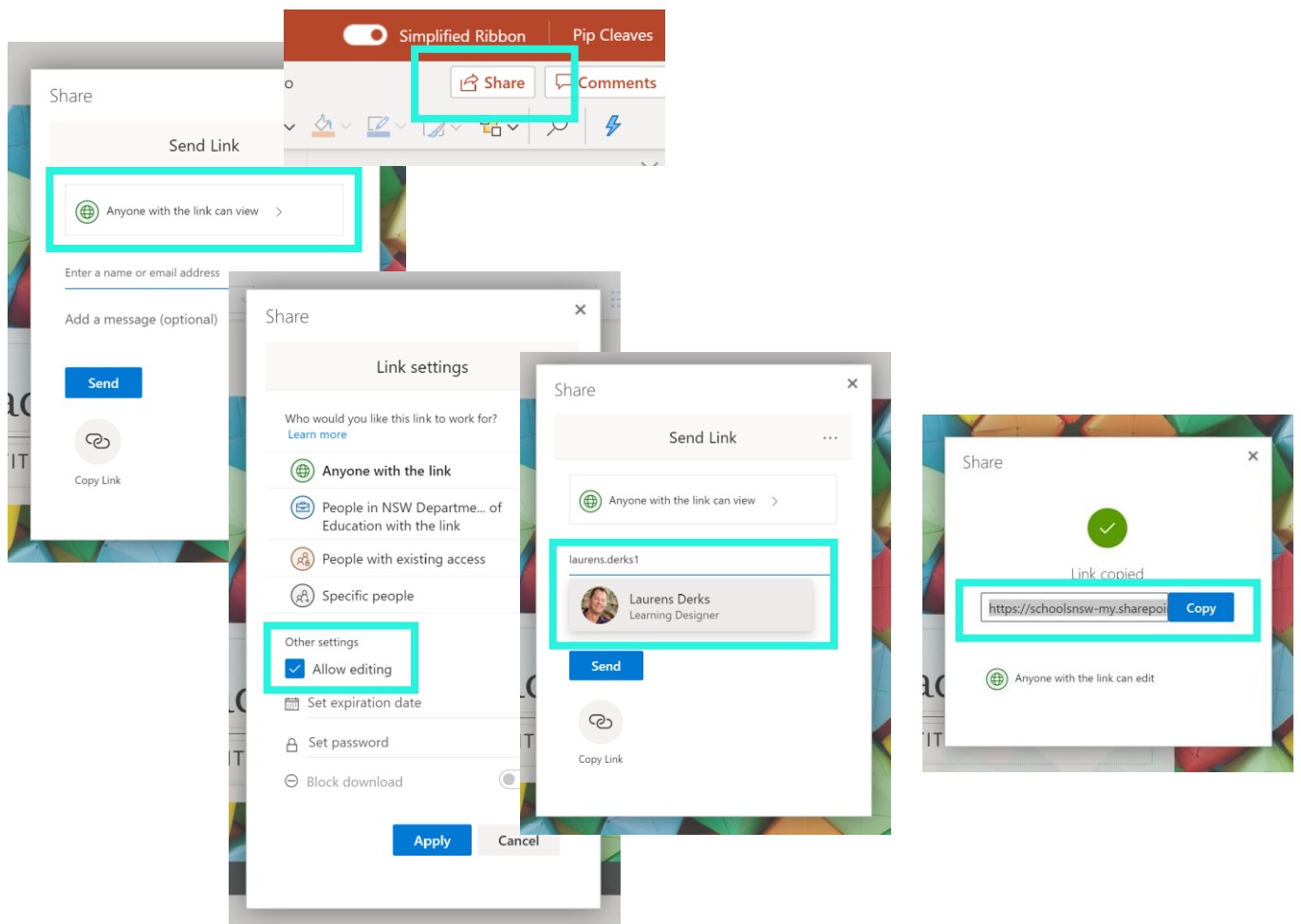
## CREATING AND SHARING DOCUMENTS

You can create and make a variety of files in your Office 365 area.

1. Choose new
2. Choose the type of file
3. Create and you can edit in the browser without even needing the software installed on your computer.
4. It will save automatically as you make changes, so do not worry about saving as you close the document.



Sometimes you may want to collaboratively edit a document with peers or your teacher. You can share your documents in OneDrive via the process below.



You can find more how-to guides for using Microsoft Office 365 via the links below:

- [Microsoft Office 365 Student Help Centre](#)
- [Tips for Students YouTube Playlist](#)

## MICROSOFT TEAMS

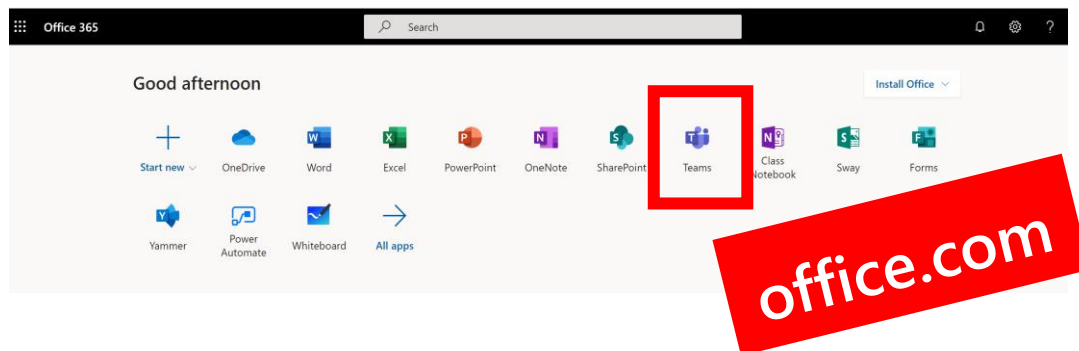
Microsoft Teams is the digital platform we use to learn from home. Some teacher may use Google Classroom, but most teachers at Tomaree HS will use Microsoft Teams.

It is free to use and part of the Microsoft Office 365 environment. You can access it in two ways.

- Via the Office 365 link in your student Porta
- Via Office.com (login using your school email)

## HOW TO I ACCESS MICROSOFT TEAMS?

When logged into the student portal, students can access Microsoft Office 365 and then select the Microsoft Teams App. Once selected, student's login to Teams using the NSW Doe Username and password.

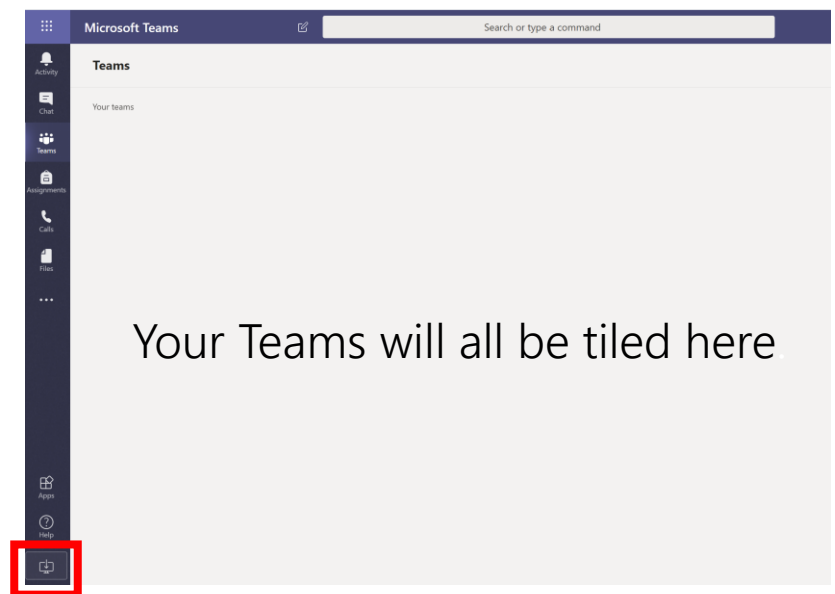


## INSTALLING THE MICROSOFT TEAMS APP

We highly recommend installing the Teams App and using this where possible. Installing the mobile app on your phone is also handy and can be useful when handing in photos etc.

Click on the arrow inside a box in the bottom left hand side of your teams space to start installing.

Once you have installed the Teams app, just open it to get started. There is no need to go via the student portal or office.com if you have it installed.



## USING MICROSOFT TEAMS

Microsoft teams is a very simple application to use. Things we can do in Teams include:

- post discussions and comment on existing discussions
- chat with your teachers via posts
- have video conferences using 'Meet Now' functionality
- find, complete and turn in assignments

Here's a couple of guides to get you started.

## Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics

**Start a new chat**  
Launch a private one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Navigate Microsoft Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and organize teams**  
Click to see your teams. Drag team tiles around to reorder them.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**View your team**  
Click to open your class or staff team.

**What is a team?**  
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

NB – When logged in with your school account, students do not have the 'chat' functionality enabled.

## Class teams

Class teams provide special capabilities tailored for teaching and learning

**Add channels and manage your team**  
You can change team settings, add members to the class team and add channels.

**Open Class Notebook**  
Class Notebook is a digital binder you can use in your class to take notes and collaborate

**Open Assignments and Grades**  
Assignments allows educators to create and distribute assignments. Students can complete and turn their assignments in without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

**Every team has channels**  
Click one to see the files and conversations about that topic, class unit or week in the course. You can even have private channels for group projects!  
Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

**Format your message**  
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

**Add tabs**  
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

**Share files**  
Let class members view a file or work on it together.

**Start a discussion with the class**  
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

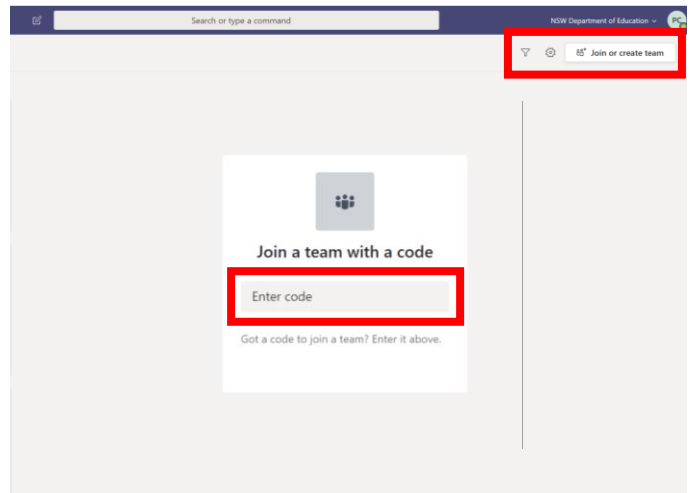
**Add more messaging options**  
Click here to add new messaging capabilities like polls, Praise and more to enrich classroom discussion.

There's more how-to support at this [Teams for Students Support Guide](#).

## JOINING A MICROSOFT TEAM

There are 2 ways to join a class team.

1. Your teacher will give you a 'join code' to use – You should enter this code in the 'Join or Create' a Team option on the top right of the Teams Dashboard Space.
2. Your teacher will automatically add you to your class. – If this has been done, your team will already be on your dashboard area when you log in or go to 'All Teams'.



## TURNING IN ASSIGNMENTS

All your work will be handed in via Assignments.

### VIEW YOUR ASSIGNMENTS

- In a class: Head to the General channel of that class team.
- Across all your classes: Select the Assignments icon in your app bar (the same place where your Teams icon lives).
- On your phone: Select the Assignments icon.

All your assignments will appear as cards. Just select one to open it.

### TURNING IN ASSIGNMENTS

After selecting an assignment, you'll see all the information you need to get it done, like when it's due, any special instructions, or grading rubrics.

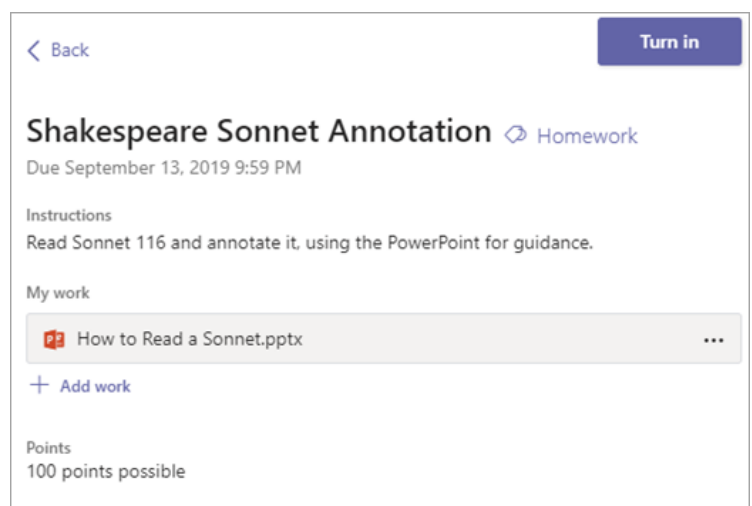
If your teacher has attached a worksheet or quiz for you to complete and turn in, you can open it and start working right from here. Your work will save automatically.

If your teacher specified a document for you to turn in, or you have other files to attached to this assignment, select +Add work and upload your file.

When you're ready to turn in your work, select Turn in.

Other options:

- Sometimes you turn something in and have second thoughts. If it's still before the due date, no sweat. Go back to your assignment and select Undo turn in. Now you can make the changes you need before turning the assignment in again.



- Turn in late. If you see this button, it means the due date for this assignment has passed, but you can still turn it in.
- If your teacher has returned work to you and asked for revisions, make your updates, and select Turn in again to send it back for another review.
- Can't select the Turn in button? The due date may have passed and your teacher is no longer accepting work for this assignment.

Learn more about Assignments in Teams via the links below:

- [Turn in your assignments](#)
- [Turn in assignments on your phone or tablet](#)

## MEET NOW – MICROSOFT TEAMS

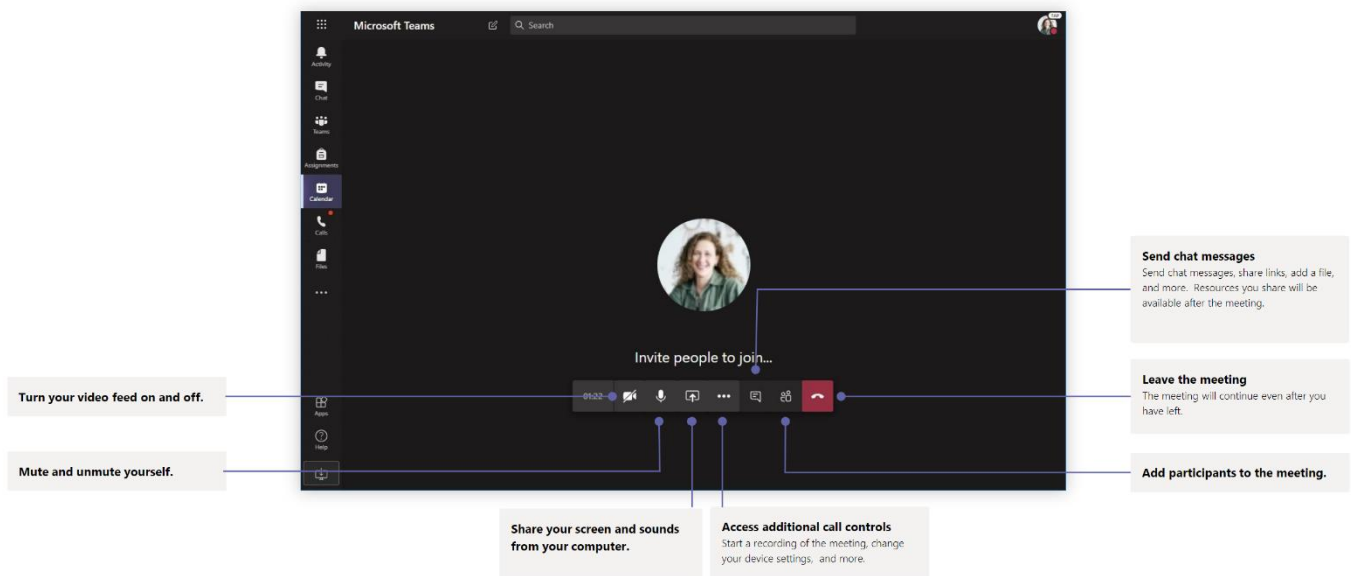
Sometimes your teacher will ask you to join a 'Meet Now' session. This is done through Microsoft Teams. To participate you should:

- Go to the channel your teachers tells you that the meeting will be in
- Click the 'join now' button
- Mute your microphone and wait for your teacher to ask you to unmute and talk

Here are some pointers for using Meet Now functionality.

### Participate in a meeting

Share video, voice, or your screen during the online call.

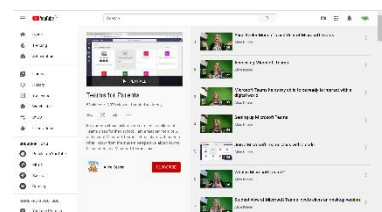


If your speaker / mic is not working, it may be connected to other headphones. Check your computer Sound Settings to change as needed.

## MICROSOFT TEAMS FOR PARENTS

The following online resource is for parents whose children are enrolled in a Microsoft Teams class at Tomaree High School. Let us share with parents from the student perspective, about how to be a student in a Microsoft Teams class.

- [Teams for Parents Guides](#)



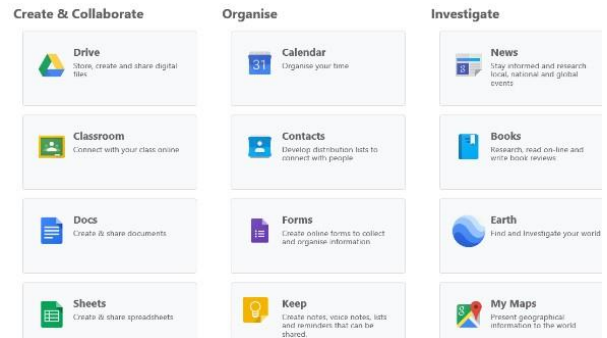
## G SUITE FOR EDUCATION

In addition to Microsoft Office 365, all students have access *G Suite* for Education. This too can be accessed via your student portal, or via logging into Google using your student email

You have access to *Docs, Sheets, Slides, Sites, Google Classroom* etc. and are able to store their work in *Google Drive*.

You should follow your teacher's instructions and use whichever platform, Office 365 or Google, that they as you to use.

## G Suite for Education



## CLICKVIEW

Clickview is an online tool that helps us use video to learn. It is a library of educational videos, worksheets and interactive quizzes that can be used by educators.

Follow the steps below to access Clickview:

The image is a banner for ClickView. On the left, it says 'Create deeper understanding through video' and 'We cover every level of learning – primary, secondary and tertiary, and are ready to help you and your students achieve greater outcomes.' Below this is a 'Try ClickView for free' button. On the right, there is a screenshot of the ClickView website interface. The interface shows a video player with a play button, a search bar, and a navigation menu with options like Dashboard, Libraries, Exchange, Workspace, Playlists, and TV. Below the video player, there are filters for Subject, Year level, Strand, Sub-strand, and Code, and a section for 'Content Updates from ClickView' with several video thumbnails.

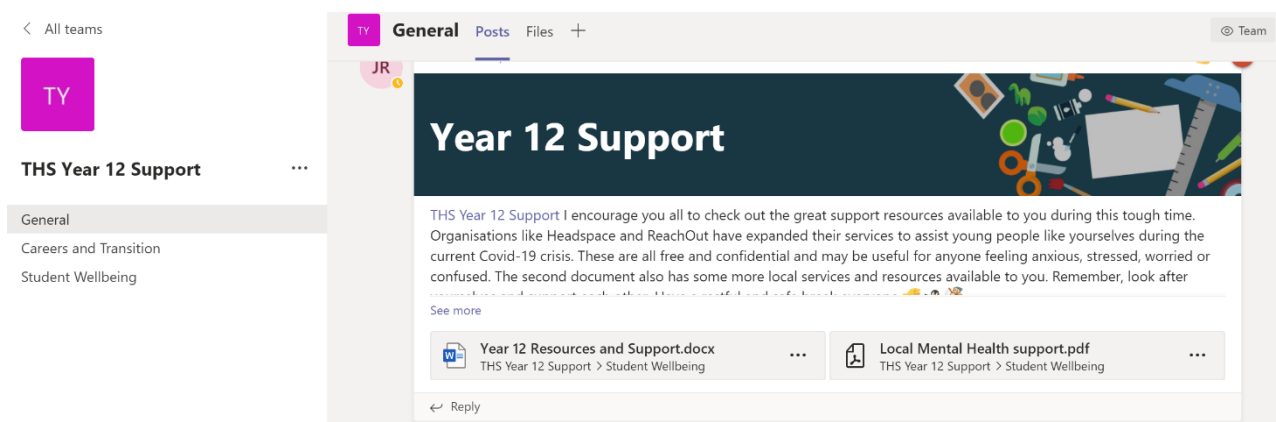


1. Go to: <https://www.clickview.com.au/>
2. Click Sign in at the top right hand corner
3. Students will be directed to the portal login page.
4. Sign in using your school username and password.
5. Once signed in you can access content. If you are not signed in, you can't!

The clickview platform will be used by teachers to provide students the explicit instruction they may need to engage in their learning. Most of the video content on Clickview has associated resources and activities for students to complete and receive feedback from their teachers. Teachers will link students directly to the desired clickview video and activities for students to complete.

## STUDENT WELLBEING AND SERVICES

Each year group has a dedicated Microsoft Team for students to access their Year Advisors, the Head Teacher Wellbeing, Careers Advisor (for senior years only) and the relevant Deputy Principal. This Team can be used to ask specific questions about online learning, to access resources that can be used to assist students or to seek support from key staff.



## WELLBEING WITH CAL

Our Student Learning Support Officer has created a series of presentations to support students with enhancing their own wellbeing during these times. You can access these via the Year Group Team.

## SCHOOL COUNSELLORS, STUDENT LEARNING SUPPORT OFFICER AND DEFENCE FORCE MENTOR

The school counsellors, student support officer and defence support mentor at THS remain available for students, staff and parents to contact while students are not required to attend. They will be available during normal school hours and may be contacted via the school telephone 49811444 or via email to arrange a telephone consultation. Emails will only be accessed during school hours, on Monday through Friday, during the regular school term and will not be able to be responded to immediately.

During very serious or emergency matters or if in need of immediate support, or outside of this time please consider the online and telephone supports on the attached sheet: Availability: School Counsellors: Pam Peterson - Monday, Tuesday and Friday. [pam.peterson@det.nsw.edu.au](mailto:pam.peterson@det.nsw.edu.au) Matt Clements – Tuesday Wednesday and Friday p.m. [matthew.clements@det.nsw.edu.au](mailto:matthew.clements@det.nsw.edu.au)

Student Support Officer: Cal Baillie – Daily. Available to provide information and link students and their families to available supports online or in the community. [callum.baillie10@det.nsw.edu.au](mailto:callum.baillie10@det.nsw.edu.au) Defence Services Mentor:

Alison Sargeant – Monday, Wednesday and Friday. Available to provide information and link students and their families to available supports online or in the community for defence force families. [alison.sargeant@det.nsw.edu.au](mailto:alison.sargeant@det.nsw.edu.au)



## PHYSICAL ACTIVITY MATRIX FOR STUDENTS

Tomaree High School, as directed by The Department of Education, requires students in Years 7-10 to participate in a minimum of 150 minutes of planned moderate activity (with some vigorous physical activity) across the school week. This time includes planned weekly sport. Year 11 and 12 students also have the opportunity to access a minimum of 150 minutes of moderate activity each week with some vigorous physical activity and sport.

The PDHPE Faculty have created a physical activity matrix that can be accessed via Teams, in the same way that online learning took place for Years 7-10 at the end of Term 1. Students will be required to submit evidence of learning (physical activity) and this will be monitored by a specific teacher. Evidence for each activity may be in the form of a physical activity log (pro forma supplied) and video/photograph submission where possible. Students are required to select activities that total 150 points (minimum) each week. All activities can be completed at home and require little to no equipment. Most have video links to help support student engagement. Some relaxation activities have also been included in which students may wish to participate.

	Around the House / Incidental Physical Activity	Cardio / Aerobic Fitness	Strength / Resistance	Flexibility / Core	Student Designed	Skill Based	Relaxation	Just for Fun Challenges (no points awarded)
5 points	Sweep the floors	5-minute <a href="#">cardio for beginners</a>	30/30/30 Push-ups/sit-ups/squats in 5 minutes	5-minute plank	Design & perform a 5-minute dance	<a href="#">Alternate hand wall toss</a> (how many catches in 5 minutes?)	5-minute <a href="#">meditation you can do anywhere</a>	Create a <a href="#">tik tok dance</a>
10 points	Hang the washing out	10-minute <a href="#">funk dance</a>	10-minute <a href="#">fat burning bodyweight workout</a>	10-minute <a href="#">flexibility routine</a>	*Design & complete a 10-minute abs routine	10-minute <a href="#">home workout for footballers</a>	10-minute <a href="#">smiling mind sleep meditation</a>	Complete the <a href="#">plank challenge</a>
15 points	Vacuum the house	15-minute <a href="#">full body HIIT workout</a>	15-minute <a href="#">bodyweight workout</a>	15-minute <a href="#">yoga for beginners</a>	*Design & complete a 15-minute backyard obstacle course	8-minute (x2) <a href="#">basketball skills home workout</a>	15-minute <a href="#">guided meditation for kids</a>	How long can you <a href="#">wall sit</a> for?
20 points	Clean the bathroom or your bedroom	20-minute <a href="#">7 days of sweat workouts</a>	20-minute <a href="#">full body workout for kids</a>	20-minute <a href="#">tai-chi lesson for beginners</a>	*Design & complete a 20-minute flexibility routine	20-minute <a href="#">netball solo skills session</a>	Take a relaxing 20-minute walk along the beach	Complete the <a href="#">push-up cup flip challenge</a> as fast as possible
30 points	Walk the dog for 30 minutes	Go for a 30-minute jog or ride	30-minute <a href="#">no equipment upper body workout</a>	30-minute <a href="#">beginner flexibility routine</a>	*Design & complete a 30-minute cardio workout	*Design & complete a 30-minute conditioning session for a sport of your choice	30-minute <a href="#">progressive muscular relaxation session</a>	Play the <a href="#">Family Fitness Board Game</a>
30 points	Wash the family car	30-minute <a href="#">hip hop fit workout</a>	30-minute <a href="#">no equipment lower body workout</a>	30-minute <a href="#">ease into yoga</a>	*Design & complete a 30-minute strength workout	*Design & complete a 30-minute skill development session for a sport of your choice	30-minute <a href="#">yoga for relaxation session</a>	*Participate in as many <a href="#">modified indoor sports</a> as possible
60 points	Do ALL the chores for a total of 60 minutes	60-minute <a href="#">body combat cardio workout</a>	60-minute <a href="#">full body workout</a>	60-minute <a href="#">core workout routine</a>	*Design & complete a 60-minute ultimate exercise routine	*Design & complete a 60-minute training session for a sport of your choice	60-minute <a href="#">guided meditation session</a>	Teach yourself to <a href="#">juggle 3 balls</a>

\* Seek parental/guardian approval before participating in these activities. Always use common sense to remain safe during activities.