

eLearning Policy**RATIONALE**

Create, collaborate, communicate, investigate and interact form the purposes of Information and Communication Technology (ICT) in Education. Using e-learning devices at home, and at school contributes to achieving positive educational outcomes.

1.0 PURPOSE OF POLICY

- 1.1 To ensure that all students have access to appropriate eLearning Technologies in all areas of teaching and learning.
- 1.2 To incorporate the use of technology to support innovation and variety in teaching and student learning.
- 1.3 To encourage and support the skilful use of technology so that students and staff become increasingly technology literate.
- 1.4 To ensure students are given every opportunity to extend and develop their e-learning skills.

2.0 PRINCIPLES

Computer education and eLearning at Timboon P-12 School should:

- 2.1 Ensure students develop an understanding of a range of applications of Information & Communication Technologies, and be confident and competent in their use.
- 2.2 Ensure equal opportunity for all students, taking into account the school's resources.
- 2.3 Enable and encourage all students to develop their technology literacy.
- 2.4 Develop student interest and awareness in Information Technology related issues.
- 2.5 Ensure everyone learns through technology in a socially responsible manner that protects their digital footprint and promote ethical decision making when using ICT.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

To provide and encourage support, professional development and management so that Learning Technologies can be used effectively by all staff.

- 3.1 Students in P-12 will develop technology skills in line with current curriculum.
- 3.2 Technology literacy will be encouraged
- 3.3 The Leadership team will liaise with staff, technicians and school council
- 3.4 A timetable to enable the most efficient use of resources will be devised.
- 3.5 Teachers will be encouraged by the school to continually update their computer knowledge and skills through regular Professional Development.
- 3.6 Maintaining a stable, working and effective school network will be a priority.
- 3.7 School Council wishes to encourage families that have tablets and netbooks at home to allow their children to bring them to school where they can be used in conjunction with the limited bank of units available at school. There will be a fee for these personal units to be put on the school network.
- 3.8 All students 3-12 and their guardians will sign an 'Acceptable use of Technology and Internet Agreement'
- 3.9 At a school level BYOD will be encouraged from years 3-12 (as this is when the 'Acceptable use of Technology agreement begins.)
- 3.9 Any BYO device must have a regularly updated operating system
- 3.10 A laptop/ net book must meet the standards and guidelines set and published in letters to parents and the website by the 'school technicians'

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- 3.11 We recommend that all devices are under warranty when used at school as our technician support for BYOD does not extend beyond providing access to the internet while at school. Any maintenance or insurance issues are the responsibility of the owner.
- 3.12 Failure to comply with the user agreement will result in loss of privilege as stated in Appendix to this policy.

APPENDIX:

1. Guidelines:

- 1.1 The school's internet provision exists to provide access to curriculum related information. All students are expected to use the internet to research information in a responsible manner. The network is **not** to be used to look for material that is unrelated to the school curriculum.
- 1.2 Access to the internet, e-mail and the network is a privilege.
- 1.3 The school will install an anti-virus program on BYO devices running Windows or Mac software.
- 1.4 Student access to network storage areas is for **schoolwork only**. Network administrators will review these files periodically and inappropriate material will be deleted.
 - a. Students in Prep – Grade 2 will have access to backup storage areas on the network according to their classroom.
 - b. Students in Years 3 - 12 will be given an individual computer login and storage area that can be used to backup schoolwork. This storage area is password protected for the purpose of security and authentication of student work.
 - c. The network data storage is a backup facility only and the school is not responsible for lost or corrupted work.

2. Expectations:

- 2.1 All students are expected to use e-learning devices for educational purposes whilst at school
- 2.2 Actions not permitted include:
 - Storage of data that is not appropriate for school use
 - Trespassing in another person's account/ storage area
 - Using the internet to view or publish materials that are sexually explicit, suggestive, racist, offensive or illegal
 - Unauthorised copying or breach of copyright
 - Using apps that have age restrictions beyond the child's age
 - Using chat rooms (except when instructed and supervised by your teacher in a class activity)
 - Electronic harassment of another person
 - E-learning devices that have the ability to record will not be used to capture images or audio of others in any way that would impact on their personal privacy

3. Consequences:

Students found guilty of misuse of the computer network or internet will be notified by the e-learning Manager, or appropriate co-ordinator of the infringement and be sanctioned as follows:
First step: restorative warning
Second step: Incidents will be dealt with in line with the Code of Conduct and Behaviour management policies.

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**Acceptable use of technology and the internet
Agreement for Students in Years 3 - 12**

This agreement is binding from the date signed for as long as the person named below attends Timboon P-12 school or the agreement is updated. Timboon P-12 School reserves the right to place individual agreements on any students as deemed necessary.

Student section:

I _____, have read and understand the rules outlined in the Acceptable Use of Technology and Internet Agreement. By signing this agreement, I agree to abide by these rules and I accept the consequences, bans and/or cost of repairs for infringement in accordance with the set penalties.

I am also aware that should I break these rules, that I may have to change subjects or could possibly fail any class requiring the use of the network.

Signed: _____

Date: _____

Parent section:

I _____ support the Acceptable Use of technology and Internet Agreement. By signing this document, I consent to the school withdrawing my child/dependent from access to the computer network and/or internet in accordance with the set penalties.

Before any punishment takes place, my child/dependent will be notified by a staff member of the infringement and the reason(s) for being disciplined explained.

I am also aware that should my child/dependent break the set rules, they may have to change subjects or could possibly fail any class requiring the use of the network.

Signed: _____

Date: _____

Note:

Once both student and parent/guardian sign this agreement, it should be handed in to the front office or home group/class teacher and access to the network and internet (including e-mail) will be granted.

Students who do not return this agreement will not be able to access either the network or the internet which may affect their studies.

Reviewed May 2015

Approved by School Council Nov 2015