



## HIGHVALE PRIMARY SCHOOL

# eLearning Policy

**Ratified by School Council: August 2013**

**Review date: August 2016**

This Policy is to be read in conjunction with the *Highvale Primary School's 'eLearning Acceptable Use Agreement' and 'BYOD Acceptable Use Agreement'.*

### **Rationale:**

To inspire and enable our students and school community to be responsible, creative and innovative users of ICT, bringing learning to life through engaging, interactive, anytime, anywhere learning.

### **Aims:**

To provide students with a safe and engaging environment where technologies are utilised to enhance learning.

### **Engaging, interactive, anywhere, anytime learning**

- To further develop pathways to promote curiosity, student voice and personalised learning.
- To be authentic and purposeful learners in various contexts.
- Promote opportunities for students to think globally and act locally.
- To enable students to be flexible, 21<sup>st</sup> century learners; showcasing their personal skills and talents, and to act on their own ideas.

### **Inspiring and enabling**

- To empower and motivate students to inquire, explore, and communicate their work.
- To extend learning beyond the classroom.
- To enhance information literacy and promote life-long learning.
- To connect and engage with the wider community.
- To apply technical knowledge and skills to use ICT efficiently.

### **Creating and innovating**

- To generate ideas, plans, processes, and products to create solutions to learning tasks and challenges.
- To provide opportunities for creativity and high order thinking.

### **Responsibility**

- To connect with others, communicate ideas and locate and share information utilising agreed ethical and social protocols.
- To create further opportunities for students to work together effectively in teams both locally and globally.
- To care for and respect equipment.
- To consider and respect other users.

### **Implementation and guidelines:**

#### **Bring Your Own Device (BYOD)**

- Each device is the responsibility of the owner. This includes purchasing, insurance for loss and damage, maintenance and repairs.
- Devices will be stored in locked classrooms when not in use.
- Specifications for student owned devices for use as part of the BYOD program are reviewed annually by the eLearning Team in consultation with the Education Sub-committee.

- Device selection criteria includes but is not confined to: School infrastructure compatibility and availability of resources including financial and human, staff expertise and shifting contemporary opportunities with a focus on the level of technology integration i.e. **SAMR**

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<p><b>Substitution:</b> Technology acts as direct tool substitute, with no functional change.</p>	<p><b>Augmentation:</b> Technology acts as a direct tool substitute, with functional improvement.</p>	<p><b>Modification:</b> Technology allows for significant task redesign.</p>	<p><b>Redefinition:</b> Technology allows for the creation of new tasks, previously inconceivable.</p>
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#### Cyber Safety and Privacy

- Key resources such as the eSmart ‘Better Buddies’ resource, ‘Bully Stoppers’, and cybersmart.gov.au. will be used to establish safe online practices at the beginning of each year as part of our key concepts Identity and Community.
- Teachers will explicitly teach Cyber Safety to students including internet use, the use of trusted and reputable sources from the internet and appropriate actions if an issue arises.
- Cyber safety will be embedded throughout the year with regards to safe and appropriate ICT use.
- Staff will educate students on making safe and responsible choices when utilising the internet. As an important aspect of exploring and researching using multi-literacies and developing critical thinking, students will be taught to make informed and responsible decisions.
- Staff will ensure the School technician is alerted to any websites they or their students encounter that need to be blocked.
- The School Privacy Policy states the requirements for the protection of privacy and confidentiality of each School community member. Only non-personal data such as student work can be stored in the cloud based service e.g. Dropbox.
- Student photographs are only to be saved to the cloud service where parent permission has been provided.
- Staff will be required to save applicable data to the designated cloud service to maximise storage space on devices.
- Staff will actively monitor student use of eLearning technology within the classroom, by actively roaming the room and ensuring students are aware of teacher presence.
- Staff will not allow students to use school hardware or access the school’s servers until students have returned the ‘eLearning *Acceptable Use Agreement*’ and the ‘*BYOD Acceptable Use Agreement*’ for Year 5& 6 students. These must be signed by both the student and the parent or guardian annually.

#### eLearning Team

- The eLearning team will evaluate the effectiveness of the eLearning program in regards to the Highvale Primary School ICT Vision and AIP which supports the goals of the School Strategic Plan. As well, the eLearning Team will support teachers through leadership of professional learning, sharing of new resources, policy evaluation and the resolution issues that may arise from school infrastructure.
- The eLearning team will liaise with the School technician to resolve technical issues.
- The eLearning team will ensure a list of core Apps are kept up to date on the School website as a resource for staff, parents, guardians and students.

#### Staff

- Staff have a legal responsibility to abide by the DET internet policy; [www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm](http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm)
- Staff will ensure that any ICT equipment being used is returned safely, plugged in for charging and locked up where necessary.
- Staff will ensure that all required apps are downloaded to each School iPad assigned to their room, and check the required list each term.
- Staff are required to update and back up all School iPads to the desktop computer located in the server room each week.
- Staff will respect that all ICT tools are shared resources, and that their use will be guided by our School values.
- Staff are supported and expected to utilise eLearning tools to enhance the School’s Guided Inquiry perspective on learning which is central to the Highvale Primary School Purpose.

## HPS: Policy 18 - 2013

- Use of ICT equipment will be predominately tools that facilitate learning, discovery, and exploration rather than drill and practice or content-based programs. I.e. SAMR
- Staff will communicate to the eLearning team any required apps they have asked students to download so they can be added to the school website.

### Students

- Students will use all school and personal technology in accordance with the '*eLearning Acceptable Use Agreement*', the '*BYOD Acceptable Use Agreement*' and the '*Student Engagement and Inclusion Policy*'. Students may only use school hardware and access school servers once the appropriate agreements have been signed and returned to their class teacher.

### **Responsibility and Evaluation:**

This policy will be reviewed as part of the school's one-year review cycle.