McKinnon Primary School
eLearning Policy

This policy is to be read in conjunction with McKinnon Primary School's 'Acceptable Use of Digital Resources Policy'.

1. **Rationale:**
   1.1. 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, anywhere, anytime learning.

2. **Aims:**
   2.1. To provide students with a safe and engaging environment where technologies are utilised to enhance learning.

   2.2. Engaging, interactive, anywhere, anytime learning:
      2.2.1. To further develop pathways to promote curiosity, student voice and personalised learning
      2.2.2. To be authentic and purposeful learners in various contexts
      2.2.3. To promote opportunities for students to think globally and act locally
      2.2.4. To enable students to be flexible learners; showcasing their personal skills and talents, and to act on their ideas.

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

   2.4. Creating and innovating:
      2.4.1. To generate ideas, plans, processes and products to create solutions to learning tasks and challenges
      2.4.2. To provide opportunities for creativity and higher order thinking.

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

3. **Implementation:**
   3.1. Cyber Safety and Privacy
      3.1.1. 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 Learning to Learn units (Foundation – Level 6)
      3.1.2. 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
      3.1.3. Cyber Safety will be embedded throughout the year with regards to safe and appropriate ICT use
      3.1.4. 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
      3.1.5. Staff will ensure the Specialist Technician is alerted to any websites they or their students encounter that need to be blocked
      3.1.6. Staff will actively monitor students use of digital resources within the classroom, by actively roaming the room and ensuring students are aware of teacher presence
      3.1.7. Staff will not allow students to use the digital resources until students have returned the Acceptable Use Agreement (Foundation to Year 2 or Year 3 to Year 6). These must be signed by both the student and the parent/carer.

   3.2. eLearning Team

3.2.1. The eLearning team will evaluate the effectiveness of the eLearning program in regards to the implementation of the eSmart framework and the goals of the Strategic Plan

3.2.2. The eLearning team will support teachers through leadership of professional learning, sharing of new resources, policy evaluation and the resolution of issues that may arise from school infrastructure

3.2.3. The eLearning team will liaise with the Specialist Technician to resolve technical issues.

3.3. Staff:

3.3.1. Staff have a legal responsibility to abide by the DET internet policy: www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm

3.3.2. Staff will ensure that any digital resource being used is returned safely, plugged in for charging and secured where necessary

3.3.3. Staff will respect the all digital resources are shared and that their use will be guided by our School Values

3.3.4. The use of digital resources will be predominately as tools that facilitate learning, discovery and exploration.

3.4. Students:

3.4.1. Students will use all digital resources in accordance with the 'Student Acceptable Use Agreement. Students may only use the school's digital resources once the appropriate agreements have been signed and returned to their home group teacher.

4. Resources:

4.1. The Department provides a policy that outlines appropriate use of the Department's Information, Communication and Technology resources, which applies to all users of the Department's ICT resources.

Retrieved August 1, 2016, from

www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm

5. Evaluation

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

Review Date: August 2019

This policy was last ratified by School Council in: August 2016