**Nhill Lutheran School**

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e-LEARNING POLICY

**RATIONALE**

* Computers, iPads and other associated technology are increasingly affecting every facet of our lives.
* E-learning draws upon a wide range of Information Communications Technology (ICT), is a fundamental part of life-long learning and of our contemporary environment for staff, students and management.
* The use of e-learning encompasses almost every aspect of the teaching and learning environment. It is recognised that student instruction and learning will change as new technologies alter the ways information may be accessed, communicated and transferred through to on-line services.
* Technological devices can be utilised for positive results, or can be misused to the detriment of society. Schools have a responsibility to assist in preparing students for living in an increasingly technological society, and to capitalise on the learning, thinking and information acquisition that computers, iPads and other associated technology support. These devices are to be used as learning aids, and have proven to provide powerful motivating factors in enhancing, extending and enabling student’s learning. These devices have a place in education as an aid that eases accessing of information, and assists in manipulating, consolidating and presenting information, as well as being a useful tool in individualising education, facilitating problem solving in an attractive format, and providing opportunity to create.
* As the School aims to provide up to date e-learning resources, hardware and software and a safe eLearning and work environment, it is essential that all staff understand expectations of the School with regard to responsible, appropriate and safe use of all ICT resources.
* Nhill Lutheran School must therefore strive to provide a rich ICT and e-learning environment for all students and staff and to empower the school community to use ICT in ways that are congruent with overall school values.
* Such provision can only result from a planned approach based on standards and outcomes.
* It is important that all staff understand the extent of the technical support provided by the School.

**AIMS**

* That the school community, particularly the Principal, teachers and other staff, remain abreast of modern technology in learning devices and their role in education; and seek sound advice regarding e-learning policy. This may require visiting other schools, sourcing outside expertise etc.
* That staff are provided with continued in-service training in this important area of technology.
* That all staff and students become responsible, competent and confident in using electronic learning devices to assist in their learning.
* That learning devices are used as an enjoyable aid and valuable learning tool, with the programs used being integrated with other curricula in the classroom.
* That students and staff access quality programs that facilitate sequential skill building in electronic learning device use, and be able to apply these skills to broader learning tasks.
* Families are provided opportunity to enjoy and share in their children's developing skills in this area.

**GOALS**

1. To provide the best possible learning opportunities and the scope of learning through the appropriate use of Learning and Communication Technologies.
2. To develop knowledge and skills in all students for the operation of computer and other electronic learning devices.
3. To enable staff to be teachers and mentors, through the provision of appropriate infrastructure, professional training and acquisition of information technology equipment.
4. To plan in a way which makes maximum and efficient use of financial resources.

**GUIDELINES**

1. Nhill Lutheran School e-learning Policy will be reported against annually by the Principal, and reviewed biennially.
2. A standards and outcomes based approach to e-learning will be adopted.
3. The school will plan for increases in demand for volume and speed.
4. Teachers will be provided with personal access to e-learning devices, appropriate software and training in order to meet documented capabilities at least equal to those recommended in the State sector. As this is a fundamental aspect of professional performance, capabilities will form part of teachers’ personnel records and teachers will be expected to contribute towards this learning goal.
5. Learning with and learning about e-learning will be infused with the Lutheran values of the school and will consider how technology affects personal and social life.
6. E-learning will generally be integrated within the curriculum, although specific instruction may be required from time to time.
7. The school’s e-learning curriculum will be in line with the Victorian Curriculum.
8. All new learning areas will be fully provided with infrastructure, that is with nbn access, wireless capability, a workstation point for the teacher(s), appropriate numbers of devices for students including appropriate ancillary equipment (such as printers, scanners, projectors, sound systems, etc).
9. All existing learning areas will be progressively upgraded to new area standards as resources permit.
10. All staff work areas will be fully provided with e-learning facilities.
11. E-learning resources, both of personnel and materials, will be prioritised, provided and managed in an integrated way with other library / resource requirements.
12. Administrative and managerial operations will be supported with up-to-date, appropriate and adequate hardware and software which will take into account the planned growth of the school. The administrative system will be separate from or otherwise fire walled from the curriculum system.
13. The school will develop web-based elements so that staff, students and parents/caregivers can take advantage of the general e-learning environment which exists and grows annually richer in homes and community.

**IMPLEMENTATION**

* For ease of access, e-learning devices are placed firstly in the classrooms, where students are given regular and incidental time slots, and are encouraged and skilled in the responsible use as an aid to learning.
* Students will be given opportunity to work independently and cooperatively with electronic learning devices, and teachers may also use these learning aids.
* In view of the range of electronic learning devices in our school, consideration for information technology maintenance and upgrade must be given in all future budget planning.
* At the start of each year, all students in conjunction with their parents/caregivers are to read and sign a cyber-safety agreement. Refer to Cybersafety Agreement Yr 4-6 and Cybersafety Agreement P-3.

#### Staff Devices

* Staff who bring personal devices to the School and wish to have them added to the School network must be running the system equivalent to the School at the time.
* When terminating employment from the school staff must release their devices to the school administration for the device to be removed from the network and the removal of any proprietary software of the School.
* ICT support will be provided to staff for issues relating to network connectivity and School related purposes as determined by the school administration. The school cannot be responsible for hardware damage caused to staff devices and does not provide insurance for personal devices unless specified in the staff member’s contract of employment.

**Staff Domain Accounts**

* Staff must inform the school administration immediately when making changes to their passwords or accounts will be reset.
* Staff email accounts will be de-activated within 14 days of employment cessation.

**Student Web Safety**

* Staff must view all websites and web-based videos prior to screening or allowing student access.
* Staff must actively monitor students whilst using e-learning technology to ensure safe and appropriate usage for students and resources are used safely and respected. Inappropriate conduct or web access is to be reported to the school administration immediately.

**ONGOING POLICY WRITING**

Staff must assist the School board in this, by being familiar with the various programs available, and suggesting programs that complement the key learning areas. There is also a clear need for staff to list the skills on a sequential basis that they are aiming to teach at each year level, and to record the programs used and the skills they support.

This policy is to be read in conjunction with the Social Media Policy and Staff Code of Conduct.

DATE: May 2024

FOR REVIEW: May 2027