



**ATWELL COLLEGE**

# **Atwell College eLearning Guidelines**

Issued: 22<sup>nd</sup> July 2013

Effective Date: 22<sup>nd</sup> July 2013

Version: 2.6

Office of Origin: Atwell College

Policy Approval Authority: Atwell College Board

## 1 Policy Statement

All staff at Atwell College are committed to fully develop each child's intellectual, physical, social and emotional capacity.

Source  
Atwell Staff Rights and Responsibilities; DET Social Media Policy

In recognition of this, Atwell College staff have:

- Committed to remain actively engaged with current educational trends.
- Recognise individual learning styles and ensuring that delivery and learning methods, cater for the broad range of student needs.
- Ever increase the use of technology within the classroom.
- Build collaborative links for learning with parents and guardians.

As part of these commitments, Atwell College supports the use of eLearning within an educational context and acknowledges this method of instruction can be used with varying degrees, from face-to-face teaching through to a fully online mode, to support learning.

Atwell College Staff are committed to fostering eLearning through the application of appropriate principles of teaching, learning and assessment.

## 2 Scope

This policy applies to ALL Atwell staff members as employees of the Department of Education and Training who are subject to the **Public Sector Management Act**.

Source  
DET Social Media in Schools Policy; DET Staff Conduct and Discipline

## 3 Consequences for non-compliance

Atwell College staff members who are found in breach of this policy may be subject to disciplinary action as per the Department of Education and Training Staff Conduct and Discipline Policy.

Source  
DET Staff Conduct and Discipline; An Employee Guide to the Department's Disciplinary Process

## 4 Procedures

(4.1) Atwell College staff will take all reasonable steps to ensure that students engaged in eLearning will be protected from exposure to inappropriate online material or activities.

### Source

DET Students Online Policy; DET How To Comply With Our Code Of Conduct Handbook

Atwell College staff will maintain a clear professional role with students they come into contact whilst engaged in eLearning and will take care to establish and maintain appropriate professional boundaries of staff-student relationships; especially within the eLearning electronic **social** environment.

In compliance with DET 'Students Online' Policy, Atwell College staff and students will 'adopt protective online behaviours' whilst engaged in eLearning at Atwell College.

(4.2) In compliance with DET 'Social Media In Schools' Policy, Atwell College staff engaged in eLearning will:

### Source

DET Social Media In Schools Policy

- Obtain **informed** parent/guardian consent for students to use the eLearning technology (see appendices A).
- Provide parents/guardians with information explaining how the eLearning technology works (see appendices B).
- Reach agreements with parents/guardians covering the use of social media both at home and at school including an understanding of potential risks (See appendices A).
- At the Principal's discretion, provide opportunities for parents/guardians to experience eLearning.
- Use social media sites such as "YouTube" only in an educationally valid context for teaching and learning programs; all social interaction through these sites should conform to the professional boundaries of staff-student relationships.

#### Source

DET Social Media In  
Schools Policy; DET  
Students Online Policy

(4.3) As clearly stated within the DET Social Media in Schools policy, Atwell College staff acknowledge that “in the event of a complaint or allegation being received by the Department, the responsibility will be on [the staff member] to demonstrate that the [eLearning] activity was appropriate.

- To support and protect yourself as an Atwell College staff member; you are required to undertake all reasonable measures to ensure your eLearning activities can be logged and accessed for administrative, legal or security purposes. In particular; staff members utilising the ‘Edmodo’ eLearning environment must:
  - ‘Share their class’ with their Line Manager.
  - ‘Archive’ all eLearning activity **AT LEAST** once a term in preparation for third party access.
- If you inadvertently access unacceptable materials or an unacceptable Internet site, you will immediately disclose the inadvertent access to your Line Manager and/or the College Principal as appropriate.

#### Source

DET Social Media In  
Schools Policy

(4.4) **Whilst engaged in eLearning, under NO circumstance will Atwell College Staff:**

- Enter non approved department chat rooms with students.
- Exchange personal mobile phone numbers with students.
- Correspond with students using personal email addresses e.g. Hotmail and Yahoo.
- Take photographs or videos of students without parent/guardian consent.
- Take photographs or videos of students for non-school purposes.
- Send or exchange images or videos of school staff, students or any aspect of school operations without authorisation or approval.
- Download and store inappropriate images or other inappropriate material on Notebook for Teachers laptop computers outside school hours and off school sites.
- Violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including unauthorised downloading or exchanging of software or media files or copying software or media files to or from any Department of Education and Training system, and will not plagiarise works they found on or off the Internet or gain access to plagiarised or otherwise illegally distributed work.

## **5 Limitation of College Liability**

eLearning is provided “as is, as available” basis; Atwell College is not responsible for any damage users may suffer, including, but not limited to loss, damage or unavailability of data stored on any eLearning system or for delays or changes in or interruptions of service or misdeliveries or non deliveries of information or materials, regardless of the cause.

## **6 “eLearning” Academic Honesty**

Atwell College promotes an environment of honesty and integrity. Staff and students all share in the responsibility for maintaining this environment. Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities devalue learning and its legitimacy for the entire community. It is essential that all members of our learning community accept individual responsibility for their work and ensure that academic honesty is maintained.

If an Atwell College staff member has evidence of academic dishonesty they will follow the process outlined within the Atwell College eLearning Academic Honesty Guidelines document.

## **7 Parental Responsibility**

Outside of the Atwell College campus and other physical sites supervised by Atwell College faculty and staff, parents bear responsibility for the same guidance of eLearning use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their children’s use of Atwell College eLearning systems if their child or children is/are accessing Atwell College eLearning systems from home or another remote location other than an Atwell College campus location or location temporarily designated for an official Atwell College function.

Parents and students will receive written notification that their child or children will be required to access an Atwell College eLearning system as part of their child’s education.

This notification should include:

- A description of parent/guardian responsibilities.
- A statement that eLearning Use Agreement must be signed by the student and the parent or guardian prior to use by the student.
- A statement that the Atwell College eLearning policy is available for parental review.

## 8 Definitions

**“eLearning”** is defined as a form learning where the delivery of the curriculum and/or assessment occurs when the instructor and students are either in the same location or space or not in the same location or place, but are linked together through a computer network.

**Protective online behaviour** is defined as responsible and ethical conduct carried out within the eLearning environment that teachers and students engage for educational purposes; especially with regards to information or images of Atwell College staff members.

**Inappropriate content** is defined as content that is considered unsuitable or harmful to students. It includes material that is pornographic, that promotes illegal activities, violence or prejudice on the grounds of race, religion, gender or sexual orientation.

Source

DET How To Comply With  
Our Code Of Conduct  
Handbook

DET Students Online  
Policy

## 9 Related Documents

Relevant Legislation or Authority

DET Staff Rights & Responsibilities Atwell College

DET Staff Conduct and Discipline Policy

DET Child Protection Policy

DET Public Sector Code of Ethics Policy

DET Social Media in Schools Policy

DET Code of Conduct Policy

DET How to Comply With Our Code of Conduct

DET Student Online Policy

DET Password and User ID Security

DET Duty of Care for Students

DET Copyright for Schools

Other documents

Australian Curriculum-General Capabilities (ethics and responsibilities in relation to Digital Citizenship)

National Teacher Standards

Twenty First Century Skills (assessment and Teaching of 21<sup>st</sup> Century Skills)

## **10 Policy Review**

- The College administration may develop appropriate forms, responsibilities of different roles, guidelines and procedures necessary to implement this policy for submission to the College Board for approval. Upon approval by the College Board, such guidelines, forms and procedures shall be an addendum to this policy.
- The College administration shall revise the user notification, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- The eLearning policy is available for review by all parents, guardians, staff and members of the general public.
- Due to the rapid changes in the development and adoption of new and existing eLearning systems, the College Board shall conduct a periodic review of this policy.