



## **eLearning policy**

### Basic beliefs:

- eLearning can include the use of any of the following: computers, software products, digital cameras, interactive whiteboards, iPods, data projectors, visualisers, tablets, smart phones or any electronic device that supports learning and production.
- eLearning tools are a part of daily life that can be used to support, facilitate or enhance teaching and learning.
- All students and staff should have access to eLearning resources. It is understood that everyone has varying levels of expertise/experience and all need to be supported to reach their full potential.
- eLearning tools should be used responsibly across the curriculum.
- The whole school community plays a major role in fostering and promoting the responsible and positive use of eLearning tools.

### Aims:

- To develop staff and student's knowledge and skills to use eLearning tools for a range of authentic purposes via quality professional learning and classroom instruction.
- To develop programs in accordance with our School Strategic Plan and Annual Implementation Plan goals related to eLearning.
- To provide opportunities for staff and students to explore the use of eLearning tools and to gain confidence in their use with ample time for investigating their potential.
- To utilize eLearning tools across the curriculum in an on-going, integrated and authentic way.
- To support students and staff to utilize eLearning tools to communicate, create and collaborate following the curriculum guidelines.
- For all community members to have an understanding of the uses of eLearning tools in education and its links to daily life.
- To use community and outside expertise to support eLearning at our school.

### Guidelines for action:

- All students to have access to eLearning tools in their learning.
- Work towards implementing the School Strategic Plan and Annual Implementation Plan goals through classroom programs, professional learning provision and purchasing of appropriate hard/software.
- Incorporate eLearning in all curriculum areas to support learning.
- All staff to model the variety of meaningful and relevant uses of eLearning tools.
- Develop critical thinking skills in our students that guide safe, responsible and ethical use of eLearning tools.
- Implement Cybersafety education as a key part of our eLearning program linking responsible actions with student

wellbeing.

- Select and trial software and tools which are in line with the school's beliefs, values and teaching and learning needs.
- To provide quality professional learning for staff allowing for varying stages of development.
- Utilise the curriculum as a guide for measuring student progress.
- Utilise existing (Information and Communication Technologies) ICTs.
- Provide equity to items by use of the various booking facilities such as borrowing from the library
- The school community should be informed and educated about eLearning.
- To implement OH&S practices as they pertain to the use of ICTs.
- Broaden opportunities for collaboration and professional learning by inviting community and network contacts to support eLearning in the school. Keeping abreast of current trends – what does documentation/research say.

References: OH&S Guidelines - <http://www.education.vic.gov.au/hr/ohs/hazards/laptopazardguide.htm>

**Evaluation:**

The program will be reviewed regularly and the opportunity for feedback from teachers, students and parents will occur.

**Endorsed by School Council  
17<sup>th</sup> September 2012**

