**FCPS eLearning Policy**

**Rationale:**
Information and Communications Technology (eLearning) is the hardware and software that enables data to be digitally processed, stored and communicated. eLearning is at the forefront of our students’ lives and is continuously evolving. eLearning can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. The need to be conversant in eLearning and to be able to control eLearning to your own advantage has never been more important, and will become increasingly vital in the lives of all people.

In order to allow the best opportunities for our students’ learning, we must ensure that Information Technology, now known as eLearning within education, is wholly integrated into the curriculum.

**Goals:**
At Ferny Creek Primary School our aim is to enhance student achievement and to develop skills in teamwork, creative thinking and problem solving, while being motivated and engaged in authentic learning tasks. The knowledge, skills and behaviours within eLearning enable students and staff to;

1. Develop new thinking and learning skills that produce creative and innovative insights,
2. Develop more productive ways of working and solving problems individually and collaboratively,
3. Demonstrate creatively their understanding of concepts, issues, relationships and processes within eLearning,
4. Express themselves in contemporary and socially relevant ways,
5. Communicate locally and globally to solve problems and to share knowledge,
6. Understand the implications of the use of eLearning and their social and ethical responsibilities as users of eLearning,
7. Establish protocols and processes that promote effective and safe practices, and
8. Be aware of copyright, data protection and other relevant legal issues.

**Implementation:**

1. A senior staff member will be appointed to coordinate the eLearning program across the school, and coordinate the assessment of eLearning.
2. The coordinator will form an eLearning committee made up of both parents and Teachers and will be responsible for reporting to the School Council’s Education, Policy and Planning Committee.
3. The latest version of virus protection will be installed on all computers through an automatic system of updating.
4. Staff and students will be instructed how to trouble shoot problems as appropriate with eLearning equipment.
5. Additional assistance related to troubleshooting will be provided by the school’s technician and outside consultants when/where required.
6. Classroom environments will be maintained, modified and redesigned so that eLearning is integrated into the whole curriculum.
7. eLearning Acceptable Use Information documentation will be sent home for students in P-2.
8. eLearning Acceptable Use Agreements to be sent home for students in Years 3-6 for parents and students to sign.
9. iPad Acceptable Use agreements to be sent home for students in one2one iPad programs.
10. Ferny Creek’s Internet and Intranet will be updated regularly to provide relevant information to the learning community of Ferny Creek.
11. Ensure all eLearning structures are in line with Departments security policy.
12. Communicating with the school community as to how technologies are used in the school.
13. An eLearning (eLearning) budget will provide for the needs of the eLearning program.
14. Related professional learning will be developed and managed by the eLearning coordinator in consultation with all staff and resourced by School Council through the program budget process.

Evaluation and Review
This policy will be reviewed as part of the school’s four-year review cycle.

Author/Responsibility/Date
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