



Remote Learning Policy

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Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>

Policy Name	Remote Learning Policy	Approved	Wednesday, 6 th May 2020
Responsibility	Policy Sub-Committee	Review Date	February 2023

Purpose

To ensure that all students, staff and members of our school community understand that during times of remote learning that:

- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, and phone) is upheld in all areas, including all meeting platforms, and
- the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet are adhered to.

Scope

This policy applies to all students, parents and community members attached to Cranbourne South Primary School.

Staff use of technology is governed by the Department's Acceptable User Policy and the Departments Social Media Policy and remains the same with the addition of ensuring that permission has been granted to speak with students in an online video setting and that where possible parents have been contacted and are present when the call is made.

Definition

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

Policy

The use of digital technology at our school during remote learning

Cranbourne South Primary School understands that digital technologies including the internet, apps, computers, tables and smart phones, will be used to communicate with students during times of remote learning.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with, and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

However, it is important to note that during remote learning:

- Students are not to use electronic devices during remote learning whilst completing school work in ways that do not comply with what the teacher in charge has said to do.
- Electronic devices with built-in cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in bathrooms or toilets. Devices should be used in an area which is communal to the family.
- Whilst in meetings with their teacher and when using any applications or programs provided by the school, students must not change username details.
- Students must be able to identified by their teachers using names which are known to their teachers. In some cases, an online name may be allocated to a student to use in place of their own but this will be strictly monitored and given out in special circumstances.
- Students should use an avatar in the space allocated for profile pictures on all learning platforms
- Cranbourne South Primary School will not accept any responsibility for any loss, theft or damage to electronic devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of electronic devices whilst in possession of students travelling to and from school. This also applies if a student is learning remotely but is being supervised onsite at Cranbourne South Primary School.
- Students, parents and community members must display courtesy, consideration and respect for others whenever they are using any electronic device or platform



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- Students, parents and community members must not use electronic devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic video or other data transfer systems available on the device or for any illegal activity. Such activities may incur disciplinary action, including civil action if the material is used on any external platform social media platform or in any way considered to be in breach of our code of conduct.
- Parents and carers are advised that they are responsible for the use of photographic materials and use of data by students, and must bear a shared responsibility in the way in which it is used.
- Students must not take photographs/video recordings of school staff, and/or other students without their explicit written consent. This written consent must be in email format and not via a messaging app or meeting platform.
- Inappropriate use of camera (still and video including voice recordings) from electronic devices will not be tolerated. Students found to be using a camera/voice recording inappropriately will incur disciplinary action when school resumes to its normal format.
- Repeated infringements may result in withdrawal of the agreement to allow the students to use digital technologies on their return to school.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Cranbourne South Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

It is the responsibility of all students and guardians to protect their own passwords or logins and not divulge them to another person.

If a student, parent/carer or staff member knows or suspects an account has been used by another person, the account holder must notify the classroom teacher, or the school's office as appropriate, immediately.

If a student, parent/carer or staff member knows or suspects a person is breaching the above policy they must notify the classroom teacher, or the school's office as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Related policies and resources

- Digital Technologies Policy

Evaluation


This policy will be reviewed as necessary.

Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on Wednesday, 6^h May 2020.

Signed.....

School Council President

Signed.....

Principal