

VINCENTIA HIGH SCHOOL

FLEXIBLE LEARNING GUIDELINES 2020

RATIONALE

The Vincentia High School Flexible Learning Guidelines describes the main functions and operations of monitoring students who are engaging in flexible learning (Google Classroom or alternatively where required hard copy learning packs). The development and review of this policy is an agreed upon procedure by various stakeholders who are a part of the consultation and review process including Senior Executive, Executive, Learning and Support Team Members and Wellbeing Team Members.

AIM

The aim of these guidelines is to have effective and high quality school procedures in place to best guide the operations and directions of VHS during the transition to flexible learning during COVID-19 concerns and reduced student attendance.

Procedures align with the NSW Department of Education policies, memos and circulars relating to wellbeing and online learning throughout this time. NESA guidelines are adhered to at all times.

Changes as a result of policy developments and/or reviews will be widely advised to staff.

PROCEDURE

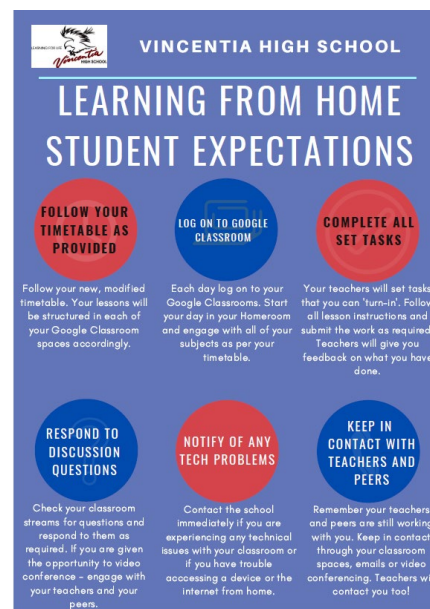
Students working under flexible arrangements are required to engage in the learning as set out by the school and in doing so demonstrate personal responsibility and integrity during the flexible arrangement.

Students will either engage with the online learning platforms provided by their teachers or paper packages that align with the online content. All students will complete “One Unit” per the Department of Education directive. Parents and carers will work with the school to establish the students learning need of students. The school will work with families to provision learning that supports the student’s point of need and access.

Vincentia High School has established procedures for loaning electronic devices to students to support the continuation of their learning at this time. Where this is not sufficient to meet student need paper resources will be provided.

As the flexible learning arrangement evolves and students commence the transition back to their classrooms the need to support students in bringing their own device (BYOD) may arise. In this situation, students will be encouraged to bring their digital learning device to school to support the continuation of their learning. In this instance, students must agree to the BYOD Agreement set out by the school. This document outlines the responsibilities of the student, the student’s family and the school in supporting the use of personal devices at school. All parties must sign the agreement before a student can bring their own device.

Students in breach of the schools BYOD agreement and the Department of Education’s Acceptable Use Policy will be subject to the school’s discipline procedures and will be at risk of losing their technology privileges.



VINCENTIA HIGH SCHOOL

BYOD (BRING YOUR OWN DEVICE) AGREEMENT

Please read, and if you agree, print, sign and return to:

1. The term “device” in these procedures refers to any personal mobile electronic device with the capability to connect to the department’s Wi-Fi network. Students wishing to use a mobile phone as learning device can only do so with explicit teacher permission in alignment with the current VHS Mobile Phone Guidelines.
2. Students may bring their own devices to school and may **only** access the department’s Wi-Fi network.
3. Use of devices at school is governed by school developed guidelines, processes and procedures.
4. The department will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DoE sites.
5. Students are responsible for the care and maintenance of their devices including data protection and battery charging.
6. The department and Vincentia High School will not accept any liability for the theft, damage or loss of any student’s device. Students who bring their own devices onto school sites do so at their own risk.
7. Vincentia High School will not provide hardware or technical support for devices.
8. Students and their parents/carers must complete a signed BYOD Agreement prior to connecting to the department’s Wi-Fi network.
9. Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.
10. Use of BYOD devices in lessons is determined by the classroom teacher. Students are required to follow all teacher instructions re the use of BYOD devices.

Mrs Ruth Winfield
Principal

Parent name: _____

Signature: _____ Date: _____

Student name: _____ Year: _____

Signature: _____ Date: _____

VINCENTIA HIGH SCHOOL

BYOD (BRING YOUR OWN DEVICE) GUIDELINES

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Student Information Booklet.

For parents and carers

- Where students are participating in the BYOD program, complete all relevant paperwork.
- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively
- Switch off or put their digital devices off and away when at official school functions, during meetings and when assisting in the classroom.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes: establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy; identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device; reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age; and educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes: reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements; working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Review

The principal or delegated staff will review this procedure annually.