David Ross Education Trust
Broadening Horizons

DRET E-Learning Policy

Introduction/Overview

This policy is made up of three key issues related to e-learning, e-safety and best practice ensuring that the use of computers by staff and pupils/students are maximised and used within the guidelines of the law.

Policy			
Version	Date Approved by Trustees	Date Released to Academies	Next Review Date
V1.0	28 June 2016	1 September 2016	January 2018

1. Purpose

1.1The statutory curriculum expects pupils/students to learn how to locate, retrieve and exchange information using IT. In delivering the curriculum, teachers need to plan for and make use of communications technology, for example, web-based resources and email. Access to life-long learning and employment requires computer and communications use and pupils/students need to develop life skills in their use, ICT is a significant tool to enhance teaching and learning at the academy.

2. Procedure

2.1 Definition and Forms of E-Learning
E-Learning may be defined as any form of instruction where computer technology, and other technologies, are used and applied to facilitate learning.
E-Learning provision may be either:

2.2 Web supported
This form of E-Learning is used to provide pupils/students with easy access to basic information such as teacher notes, practice exam questions, module handbooks, PowerPoint presentations, etc. It runs in parallel with face-to-face teaching, which continues as the more prominent mode of delivery. Online participation would not usually be assessed either, though students may receive feedback from teachers on homework/coursework progress etc.

2.3 Web-dependent
This form of E-Learning contains all the elements of the above with online participation by students being required, and may be assessed. Online content would therefore be more substantial than notes or PowerPoint presentations and will have been developed using a range of E-Learning activities and exercises. An example of this could be collaborative learning, e.g. peer, group or learning sets could be used and teacher feedback could be considerable.

2.4 All use of IT for E-Learning is governed by applicable Trust Policies.

2.5 E-Safety Policy sets out our expectations and systems to ensure that all use of IT (online in particular) is legally compliant, safe and appropriate.

2.6 IT Acceptable Use Policy sets out the regulations surrounding use of our IT systems and practices around security.

2.7 Data Protection Policy sets out our approach to data protection.

2.8 All use of IT for E-Learning is subject to the provision of those policies.

2.9 The Head of IT will review this policy at least every year and assess its implementation and effectiveness.

2.10 This policy does not form part of any employee's contract of employment. The Trust may alter or adapt this policy, and any components of it, at any time provided it notifies the Chair of the Local Governing Bodies.