

# ASC Language School – Online Learning Policy

Includes: Copyright provisions and Academic Honesty Policies



Part of The Anglican Schools Commission (Inc.)

## 1. Rationale

ASC Language School (School), as a school of the Anglican Schools Commission Inc. (ASC), recognises the value of remote education and, as such, is committed to providing high quality online education.

The Online Learning Policy applies to all students engaged in the delivery of online education courses or programs and students registering for, enrolled in, and receiving credit for remote education courses or programs.

The availability of educational material and Information and Communication Technology (ICT) resources provides the opportunity for the School to help students develop their full potential. The School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and School.

## 2. Definitions

**Education Purposes** – For the purposes of delivering the purchased course content.

**Educational material** – Educational material can include presentations, recorded classes, assignments, exams, problem sets, messaging and other tool used for online courses.

**Online** – connected by computer to one or more other computers or networks, as through a commercial electronic information service or the internet.

**PSS Flexi** – an online, self-guided study, language course

**REAL** – Remote Education Anywhere Live Courses

**Remote Education:** An educational environment in which online and on-campus learners can access course related materials, resources and communication via Teams, face-to-face, OneNote or other Microsoft and non-Microsoft delivery methods.

## 3. Principles

- 3.1 The use of ICT is encouraged for educational purposes only.
- 3.2 Using ICT is a privilege and this privilege will be removed if the Student Agreement is broken (see Appendix 2 of this Policy). Students using ICT must not break State or Federal laws (a summary of these laws are in Appendix 1 of this Policy and form part of this Policy).
- 3.3 Remote education is contingent on parent/guardian permission in the form of a signed Parent Permission Form (Online Learning Contract). Students must also sign the Form, indicating they have full knowledge of the Online Learning Policy and agree to the points outlined in the Student Agreement (see Appendix 2 of this Policy).
- 3.4 Students shall be made aware that access to ICT and, in particular, email and the internet can expose them to inappropriate material or potential harm.
- 3.5 The School has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students during the school day.
- 3.6 This policy prohibits the sharing of network connections.

#### **4. Copyright**

- 4.1 All education material provided to students through any means is the intellectual property of ASC and the School and is not to be shared, copied or re-manufactured in any way other than for education purposes in relation to the course the student is studying, unless permission is provided directly from the Director of ASC International and ASC Language School.
- 4.2 Any copies of educational material made during the student's course must be deleted or returned to the school within 7 days of completion of studies.
- 4.3 Please refer to the Appendix 1 for further information on Copyright Laws

#### **5. Remote or Online Education**

- 5.1 Students will be issued with school Microsoft 365 accounts which will allow them to join teacher-initiated face to face online meetings.
- 5.2 Students are not permitted to initiate meetings outside organised times.
- 5.3 Student behaviour when in the remote, online or virtual environment, will be monitored by the classroom teacher and breaches of this will be subject to the ASC International and ASC Language School Code of Conduct for online learning (Section 6).
- 5.4 Teachers are permitted to deliver lessons through a class meeting using Teams during scheduled periods.
- 5.5 In instances where required, other video platforms, such as Zoom, may be used

#### **6. Student code of conduct for Online Learning**

- 6.1 Students will communicate via Microsoft Teams with the teacher, or other students, using appropriate and respectful language.
- 6.2 Students must uphold all elements of the ASC International and ASC Language School Student Conduct of Conduct for online learning.
- 6.3 Student engagement and communication will be expected to meet the same high standards as face to face interactions would at school. This includes being polite and respectful to peers and teachers during a call or in any other communications.
- 6.4 Students must only use Microsoft Teams to video or audio call other students during school hours. Outside school hours, the use of Microsoft Teams to video or audio call other students is not permitted. All student interactions in Microsoft Teams– via text, audio or video – are logged and monitored by teachers.
- 6.5 Students must never take screenshots or recordings of teachers or any material that is being taught without permission.
- 6.6 Any students that are in breach of any of the above will be contacted by their teacher to discuss possible consequences and parents will be notified. Possible consequences would include:
  - (i) verbal warning on the first occurrence
  - (ii) written warning on the second occurrence
  - (iii) suspension from course on the third occurrence
- 6.7 Acceptable use of ICT includes, but is not limited to:
  - (i) researching information for educational purposes;
  - (ii) gathering specific information about subjects/topics;
  - (iii) emailing a teacher or friend for assistance with school related work; and,

- (iv) other teacher directed activities.

6.8 Unacceptable use of ICT includes, but is not limited to:

- (i) accessing networks without School authorisation.
- (ii) communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way.
- (iii) using a device to cheat or collude with other students in exams or assessments.
- (iv) using ICT to bully another person. It is a criminal offence to use a School owned device or parent provided device to menace, bully, harass or offend another person. Students must not engage in personal attacks, harass another person, or post personal or private information take/send photos or objectionable images.
- (v) taking, storing or displaying inappropriate images, videos or audio or sending such material to other devices.
- (vi) posting photographs or videos on Youtube or social media networking sites of class or School events without the School's permission or photographs of students or staff members without their knowledge and permission.
- (vii) having devices disrupt classroom lessons with ringtones or beeping.
- (viii) sending messages which are not educational and not teacher approved to other students during the School day.
- (ix) playing games during class time on School owned or parent provided device, unless directed by the teacher.

## **7 Parent Expectations in Remote or Online Learning**

7.1 The School is committed to the student wellbeing, antibullying, child protection and high-quality delivery of education. With this commitment in mind, the School wish to partner with parents and guardians in ensuring that online learning is safe, transparent and effective.

7.2 Parents are asked to support remote or online learning in the following ways:

- (i) Ensure that students have access to a suitable device and the internet. Where this is problematic, parents are asked to communicate quickly with the school so that solutions can be found.
- (ii) Ensure that student involvement in all remote or online education takes place in an open place in the family home, rather than in student bedrooms or other private spaces and that there is a responsible adult present.
- (iii) Ensure that there are no recordings or screenshots being made of teachers.
- (iv) Observe the learning taking place in these online environments.
- (v) Support students, as required, in their completion of independent home learning tasks (by providing guidance for the exercise).
- (vi) Inform the teacher of any concerns regarding the completion of the learning tasks.

7.3 In order to support parents and students, we believe that communication with families is vital. Parents are encouraged to be in communication with classroom teachers and other key personnel at the School. All staff at the School can be contacted via email using Teams.

## **8 Academic Honesty Policy**

### **8.1 Rationale**

Students attending classes with the School are expected to be honest in the completion of all academic work, both in class and in assessment situations. Handing in other people's work as your own, using other people's words, or cheating in a test or examination is dishonest and does not allow the School to form an accurate understanding of the student's ability. By reading and signing this document, students and their parents/guardians are agreeing to the conditions set within.

### **8.2 Cheating and collusion**

Cheating is acting dishonestly to gain an advantage in a test or assessment. Collusion is when a student submits work for assessment that is not their own (with or without the knowledge of the person(s) from whom they have copied).

Examples include but are not limited to: copying another person's work during an assessment; allowing someone to copy your work during an assessment; using unauthorised notes during an assessment; working with other people for an individual assessment; allowing another person to complete the assessment for you; communicating with other people during the assessment.

### **8.3 Plagiarism**

Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so (work that is essentially copied).

Examples include but are not limited to: copying another person's ideas, words, data, images without citing, quoting or referencing the author at all or appropriately; using your own words to describe ideas that they learnt from another source without appropriately referencing it; referencing a source partially or in an incomplete manner.

### **8.4 Consequences of Violating the Academic Honesty Policy**

Students who are found to have cheated, colluded or plagiarised any assessed work, including examinations, will not have that work accepted as valid evidence of their achievement and will receive 0%. At the discretion of the Academic Coordinator, in consultation with the teacher, an alternate assessment *may* be given within a limited time frame which the student will complete under supervision outside school hours (*e.g. at after-school study session*).

## APPENDIX 1

### IMPORTANT STATUTES THAT ARE APPLICABLE TO STUDENTS:

#### ***Copyright Act 1968 (Cth)***

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

#### ***Equal Opportunity Act 1984 (WA)*** This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions, and
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

#### ***Censorship Act 1996 (WA)***

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students must be aware for their own protection that people who deal with such material commit an offence.

#### ***Criminal Code (WA)***

Students must be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

#### ***Cybercrime Act 2001 (Cth)***

Unauthorised access to or modification of data held in a computer and unauthorized impairment or electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

#### ***Privacy Act 1988 (Cth)***

Students must respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information. (ASC Privacy Policy?)

## APPENDIX 2

### STUDENT AGREEMENT FOR ACCEPTABLE ONLINE CONDUCT

#### When I study online I agree to:

- Always abide by the Student Code of Conduct,
- Not share, copy, re-manufacture any intellectual property of the ASC/School,
- Always use ICT in a manner befitting the School and the living of the values of the ASC,
- Be a safe, responsible and ethical user whenever and wherever I use ICT,
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour),
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour,
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images,
- Use the internet for educational purposes and use the equipment appropriately,
- Use social networking sites for educational purposes and only as directed by teachers,
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary),
- Not interfere with the security of the network nor access the network with a username or password of another student,
- Not bring or download unauthorised programs, including games, to the School or run them on School computers.

#### When using my device to record images, videos or audio, I will:

- Seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers),
- Seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space,
- Only take photos and record sound or video when being supervised during a class or lesson,
- Respect others when I talk to and work with them online and never write or participate in online bullying,
- Seek teacher permission before uploading any content to websites (e.g., blogs).

I acknowledge and agree to follow these rules. I understand that my access to remote or online programs at School will be renegotiated if I do not act responsibly and courteously.

**ONLINE LEARNING CONTRACT**

**PARENT'S/GUARDIAN'S PERMISSION FORM**

I have read and understand the information contained in the Online Learning Policy. I understand that this form will be kept on file at the School and may be used (and shared with a third party, if necessary) to assist with the identification of a mobile device should the need arise (e.g. if lost, or if it is being used inappropriately).

I have read and understood the information on the Academic Honesty Policy and accept the terms and conditions specified. I agree to uphold and adhere to the principles of academic honesty by only submitting my own work for individual and group assignments. I also agree to reference any outside sources used in the creation of all course assignments and projects.

**Parent's/Guardian's name (Print)** \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Student's name (Print)** \_\_\_\_\_

I acknowledge and agree to follow the rules as outlined in the *Online Learning Policy*.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**School Verification  
(Signature)**

\_\_\_\_\_

**Date** \_\_\_\_\_