	POLICY LOCATION: *Online – Staff Policy and Procedure*
RIVERSIDE CHRISTIAN COLLEGE	**POLICY NUMBER:** TL014
	POLICY AREA: Teaching & Learning

POLICY TITLE:	

Acceptable Use of the Learning Management System (LMS) Policy: For Students

1. PURPOSE

The purpose of the Acceptable Use of the Learning Management System (LMS) Policy for Students is to outline the requirements for students when using the Riverside Christian College's LMS - Schoology. This policy highlights general principles for acceptable use of Riverside Christian College LMS.

The purpose of Riverside Christian College LMS is to:
- enhance student learning opportunities.
- promote student achievement.
- allow for learning that is flexible.
- encourage learning in a range of schooling and home contexts.
- support the professional work of staff.
- provide information to Parents/Carers.
- enhance the school's management, information and administration systems.
- provide access to online learning environments.

This policy defines the acceptable use of Riverside Christian College's Learning Management System (both onsite and online).

This policy applies to all users of Riverside Christian College LMS, including, but not limited to, teacher, students, parents, base-schools, and base-school support teachers.

2. SCOPE

This policy applies to all users of Riverside Christian College, Learning Management Systems (LMS). In order to ensure the security of Riverside Christian College's LMS and the privacy of its users, the following security measures are required. This policy operates in conjunction with Riverside Christian College Care and Conduct Policy and Assessment Policies.

3. POLICY STATEMENT

3.1 Acceptable use of the College LMS

Students should:

3.1.1 Respect Learning Resources
- Use the LMS for educational purposes only.
- Follow teacher instructions when accessing files, programs and Internet resources via the College LMS.
- Always respond appropriately and with respect when engaging verbally or in written form using the College LMS.

- Seek advice from the College or their teacher before responding to online prompts from other unknown sources outside the College LMS including from other students or teachers.

3.1.2 Respect Others
- Respect the rights, beliefs and viewpoints of others
- Follow the Course Classroom and / or online expectations. Students will:

  - Make time to complete all assigned tasks according to the teachers instructions.
  - Complete all tasks in a timely manner by the due date and time.
  - Always always try their best.
  - Pay attention, participate, ask questions, offer peer support and seek answers.
  - Actively seek help and support of the teacher prior to the assigned task due date.
  - Actively engage in all assigned tasks including individual, group, collaborative, and teacher-led activities.
  - Engage in all online/LMS activities in a respectful, positive and appropriate manner.
  - Be on time and active in the learning environment.
  - Communicate with the teacher respectfully and apply all feedback provided.
  - Abide by all IT rules and online etiquette.

- Follow the Course Tutorial and/or Discussion Expectations. Student will:

  - Participate in a positive, respectful and appropriate manner.
  - Be an active member of a team who supports their peers to work together rather than compete.
  - Actively listen to others, everyone's contribution matters.
  - Be respectful to everyone, even if they don't agree.
  - Allow all students to participate, it is the right of the class to learn and no one student should try to take over or talk too much.
  - Allow others time to think and respond – no interruptions when others are sharing; however, it is a student's right to ask the teacher or their peers for help when needed.
  - Come prepared – all research, readings, support notes, question starters and pre-work have been completed so that all students can effectively contribute.

- Observe copyright and academic integrity rules by respecting the information, ideas and artistic works of others and acknowledging all sources appropriately (further details can be found in the appropriate Assessment Policy).

3.1.3 Keep Themselves Safe Online by
- Keeping their passwords and personal work secure.
- Using the LMS for educational purposes only.
- Seeking teacher advice before providing personal details to anyone, even if they are in the online class.
- Always obtain teacher permission before publishing any personal information or photos online via the College LMS.
- Riverside Christian College teachers will never ask a student for their personal details or private login and LMS access. If a request is made please report it to Riverside Christian College front office immediately.
- Advise Riverside Christian College immediately if inappropriate materials are found on the LMS or an unknown person attempts to access your information via the LMS.

To learn more about keeping yourself safe online lease refer to:
https://www.cyber.gov.au/acsc/individuals-and-families

3.2 Unacceptable use of the College LMS

Students should not:

3.2.1 Compromise Personal Safety

Send or post detailed personal contact information, images or audio about themselves or other people via the College LMS. Personal contact information includes addresses of home, school or work, telephone or mobile number, email addresses, social media contacts etc.

3.2.2 Conduct Illegal Activities

Students need to be aware that they are subject to laws relating to assault, trafficking and computer offences. An electronic audit trail may provide evidence of offences. Students should not:
- Attempt to gain unauthorised access to any LMS site or connected app, computer system, network or service, to which they do not have authority. This includes attempting to log in through another person's account or accessing another person's files or details.
- Make deliberate attempts to disrupt another person's use of the LMS.
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
- Engage in any illegal and criminal acts, such as:
  - threaten the personal safety of others.
  - arranging a drug sale or the purchase of alcohol.
  - taking, selling or re-distributing personal images of others.

3.2.3 Breach LMS Security by

- Sharing their password with any other student(s). Breach of this will ensure that all students involved will receive a disciplinary consequence.
- Providing their password to another person or in response to a request via email (even if it appears as if the email comes from someone they know).
- Posting information that, if acted upon, could cause damage to, or disrupt the LMS.
- Opening posts or LMS communications from unknown sources.

3.2.4 Use Inappropriate Language

Restrictions against 'inappropriate language' apply to public messages, private messages, and material posted on the College LMS. Students should not use disrespectful or inappropriate language including rude, obscene, profane, threatening, racist, and sexist language.

NOTE: Messages, information and posts sent using the schools LMS are monitored.

3.2.5 Disrespect the Privacy of Others by

- Taking photos, sound or video recordings of people, including background figures and voices, without their permission.
- Distributing private information, including photos or recordings, about another person without their permission.

3.2.6 Show a Lack of Respect for others by

- Making personal attacks on another person
- Harassing another person. Harassment is persistently acting in a manner that distresses or annoys another person. Any student who is asked to refrain from sending messages, posts or other forms of communication via the LMS to another person should comply with that request immediately.

- Sending or posting any inappropriate or inaccurate information, comments, images, video or audio about other people or organisations.
- Sending or posting personal information about other people without their permission.

3.2.7   Disrespecting College resources by

- Using the College LMS for anything other than educational activities
- Downloading or sending files to another person
- Posting, responding or engaging in "spamming" which is sending an annoying or unnecessary message to a large number of people via the College LMS.

3.2.8   Plagiarise or violate copyright laws by

- Plagiarising works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Using material from the LMS in a manner, which violates copyright laws. All content should be properly referenced and permission from the Author(s) should be obtained where necessary before using any published content.

For further details please refer to the College Assessment Policy.

3.2.9   Access to inappropriate materials

Attempts to access inappropriate material using the schools LMS are monitored and logged by the College. Some inappropriate material may be filtered or blocked by the College. Students must not use or upload to the College LMS materials that:
- are profane or obscene.
- encourages illegal acts.
- encourages violence or discrimination towards other people.
- participates in online chats, discussion groups, or mailing lists that are not part of the course activities.
- access material which are not relevant to their education.
- uses the school LMS to purchase order or sell any goods.

3.3   Notification

Students should:
- Disclose to their teacher any information that they receive that is inappropriate or disturbing.
- Notify the College front desk, if they identify a possible security problem.
- Notify the Teacher if they are offended by another person's use of the College LMS.

3.4   Consequences of Improper Use

If a student breaches the LMS Acceptable Use Policy for Students, the following consequences may occur:
- The student may be restricted in their access to materials and online tutorials, virtual classes and discussions.
- Students may face a ban from using the College LMS for a period of up to 10 weeks.

- In the case of each breach a letter will be sent to parents/caregivers/base-school informing them of the breach and subsequent sanctions. Parents/ caregiver/base-school will be required to acknowledge receipt of the letter by returning an acknowledgement email to the College.
- In the case of serious breaches, parents/caregivers/base-school will be invited to the College in person or via a team meeting to discuss the matter with the Assistant Principal or appointed delegate.

Sanctions resulting from breaches could include:
- a verbal or written warning to the student.
- restrictions placed on students use of the LMS.
- suspension from the College LMS for a set period of time.
- suspension from the College for a set period of time.
- Police involvement for any illegal activities.

3.5   LMS Etiquette (netiquette)

Netiquette refers to the guidelines and etiquette for online communication. Students should:
- ensure that messages/discussions and online communications are written carefully and politely.
- use appropriate language as anything posted online using the LMS can be viewed by others
- be cautious in using humour and satire as they can easily be misinterpreted
- respect the rights, beliefs and viewpoints of others
- follow the same standards of behaviour online as would be expected in class
- ensure 'Caps Lock' is off when typing text, as typing in all capitals is equivalent to online shouting.

4.   DEFINITIONS

Breach: an act of breaking or failing to observe a law, agreement, or code of conduct.

Course: An online class is a course conducted over the Internet. They are generally conducted through a learning management system, in which students can view their course syllabus and academic progress, as well as communicate with fellow students and their course teacher.

Learning Management System (LMS): A learning management system is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses.

Netiquette: refers to the guidelines and etiquette for online communication.

Online Learning - Blends online and direct teacher input (via virtual classroom and online tutorials).

Onsite Learning - All of the course is delivered face-to-face onsite at Riverside Christian College.

Plagiarism: is taking the ideas or writings of others and presenting them as if they were original to the user.

Post: a piece of writing, image, or other item of content published online.

Spam: irrelevant or unsolicited messages sent over the internet, typically to a large number of users.

User: A user is a person who utilises a computer or network service.

5. RESPONSIBLITIES

Areas of Responsibility	Person Responsible
Maintaining the relevant course within the LMS and ensuring student safety whilst in use.	Teacher
Management of the LMS and ensuring student safety at all times	Teacher / Head of College
Management of reported breaches	Head of College
Management of serious breaches and implementation of consequences	Head of College

6. REFERENCES

Australian Cyber Safety Centre (2020) *ACSC Staying Safe Online Program*. Retrieved on 30th October 2020 from: https://www.cyber.gov.au/acsc/view-all-content/sso/acscs-stay-smart-online-program

Australian Government (2020) *Information for Individuals and Families*. Retrieved on 30th October 2020 from: https://www.cyber.gov.au/acsc/individuals-and-families

ESafety Commissioner (2020) *Report Cyberbullying*. Retrieved on 30th October 2020 from: https://www.esafety.gov.au/report/cyberbullying

Queensland Government (2020) *Use of Internet and Email Policy*. Retrieve on 30th October 2020 from: https://www.forgov.qld.gov.au/documents/policy/use-internet-and-email-policy

Queensland Government (2020) *Advice for State Schools on acceptable use of ICT service, facilities and devices*. QLD Government: Brisbane.

Victoria State Government (2020) *Acceptable use policy ICT resources*. Retrieved on 30th October 2020 from: https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx

7. RELATED DOCUMENTS

The following documents are referenced in this policy:
- Senior Assessment Policy
- Assessment Policy P-9
- Flexible Learning Arrangement
- Standard of Service

- Care and Conduct Policy

POLICY APPROVAL		
Name	**Position**	**Date**
Michelle Gouge	Principal	January 2023

Version No:	Document Revision Date	Description of Change	Document Owner	Position Title	Next Review Date
1			Pauline Watson	Director and Teaching and Learning	May 2022
2	January 2023	Review of Responsibilities	Pauline Watson	Director and Teaching and Learning	January 2026