



CYRIL JACKSON
SENIOR CAMPUS

iLearn Flexible Learning Enrolment Agreement 2019

GENERAL OVERVIEW

Cyril Jackson Senior Campus is committed to providing students with the opportunity to negotiate a learning program that will add greater flexibility and increased choice and decision-making over some aspects of the curriculum. **iLearn Flexible Learning** courses are delivered by highly experienced teachers using a variety of delivery options which may include online lessons and resources, virtual classroom tutorials and comprehensive text based material. Students work through the course content at their own pace, with regular contact with their tutor. Only minimal computer hardware requirements and internet connection is needed to access any material provided online.

For some iLearn courses, students may be required to commit to some contact time on campus to fulfil course requirements (such as field work or laboratory work).

The requirements for a student studying iLearn Flexible Learning courses are very similar to those expected in a traditional face to face classroom. In the final two years of schooling, all students are expected to develop a level of independence and self motivation in managing their learning. Students are given the opportunity to engage actively with their delivery teacher and fellow students in a variety of learning experiences. Working independently on specified tasks is an important part of the learning routine. Although students are provided with strong guidance and support, it is important to note that a great deal of self-discipline and motivation is required to sustain the self-paced nature of the work in these courses.

Tutor Contact

Students are supported by a tutor who monitors the student's progress and helps them manage their learning tasks. Regular communication with the tutor for feedback and assistance in any areas of difficulty is strongly encouraged. Parents can contact the tutor if they wish to discuss their student's progress or make an appointment for a meeting for more specific discussions.

Submitting Work

It is very important that students keep pace with the required work submission schedule. With help from their tutor, students are expected to develop a homework and study plan. It is reasonable to expect students to set aside at least 3-4 hours of study per week for each iLearn Flexible Learning course they are enrolled in. Assessment and work samples can be posted or for prompt feedback, work should be emailed directly to the teacher or submitted online through the learning management system.

Assessments

Students will be provided with a specific assessment policy and an assessment outline that contains relevant dates for submission of assessments and examinations as well as other course requirements for each course they are enrolled in. It is important that students submit all assessment work and sit for tests and examinations as required. In case of late entry, illness or unforeseen circumstances, **students must negotiate** revised work plans and due dates with individual tutors.

Tutors are required to submit results by certain dates for reporting to parents and collation and certification by School Curriculum and Standards Authority (SCSA). Work submitted after these dates cannot contribute to the submitted result. Extensions past these dates cannot be negotiated.

Appointment of a Supervisor for tests

In circumstances where a student is unable to travel to the campus to sit formal assessments such as tests, exams and other in-class assessments, these assessments may be forwarded to a nominated supervisor to administer on the Tutor's behalf. It is the nominated supervisor's responsibility to ensure that a test is administered under the conditions clearly specified by the tutor and returned once it has been completed. Students who require a supervisor to administer their formal assessments must complete a ***Supervisor Nomination Form***. **A family member cannot be nominated as a supervisor.**

Cheating, Collusion and Plagiarism

Collusion is when a student submits evidence that is not their own work for assessment. Plagiarism is when a student uses someone else's work or ideas without acknowledging that they have done so. If work that is not the original product of that student is submitted for assessment, it will not be accepted as valid evidence of achievement. Appropriate penalties will apply for cheating, collusion or plagiarism in any assessment item. Students may be asked to authenticate any work submitted.

Internet Access

Students studying a Flexible Learning course will access the Internet using a variety of methods. It is important to note that general Internet browsing by students from home or locations other than school is **not** monitored or filtered by the Department since it is not conducted via the Department's online services. In the home situation, it is the responsibility of each parent/guardian to ensure the appropriate use of the internet by the student.

When in a school, any internet access must also comply with the Department of Education's Internet Usage Policy and Guidelines and the school's Internet Access Policy. Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

Students enrolled in Flexible Learning courses have access to various online learning tools. This access is restricted to students enrolled with Cyril Jackson Senior Campus. Students are therefore not permitted to share their access to these tools with anybody unrelated to the online course.

Computer Hardware Access

Cyril Jackson is unable to provide technical support to students and cannot resolve problems related to private hardware or software capabilities nor can they resolve private issues with internet connections.

Responsible Participation in Online Learning

Students are required to participate in any live virtual lessons that are scheduled in a constructive manner. Live online lessons may be recorded and published in a secure location for the future constructive reference of students and teachers. Unacceptable usage or behaviour will result in restricted access and may lead to a review of course enrolment.

In relation to studying online and their interactions with staff and other students, all flexible learning students will:

- Only access websites that are relevant to the information needed for their school work.
- Only log into the online learning environment using the logon details provided to them by Cyril Jackson Senior Campus.
- Not share logon details with another person.
- Tell their teacher or supervisor immediately if they see anything on a website that is unpleasant or makes them feel uncomfortable.
- Follow the instructions of their tutor in the correct use of the online learning environment.

- Not respond to any messages that are unpleasant or that make them feel uncomfortable in any way and tell their tutor immediately.
- Not provide to other internet users personal information such as their surname, address, telephone number, and parents' work address/telephone number.
- Only provide to staff and other involved students such personal information as is required to allow constructive communication between participants (E.g. An email address)
- Not pass on to any other parties the personal details of other staff or students.
- Never send a person their picture without first checking with their tutor and having written consent from their parent/guardian.
- Check with their teacher that it is secure to transfer and receive files.
- Not use any online learning environment to frighten or annoy another person.
- At all times, interact with other participants in a constructive and helpful manner.
- Always acknowledge material that they have used from the Internet in the preparation of their class work and assignments following the school guidelines for referencing.
- Follow campus guidelines and procedures when preparing materials for publication on any online learning environment.
- Understand that everything they do in an online environment can be monitored
- Not maliciously attempt to harm or destroy data of another user, the Internet or other computer networks.
- Use anti virus software and ensure that it is regularly updated.

Students who break these rules may be denied access to the online learning tools. Parents will be informed of any inappropriate use and the resulting disciplinary action.

Photographs and video clips involving students may be used to record aspects of the lessons. These are mainly used to enhance and personalise communications within the secure environment of the online lesson delivery tools. They could also be used to positively promote the achievements of students and the programs offered by Cyril Jackson.

Students and parents should keep this information for future reference.

If you need any further information, please contact Cyril Jackson Senior Campus on 9413 4700.

