Monto State High School Electronic Student Work Policy

At Monto State High School we have high expectations of electronic student work for all of our students, from Year 7 to Year 12.

All students are expected to adhere to the following Expectations:

- Electronic bookwork must be dated and have headings that are clearly evident and there should be blank lines between paragraphs.
- Each subject must have its own folder created where documents and notes are saved. These files must be named appropriately and logically for quick access. These must be saved in the students’ school drive.
- The use of links to resources at other locations is encouraged. Students must ensure appropriate referencing processes are used.
- It is essential that all electronic resources are backed up regularly on to at least one other electronic device – either a USB or external hard drive. Saving separately on two devices is best practice, so keeping a copy on both a USB and a hard drive is recommended.
- All back-ups need to be clearly labelled and a sensible directory of clearly labelled folders should be used.
- Students must not use inappropriate text or images.
- When working electronically, students must be aware of teacher expectations and directions as different subjects sometimes use specific software for electronic bookwork and tasks.

For students utilising the School’s laptop program:

- Students must organise their electronic bookwork using the appropriate, accessible and compatible software – for example; Word, Excel, PowerPoint, OneNote etc.
- Electronic bookwork must have clear headings and dates for each lesson, and files must be saved using appropriate filenames.
- Filepaths must be used as footers to allow for quick reference to the electronic location of printed documents.

To achieve this, all teachers explicitly teach to the electronic bookwork expectations.

Monto State High School Teachers are expected to:

- Regularly check student electronic records and insist on high quality.
- Provide digital feedback on bookwork to students - e.g. Email. A notebook could be set up (via OneNote) as shared documents with the teacher and give direct feedback. This can be accessed from anywhere if you set up the shared notebooks in the web location. Alternately, audacity could be used to give spoken feedback.
- Ensure students correct their work – a different colour should highlight the corrections.
- Seek the assistance of parents and/or Heads of Department to keep standards high.

Monto State High School Administration Team members are expected to:

- Regularly check students’ electronic records on the school drive to ensure consistency across the school.
- Provide digital feedback on electronic work to each student they check as above.
- Provide feedback to teachers on the quality of student electronic learning records.