

## **Memorandum of Understanding between the Directorate for Quality and Standards in Education and the Directorate for Educational Services and the Malta Union of Teachers on the Implementation of the ELearning Platform (Fronter) in Primary Schools**

The 2010 Agreement between the Government and the Malta Union of Teachers recognizes the value of eLearning as a pedagogical principle and the investment that Malta is making with regard to eLearning as confirmed below:

PART 1 (8) Whereas the Government and the Union recognise the investment that Malta is making in the regard of eLearning, it is acknowledged in this Agreement that eLearning is recognized as a pedagogical principle. The focus on eLearning in the primary and secondary classroom is on the use of emerging technologies and digital content to enhance the teaching and learning processes including assessment. All teaching grades covered by this Agreement, during school hours, are to deliver differentiated teaching and make personalised learning and assessment more accessible for all students, keeping in mind the differentiated learning styles and multiple intelligences of learners, as long as, all hardware and software is provided by the Education Directorates. Apart from teaching grades, the eLearning Platform is also to be used by school administrators, College Principals and Directorate officials for administration and record keeping purposes (page 4)

In the light of these developments, this Memorandum of Understanding is designed to assist the incremental implementation of the Virtual Learning Environment in our schools, where implementation and training is being carried out.

The parties signatory to this Memorandum hereby agree that:

### **General Provisions**

1. Investment on the ELearning Platform is a positive development in education and should be sustained in such a way that is conducive to ownership of the system as a tool to update the school environment and to modernize the teaching and learning process.

2. Adequate Internet connectivity shall be provided by the Government for ELearning Platform purposes in all state schools and other state educational facilities under the responsibility of the Directorate for Educational Services.
3. The Directorate for Quality and Standards in Education and the Directorate for Educational Services shall be responsible for providing access to the related technological tools for all teaching grades.
4. Administration and Support including the channeling of technical support for the ELearning Platform will be provided to all teaching grades and other professionals within the Directorates. This shall be the responsibility of the Curriculum Management and ELearning Department within the Directorate for Quality and Standards in Education and the School Information System within the Directorate for Educational Services.
5. The two parties agree to establish a clear code of conduct for all registered users of the ELearning Platform. Teaching grades will be provided with clear guidelines on what measures need to be taken in case of abuse related to the ELearning Platform.

### **Specific provisions**

6. Teaching grades may upload teaching material and/or other resources in full accord with the provisions established herein.
7. Teachers shall have full control of their virtual classroom. This means that they will have control and discretion over the use, administration and content of his/her documents and teaching and learning materials. It is understood that personal details of new students will be updated by the school administrative staff.
8. Any material created by the teaching grades and uploaded on the virtual classroom/s of the eLearning Platform shall remain the property of the person concerned unless otherwise agreed to by the same person.
9. When the Senior Management Team of the respective school or Education Officers request to view planning documents and teaching /learning materials uploaded by the teaching grades, these may be presented via the Virtual Learning Environment (VLE) or through a printed copy.
10. Class attendance on the eLearning platform will be taken once daily. In the case of an absent class teacher, the administration of the school will assume responsibility of the daily attendance.

11. Teachers and Learning Support Assistants are encouraged to work collaboratively in the same virtual classroom. The teacher has full access to the classroom and is responsible to assign particular rights to the LSA with regard to planning documents and teaching and learning materials.
12. Teaching grades may collaborate and share resources within their school and with other schools. Teachers may access and use resources uploaded in the digital repositories accessible to teachers. Teaching grades may send, or allow access to, information to other teaching grades via the VLE system.
13. Teaching grades shall ensure that SMT members in the respective school are provided with full access to what learners and parents can see on the platform.
14. SMT members are encouraged to use the VLE and support all teaching grades in the incremental use of the different tools as they are made available.
15. Exemptions from the implementation process of the VLE may be considered on a case by case basis.
16. It is hereby agreed that teaching grades will not suffer any duplication of work as a result of the provisions of this Memorandum.
17. Communication via the VLE between SMT with teaching grades in the respective school, Principals with the college schools, and Directorates with schools should be given a reasonable timeframe to be read and acted upon during school hours.
18. The provisions herein established will be discussed at the end of each scholastic year.

### **Targets to be reached during scholastic year 2012-2013 through the VLE**

Teaching grades are required to:

- access circulars and information on the virtual staff noticeboard
- access their ilearn email
- access the resource room/digital repository
- record the attendance

- record teacher assessment twice yearly and results of Half Yearly and Annual Examinations (except for Bench Mark Results apart from the oral component for English and Maltese )
- seek support through the MEDE Help Desk and through the online support section as needs be
- back up their classroom at the end of the scholastic year to safeguard their own resources and materials

Teachers are expected to collaborate with Learning Support Assistants and give access to the teaching /learning materials used with students.

Teaching grades are also encouraged to:

- record homework as a message on classrooms
- communicate with colleagues
- help students publish their own work on the platform
- use the different tools to develop activities and enhance lessons
- upload and share activities and lessons
- send suggestions on features and training they would like MEDE to make available
- showcase best practices

### **Phase1 and Phase 2 Schools**

Students will be provided with logins during the first term.

Parents will be provided with logins during the second term to enable them to view attendance and assessment and examination results of their children twice a year.

### **Phase 3 Schools**

Students will be provided with logins during the third term.

Parents will be provided with logins during the first term of scholastic year 2013-2014.

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