

	Novice	Apprentice	Practioner	Expert
Student reflection is completed using a variety of written, visual and verbal tools.	- Student reflection is not done.	- Student reflection is a part of the main areas of the curriculum - It is not a part of all learning processes. - It is often done at the end of a unit. - It is often written or done through use of a matrix.	- Student reflection is done through a variety of recorded, non recorded, verbal, written, and visual methods. - It is a part of the learning process.	- Student reflection is meaningful to the work that students are doing. - Students see value in the need to reflect and it is a part of their learning process. - It is student driven.
Student and class work is accessible 24/7	- Student and class learning is not made available outside of Ross.	- Students can access class learning via Google Apps, Mahara and Dropbox anywhere with an internet connection.	- New and purposeful shortcuts are used to help share work and make it available to students outside of the classroom setting.	- A clear culture of offline and online work is developed. - Students are taught how to make sure work is available without access to the internet.
Teachers and students use collaborative tools.	- What is a collaborative tool?	- Google docs are made use of in class. - These are seldom shared between people. - The use of collaborative documents is lead by the teacher. - Students are expected to still write out their own copy.	- A range of interacting services and applications are used to make the sharing of learning quick and hassle free. - Students at times lead this.	- The use of collaborative tools is an engrained part of the way teachers and students shape their learning.
e-portfolios are used to archive and share learning.	- What is an e-portfolio?	- Mahara is used to archive and display class work. - Some of the class are regularly using Mahara.	- Mahara is used to achive and display class work. - All of the students in the class are regularly using Mahara for learning purposes. - Sharing settings are used effectively to provide access for the desired group.	- Mahara is used to archive and display learning across a variety of learning areas. - Templates are created to guide student learning - Parents and caregivers are encouraged to view student work.
Computers are managed primarily by the user provided they meet the learning needs of the classroom.	- The teacher decides what applications are to be used.	- Students are encouraged to trial applications as long as they do not interfere with learning.	- The teacher provides a model of where to source new learning tools. - Teachers provide new and useful apps for the class. - Students are encouraged to trial applications for the purpose of learning.	- The teacher creates a culture where students are encouraged to source and use apps that support learning. - Is able to problem solve issues using online forums or class mates.
Teachers plan, document, reflect and assess electroncially.	Weekly and unit plans are completed electronically.	- Planning, reflection and assessment is completed electronically where appropriate. - Editing tools that are available are used to improve the work. - Assessment templates created by others are used to assist with teaching and learning.	- Planning and assessment is shared with students electronically. - A wide variety of editing tools are utilised. - Assessment templates are created and utilised to assist with teaching and learning.	- An efficient use of digital tools for planning, assessment and reflection is common place. - Planning and assessment is regularly shared with students electronically.
Mobile devices are used to supplement and enhance learning programmes.	- Devices are used in class for extension activities.	- Devices are used for producing a range of visual presentations. - Devices are used in class for extension activities.	- Devices are used in a range of ways to assist with the primary focus of the learning.	- Devices are used in a way that enhances the learning experience. - The focus is on the process and the output rather than the application. - The idea leads the application.
Learning websites are used to support and enhance the classroom learning programme	- learning websites are used to supplement the classroom programme.	- Students access learning websites purposefully. - Some guidance is given about how to navigate the website.	- Students are encouraged to access learning websites to enhance the classroom programme. - Students are given guidance about how to use the website effectively for learning.	- Students access learning websites to enhance the classroom programme. - Learners are encouraged to use websites to create learning resources for themselves and others.
Teachers use eTap to assist with efficient student record keeping.	- I complete the roll and access student records via eTap.	- eTap is used to manage student assessment and attendance. - I can generate assessment reports confidently and can problem solve when difficulties arise.	- eTap is used effectively to manage student assessment and attendance. - I understand how to generate all of the relevant assessment reports and understand the various reporting functions. - I can create CSV files for a variety of purposes.	- eTap is used effectively to manage student assessment, health, attendance. - I understand how to generate all of the relevant assessment reports the various reporting functions. - I can create CSV files for a variety of purposes.
Computers are managed through logical file management.	- Files and folders are often stored on the desktop.	- Uses desktop as a dumping space and files it when it gets full. - Files are unnamed or have unrelated names. - Doesn't take advantage of subfolders. - Can find what they need to find but has no structure to the file system.	- Understands the file system of their computer and works within it. - Makes use of as many sub folders as needed. - Has a logical file system.	- Uses a range of tools to access information based on personal idiosyncrasies and uses an efficient system. - Takes advantages of shortcuts, tags, correctly labelled files and logical file management.