



INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY



RATIONALE

The internet offers huge potential benefits for teaching and learning. It offers educational opportunities for students and teachers to contribute to the world community on the web.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web

School has an important role in preparing students for these 'online communities'.

Before our students start to use school provided devices to explore the Internet, it is crucial to ensure that everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information – see [eSafety Commission](#).
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is inappropriate and potentially unsafe

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students including the [Acceptable Use Agreements](#) and [eSmart Policy](#) and eSmart Program.

AIM

Information and Communication Technology (ICT) focuses on providing students with the tools to transform their learning and to enrich their learning environment through the processes of: Visualising Thinking, Creating and Communicating

This policy aims to:

- develop new thinking and learning skills
- develop more productive ways of working and solving problems individually and collaboratively
- use programs and create information products that demonstrate understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- connect students locally and globally, to solve problems and to share knowledge

Ratified by School Council October 2018

- educate students about their social and ethical responsibilities as users of ICT and the impact if not used correctly
- keep up to date with changing technology

IMPLEMENTATION

- A nominated staff member will be responsible for:
 - supporting staff and encouraging increasing skills in technology
 - overseeing ICT budget and program plan
 - liaising with technical support person
 - purchasing new software and resources to be used across the curriculum
 - assisting Principal during report writing periods.
- The ICT domain is an essential component of the Victorian Curriculum. The ICT Program will be based on the learning Focus Strands (Visualising Thinking, Creating and Communicating) contained within the Victorian Curriculum.
- All students at our school will be taught a developmental ICT Scope and Sequence which will be embedded in all subject areas and taught by teachers throughout the school. ICT activities which are appropriate to each child's ability will reflect the topics being studied at school.
- Staff will familiarize themselves with ICT programs appropriate to their classroom and the Victorian Curriculum levels.
- Students progress in all three dimensions of ICT will be reported throughout the year.
- Staff and Parents will be updated with ICT knowledge, innovations and teaching skills used by the school and DET.
- Strategies will be put in place to optimize ICT use and fair access for all students.
- Teachers will have available a range of resources e.g iPads, desktops, netbooks that support and enhance teaching and learning.
- Staff are expected to use laptops, netbooks, iPads and other technological platforms in planning for and assessment of daily lesson development.
- The annual budget will support the updating of hardware and software.
- The physical working environment will reflect the requirements of Occupational Health and Safety. Consideration will be given to the safe storage of hardware and software.
- Student Progress in ICT will be reported in half and end of year academic reports
- All children and their parents are to sign the Acceptable Use Agreement

Inappropriate use of ICT will result in consequences, as outlined in the Acceptable Use Agreements and Acceptable Use of Technology Policy.

THE ICT TECHNICIAN

- Will be responsible for the purchasing, placement and maintenance of computer hardware, software and security.
- Will liaise with staff to ensure all equipment/ server is working.
- Will assist staff with new laptops.