



Information and Communication Technology Policy

RATIONALE

As stated in our St. Catherine of Siena Primary School Vision Statement we strive to be a Catholic Learning Community that empowers its members to reach their full potential according to Gospel values. The provision of Information and Communication Technology resources supports learning by providing access to information beyond the classroom into the world. Therefore, acquisition of skills and experiences in the uses of Contemporary Information and Communication Technologies are important in the primary school years.

BELIEFS AND VALUES

At St. Catherine of Siena Primary School we believe and value that Information and Communication Technology:

- Is an integral part of our daily lives
- Enhances the curriculum provided for students
- Enhances efficiency in planning and administration
- Should be equitable amongst all users
- Should be supported by skill/professional development
- Provides a tool for learning

AIMS

At St. Catherine of Siena Primary School we aim to:

- Provide sufficient access to Contemporary Information and Communication Technology resources for staff and students
- Provide and manage a range of Information and Communication Technology resources necessary to support the school's curriculum
- Provide professional development for staff to enable them to use Contemporary Information and Communication Technology efficiently and safely
- Enhance teaching and learning by the integration of Information and Communication Technology across all areas of the curriculum
- Ensure that a developmental Information and Communication Technology scope and sequence is implemented throughout the school
- Ensure that resources supporting Information and Communication Technology are developed and maintained
- Ensure teaching and learning in the area of Information and Communication Technology is in accordance to the Australian Digital Technologies Curriculum, and assessment and reporting guidelines.
- Ensure that all students understand how to use Contemporary Information and Communication Technologies in a safe and appropriate manner.

IMPLEMENTATION

1. There is a POL position allocated to Information and Communication Technology to support its implementation.
2. Staff will integrate Information and Communication Technology across the curriculum in line with the Australian Curriculum. Students will have the opportunity to use Information and Communication Technology appropriate to their needs and learning levels.
3. Students and Staff will be made aware of the Internet and E-mail Usage Policies and will be expected to accept these policies before using the school's Information and Communication Technology resources.
4. A scope and sequence program for the implementation of Information and Communication Technology is to be used as a guide when introducing and developing skills
5. A 4 year development and maintenance schedule will be followed to ensure that the equipment and resources are adequate and appropriate.
6. Professional development is available to staff to enhance skills in the efficient use of Information and Communication Technologies.
7. Classroom programs will be supported by the Information and Communication Technology Co-ordinator
8. Information and Communication Technology resources are housed in the Discovery Centre and in classrooms; digital cameras, digital video camera, data projectors, desktop computers, laptops, iPads and interactive whiteboards.

Information Technology Procedures

All computers and devices at St. Catherine of Siena Primary School are linked to the School Local Area Network and Internet through local wiring or the school's wifi. All staff and students years 3-6 have individual logons to access the School Network and Internet. Students in years P-2 use generic classroom logons to access the School Network and Internet. St Catherine of Siena Primary School uses Google Apps for Educators to plan and implement learning and teaching programs.

EVALUATION

The School Leadership Team will regularly assess the provision of Information and Communication Technologies across the curriculum. They will ascertain the viability of the policy and will make recommendations for development.

The following is a guideline to some of the questions staff will need to ask when evaluating Information and Communication Technology in the school:

- Has adequate time been given to staff to develop the skills to enable them to implement Information and Communication Technology into the curriculum?
- Are the resources adequate so that Information and Communication Technology can have maximum positive impact on the students' learning?
- Has Information and Communication Technology made an impact on the students' learning?
- Has adequate time been given to the Information and Communication Technology Coordinator to oversee the implementation and maintenance of the resources?

Staff Members Involved: Whole Staff
Date of Ratification: July 2002

Staff Members Involved: Whole Staff
Date of Ratification: 2004

Staff Members Involved: ICT Co-ordinator
Date of Ratification: 2009

Staff Members Involved: ICT Co-ordinator
Date of Ratification: 2011

Revised by ICT Co-ordinator, 26 August, 2016