



5.8.1

St Leonard's Primary School Information Communication Technology (ICT) Policy

Rationale:

At St Leonard's Primary School, the use of Information & Communication Technology is required for all students. The Internet is a valuable tool to be used as a supervised resource by students. Information & Communication Technology may be used on our local area network, on our intranet via a Catholic Education wide area network, using the Internet to access global websites or other digital communication services. A range of digital equipment may be used including computers, laptops & other portable devices.

The qualities to which we aspire in behaviour and relationships with each other especially when using Technology include:

Respect: Valuing oneself, others, the community and the environment

Inclusion: Gathering in, welcoming, accepting and celebrating all members of our community

Resilience: Successfully managing life's challenges and relationships

Trust: Believing in the capacity of self and others to do what is right relationally and professionally

Cooperation: Working with each other to meet the need

Empathy: Seeking to understand

- Information and communications technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.
- ICT, an interdisciplinary domain, focuses on providing students with the tools to transform their learning and to enrich their learning environment.
- Technology provides a means of enhancing teaching and learning through the development of collaborative and independent learning skills.

Aims:

- To deliver a curriculum which integrates the knowledge, skills and behaviours as outlined in the AusVELS ICT document to best support student learning across all areas of learning
- Provide staff with ongoing professional development in the operation and use of hardware and software as it develops.
- Develop the skills to navigate and use all of the available technology (keyboarding skills, mouse, touchpad, operating systems)

The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT

- Develop an understanding of the skills and knowledge necessary to use technology as a personal tool, gaining access to, processing, producing, restoring and retrieving information.
- Develop skills to effectively use the process of investigating, designing, producing and evaluating as related to the St Leonard's Design, Creativity and Technology Policy 5.8
- To constantly review and monitor both hardware and software equipment as to its suitability in fulfilling the requirements of our program.
- A longer term aim will be to investigate the feasibility of a 1-1 device program across the school.

Implementation:

- Children have equitable access to a variety of computers and associated hardware and software to support their learning.
- It is the teacher's responsibility to regularly plan for the use of technology which will support learning and further develop I.C.T. skills. This planning takes place in formal level planning and is seen in weekly planning and units of work. It should reflect a creative use of technology for authentic purposes.
- At St Leonard's we use social media to support and enhance student learning. At present we use blogs to engage students and the community in the learning. It is each teacher's responsibility for the construction and maintenance of the class blog.
- The school leadership team will ensure that teachers are given opportunity and support to maintain a level of professional learning in the area of I.C.T.
- As of 2014 St Leonard's is a trial school in the ICON Schools Action Research Project under the auspices of the Catholic Education Office. Action research will result in our school investigating and trialing new technologies and being open to the implementation of new pedagogical approaches.
- The use of digital tools such as computers, the internet, email & electronic communication must be used appropriately to ensure that problems do not arise. Potential problems which can arise may include: defamation, theft and misuse of intellectual property, copyright issues, sexual harassment and discrimination, criminal issues, such as hacking, and intentionally spreading viruses. We recognise that Cybersafety is a serious issue. Therefore the following policies should be read in conjunction with this policy:
 - Digital Citizenship Policy 5.8.2.
 - Social Media Policy 4.1.22
 - Social Media policy for employees 4.1.17
 - Blogging Policy 5.8.3
 - Anti Bullying Policy 4.2.3
 - Student Wellbeing Policy 4.2.2
 - Privacy Policy 4.1.13

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle

This policy was rewritten and reviewed by the staff in 2014

It will be reviewed again in 2017

This policy was ratified by the Education Board in August 2014