Information & Communications Technology (ICT) Policy

Rationale

Information and Communications Technologies (ICT) comprises 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. At Weeden Heights Primary School, the use of ICT is incorporated in all aspects of students learning.

1. Guidelines

Information and Communications Technology focuses on providing students with the tools to transform their learning and to enrich the learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

1.1   Develop new thinking and learning skills that produce creative and innovative insights

1.2   Develop more productive ways of working and solving problems individually and collaboratively

1.3   Create information products that demonstrate their understanding of concepts, issues, relationships and processes

1.4   Express themselves in contemporary and relevant ways

1.5   Communicate locally and globally to solve problems and share knowledge

1.6   Understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

2. Implementation

2.1   ICT will be integrated across the curriculum through a variety of teaching approaches and meaningful learning experiences

2.2   The ICT scope and sequence document based on AusVELS/Australian National Curriculum will be implemented by all Teaching and Learning and specialist teams.

2.3   Teachers will provide all students with the opportunity to utilise and experience the range of ICT resources in the school

2.4   Students will be provided with ICT tools, skills and strategies to problem solve and support their learning

2.5   Continuous monitoring and assessment will be undertaken by teachers to evaluate student's knowledge and understanding of ICT

2.6   An ICT committee and co-ordinator will be appointed annually. The team will represent the needs of the school. This team will develop long and short term goals supported by a dedicated ICT budget

2.7   The ICT co-ordinator in consultation with the team will oversee the purchase and maintenance of hardware, software and support materials

2.8   The ICT co-ordinator will liaise closely with computer technicians employed by the school to make recommendations to support the school's short and long term goals

2.9   Ongoing professional learning will be provided to all staff. The ICT committee will assist and support colleagues in the use and delivery of learning technologies

2.10 The school will remain committed to keeping abreast of new technologies and resources available

2.11 Students will be required to bring a set of headphones for use at school

2.12 Students and parents will be required to sign the ICT Code of Practice and Student User Contract before they are permitted to access the school network and Internet. This will be issued annually

2.13 Teachers, staff, students and their families will be provided with 'Cyber safety Education' in order to promote the safe and responsible use of ICT.

3. Evaluation

3.1   The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school's ICT Policy on a cyclical basis in accordance with DET guidelines.