INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

The Australian Curriculum states:
“Students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school...students learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.”

1 RATIONALE
At Our Lady of the Immaculate Conception Parish Primary School, we believe the use of Information and Communication Technology (ICT) is essential in the contemporary learning and teaching environment. We acknowledge that due to the ever changing technological world, the ways in which information may be accessed, communicated and transferred is constantly changing. We also recognise that competency in technical environments is considered an essential life skill. ICT is one of many learning tools which assists in the differentiation and personalisation of learning, to deliver a more inclusive curriculum. As 21st Century learners, we recognise that our students naturally engage in a technological world and it is important that we provide opportunities to build skills as they navigate this world safely and critically.

2 GOALS
The ICT Program aims to embed the Our Lady’s school values:

- Justice: equity of access, enabling all to have opportunities and resources available to them
- Respect: valuing and protecting self, others and property when working online and with digital technologies
- Courage: successfully managing challenges and relationships as they arise, using principles of responsible Digital Citizenship
- Peace: maintaining an environment of trust in a digital environment
- Service: working with each other to meet needs, collaborating and assisting others using ICT
- Compassion: seeking to understand and relate to others using ICT tools and online resources

3 IMPLEMENTATION
The ICT program is embedded in our Learning and Teaching through an integrated approach. The school actively supports access by students to a wide variety of resources available online, together with the teaching and development of appropriate skills to access, analyse and evaluate such resources. These resources include (but are not limited to) internet search engines, the Google Apps suite (GAFE- Google Apps for Education), iPad Apps and other online resources. Staff and students are expected to use ICT devices in all learning environments in the school. Staff and students manage their own ‘cloud’ accounts, storage of files and all communication therein.
All classes use Google SITES for important communication between home and school.

We believe in the many benefits to students as they access and retrieve information from worldwide online resources and the opportunities this provides for collaboration. However, this access is a privilege and not a right. Access entails responsibility.

4 Responsibility

The ICT curriculum is implemented and assessed by class teachers with the support of the ICT Leader. The ICT Leader is instrumental in leading staff in ICT skill development and aligning Teaching and Learning with the school’s goals as defined in our Annual Action Plans.

Class teachers are responsible for the regular maintenance of the Google SITES and using this forum as a mean of communication between home and school. Important information for students and parents, is expected to be uploaded to the class site.

The ICT Leader is responsible for the management of budgets, purchasing of resources and maintenance of technology and devices in the school. The ICT Leader liaises with the school technician regularly and other outside technology support services.

The ICT program is included in global budgeting for the purposes of enhancing the Teaching and Learning program and improving student resources.

All staff, students and parents, receive and agree to a Digital Acceptable User Agreement. This confirms and outlines all responsibility for actions being that of the user and not the school. It is expected that parents will read and discuss the agreement with their child.

5 Evaluation and review

This policy will be reviewed regularly (biennially) and as part of the school’s review cycle.

6 Family and Community Involvement

Due to the “mobile” nature of the online accounts and storage of student work in ‘cloud drives’, it is expected that families monitor their child’s online activity whilst away from school. Digital agreements are signed and renewed annually.

Communication with families in our community is very important and this is achieved through the various online and mobile applications we offer (including but not limited to):

School website (www.olsunshine.catholic.edu.au)

Weekly newsletter - uploaded to our school website and emailed as a link to eNews subscribers

Class Google SITES - updated regularly - shared via student accounts and free access via links on our website

Skoolbag - APP - mobile devices - push notifications of importance - free to all families

QKR - APP - payment of uniform orders, billing and also lunch orders
7 REFERENCES
Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008)
The Australian Curriculum (http://www.australiancurriculum.edu.au/) ACARA 2015
Catholic Education Melbourne
The AusVels (http://www.ausvels.vcaa.vic.edu.au)

This policy was ratified by the school staff on...

This policy was ratified by the School Advisory Board on ....

8 APPENDIX

Staff Digital Acceptable Use Policy

Student Digital Acceptable Use Policy