

Policy Document

ICT

Rationale

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. The need to be conversant in ICT and to be able to control ICT to your own advantage has never been more important, and will become increasingly vital in the lives of all people.

Objectives

Information and Communications Technology focuses on providing students with the tools to transform their learning and to enrich their learning environment. 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 an understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- acquire and produce information and convey it to a variety of audiences through a variety of media
- analyse data and present information in a variety of ways
- access the reliability and relevance of information
- communicate locally and globally to solve problems and to share knowledge
- understand the part that information technology plays in society
- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT

Implementation

- The ICT domain is an essential component of the Interdisciplinary Learning strand of the Victorian Essential Learning Standards
- All students at our school will study an ICT program which will be integrated in all curriculum areas and taught by teachers throughout the school
- The ICT program will be based upon the learning focus standards contained within the Victorian Essential Learning Standards
- All teachers are required to work with their respective teams, to develop and implement the ICT program fully and effectively
- Students' individual abilities will be identified and opportunities provided to cater for their ICT learning needs



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- ICT activities that reflect the topics being studied at school, and are appropriate to each child's ability, will form a regular component of each student's classroom program and homework regime where applicable.
- Student progress of ICT will be reported in half and end of year academic reports
- A staff member will be appointed to oversee the implementation of ICT across the school, and coordinate the assessment of ICT from all staff
- Provision of ongoing professional development for staff
- All students will sign an Internet Code of Conduct (see attached appendix), allowing them to use the Internet in a responsible manner
- Substantial budgets that provide for the needs of the ICT program and professional development will be developed by the ICT coordinator in consultation with all staff

Evaluation

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

Ratification

Ratified by School Council: 27 July 2012

School Council President: Glen Noble Principal: Anne McPhee

This policy includes the following appendix - the Student Internet/Email Code of Practice.



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STUDENT INTERNET / EMAIL CODE OF PRACTICE

Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the Internet I will:

- Only work on the web for purposes specified by my teacher.
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use material from other web sites unless I have permission for the person who created the material. If I am unsure I will check with my teacher.
- Not use the Internet to frighten or annoy other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Internet/Email committee.

Student Name: _____

Student Signature: _____

Date: _____

For further reference please see: www.netalert.com.au