

LALOR EAST PRIMARY SCHOOL

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) POLICY

Rationale

Information and Communications Technology (ICT) focuses on providing students with the tools to transform their learning and enrich their learning environment. Lalor East Primary recognises the need to establish an educational program which will help us:

- prepare our students to operate in an increasingly digital world
- assist them to reach their potential and meet the expectations of modern society
- develop the students' understandings of being a safe and responsible Cyber Citizen.

Computers contribute to cultural, social, environmental and economic changes. Computers can affect all aspects of people's lives by changing the nature and place of work, the skills needed to perform tasks, the availability of information and the way we learn.

Broad Guidelines

This policy aims to stimulate interest, develop confidence and extend the skills of students and teachers in the use of ICT. It encourages students to regard computers as tools for learning in all areas of the curriculum and gives them the skills to act responsibly and safely in an online environment. The ICT program at Lalor East Primary will ensure:

- all students at Lalor East Primary are given equal opportunity to experience and gain confidence with technology so that ICT becomes an integrated part of their learning and life. Individual needs and situations will be catered for within the program
- the use of computers by students has positive outcomes in learning
- Cybersafety awareness lessons will be covered at all levels in the school each term to increase students' skills in staying safe while online and developing their understanding that Cyberbullying can be destructive and will not be tolerated at any level
- provision is made for the professional development in computer use for our own staff using our own resources and through professional training.

Implementation

Resources

- we will strive to maintain modern and efficient equipment throughout the school
- we aim to have a Smartboard in every classroom
- all computers will have access to the Internet
- the computer lab has twenty eight IBM compatible computers, a colour laser printer, a black and white laser printer, an A3 printer, headphones, a scanner and a fixed ceiling mounted data projector
- banks of mobile devices are available for use in classrooms including: 30 Microsoft Surface RTs, 10 iPads and 2 banks of Netbooks (26 and 16).

Professional Development and Training

- it will be the responsibility of the ICT Committee to plan continued professional development for staff

Curriculum

- specialist teachers will be encouraged to integrate ICT into their programs e.g. Music, Oral Language, Art, Phys/Ed and E.A.L.
- the ICT program will complement all curriculum areas. It will also provide a balanced exposure to the following applications:
 - word processing and desktop publishing software to enhance written communication and written work to be edited and printed easily
 - problem solving which encourages students to develop strategies and cooperative group work

- simulations/adventure games which enhance learning by promoting group work, developing problem solving strategies and deductive reasoning skills
- graphic design programs including Kid Pix which will assist the students to develop an understanding of spatial relationships, eye/hand coordination and graphic design
- web publishing software to allow students to share their work with a wider audience
- the Internet enables research, communication and collaboration
- digital media including iPads, digital cameras, flip cameras and microphones as an additional way of recording their learning and experiences.

Student Use

- The ICT Committee will oversee student content guidelines in line with AusVELs to ensure minimum standards of computer literacy for all students from P-6. This program will:
 - use the Lalor East Primary School ICT Scope and Sequence to guide learning experiences for each grade level
 - be structured to provide as much 'hands on' time as practical aiming for an average of an hour per student per week. This is a **minimum** standard
 - ensure equal opportunity for all students
 - develop self esteem and willingness amongst students to attempt new challenges
 - further develop and strengthen problem solving and literacy skills
 - assess participation and skill development for reporting purposes.
 - teachers need to have a thorough understanding of the software program they intend using before introducing it to the students. This will ensure that usage is planned effectively and will identify any necessary pre-requisite skills
- ALL students and their parents are required to sign either the P-2 or Grade 3-6 ICT Student Contract each year.

Links

Other school policies which are connected with this policy are:

- Internet Use Policy
- Cyberbullying Policy and Student Acceptable Use Contracts Prep – 2 and Grades 3-6
- Student Engagement and Wellbeing Policy
- Bullying and Harassment Policy
- Camera Policy
- Privacy Policy.

Appendices

- Lalor East Primary School Scope and Sequence
- Lalor East Primary Student Computer Skills Profile

Evaluation

The ICT Committee will have regular meetings to:

- monitor the effectiveness of the program
- plan professional development for staff and parents
- survey and monitor computer usage
- review the Lalor East Primary School ICT Scope and Sequence
- assist teams to maximise their effective use of ICT in their class programs
- plan future expenditure.

Ratified at School Council: September 2014

Next review: September 2017