LALOR EAST PRIMARY SCHOOL
INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) POLICY

Rationale
Lalor East Primary recognises the need to establish an educational program which will help us:
- prepare our students for what the future may hold
- assist them to reach their potential and meet the expectations of modern society
- develop their understanding 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 following are the four key guidelines underpinning this policy:
- All students at Lalor East Primary will be 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 ICT policy envisages the:
  - the development of an understanding about how to use online technologies safely and responsibly (being Cyber Smart)
  - enhancement of language development
  - development of problem solving strategies in mathematical and non-mathematical situations
  - development of logical thinking and deductive reasoning skills
  - fostering of creativity
  - development of research skills through the use of the Internet
  - enhancement of collaboration through use of the Ultrananet
- Provision will be made for the professional development in computer use for our own staff using our own resources and through professional training.
- Use of computers by students in the recreational sense has positive outcomes in learning.

Implementation
Resources
- we will strive to maintain modern and efficient equipment throughout the school
- all classrooms in the school will have three IBM compatible computers
- 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
- a bank of 16 and a bank 24 Netbooks are timetabled for use in Grades 3-6.

Professional Development and Training
- it will be the responsibility of the ICT Committee to plan continued professional development for staff
- professional development will be offered to parents to foster the development of parental expertise which can be utilised by teachers within their own program.
Curriculum

- specialist teachers will be encouraged to integrate ICT into their programs e.g. Music, Oral Language, Art, Phys/Ed and E.S.L.
- the ICT program will complement all curriculum areas. It will also provide a balanced exposure to the following applications:
  - problem solving which encourages students to develop strategies as well as developing cooperative group work
  - simulations/adventure games which enhance learning by promoting group work, developing problem solving strategies and deductive reasoning skills
  - word processing and desktop publishing software to enhance written communication and also written work to be edited and printed easily
  - graphic design programs including Kid Pix which will assist the students to develop an understanding of spatial relationships, eye/hand coordination and graphic design
  - animation software including Kahootz and Pivot Stick Figure Animator
  - web publishing software to allow students to share their work with a wider audience
  - the Ultranet and the Internet enable research, communication and collaboration
  - digital media including 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 VELs 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.
- this policy needs to be read in conjunction with the ICT Acceptable Use Policy and P-6 ICT Student Contract. ALL students and their parents are required to sign the P-6 ICT Student Contract each year.

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.