



SANDRINGHAM EAST PRIMARY SCHOOL

Information and Communications Technology Policy

PHILOSOPHY

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.

Information and Communications Technology is an interdisciplinary domain which 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 by utilizing available technology;
- create [information products](#) that demonstrate their understanding of concepts, issues, relationships and processes;
- express themselves in contemporary and socially relevant ways;
- communicate locally and globally to solve problems and to share knowledge;
- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

GUIDELINES

Learning in this domain enables students to focus on the task to be accomplished rather than on the technology they are using to do the work. Consequently, the students will be provided with opportunities to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.

They will:

- be encouraged to select and apply appropriate equipment, techniques and procedures to process data and information to create information products in forms that are meaningful for themselves and their audience;
- be provided with tools and strategies to monitor learning patterns and problem solving strategies;
- gain an understanding of Internet protocols and strategies for exchanging information, which enables them to share and challenge their own and other people's ideas and solutions with a global audience.

IMPLEMENTATION

- Students will be educated in the use of ICT in accordance with the AusVELS ICT dimension (<http://ausvels.vcaa.vic.edu.au/Information-and-Communications-Technology/Overview/Domain-structure>).

- ICT will be used within the curriculum to motivate children and provide an additional approach for both support and extension activities.
- A 1 to 1 Laptop Program has been introduced in Years 3 to 6 to promote ICT and support learning.
- All students and staff will have the opportunity to access a variety of software applications and hardware as a teaching and learning tool.
- All staff will be provided with the opportunity to develop their personal skills in ICT.
- All staff and students will have access to appropriate software programs to encourage the development of File Management, Word Processing, Graphics, Multimedia Skills, Electronic Communication, Databases and Spreadsheets skills as appropriate.
- All students and staff are required to follow the SEPS Acceptable Use Agreement and relevant DEECD policies in relation to the use of the internet, email and digital technologies.
- School Council in conjunction with the SEPS staff eLearning committee will continuously assess available technology to ensure relevance and that they are contributing to positive learning experiences.
- School Council in conjunction with the SEPS staff eLearning committee and SEPS IT support team will continuously monitor hardware and software to enable accurate information for upgrading and/or replacing outmoded hardware and software and will actively seek to include the use of interactive technology where appropriate.
- School Council in conjunction with the SEPS staff eLearning committee and SEPS IT support team will ensure that the school's infrastructure is able to cope with the demands of increased activity on the network.
- School Council in conjunction with the SEPS staff will promote the use of collaborative technologies and online learning and the development of an on-line community. Including the online newsletter and Konnective App.

Evaluation

- This policy will be reviewed annually unless an issue arises which requires earlier review.

This policy was ratified by School Council – 2013