

CASTLEMAINE NORTH PRIMARY SCHOOL
LEARNING TECHNOLOGIES POLICY 2020-2021

RATIONALE

Castlemaine North Primary School recognises that Learning Technologies provide students with enhanced opportunities to obtain information, engage in discussion and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities. Learning Technologies assist the provision of personalised learning and differentiated teaching. This policy defines the procedures and strategies that will assist the school to use Learning Technologies to improve student learning outcomes.

AIMS

1. To enhance student learning through the use of technology.
2. To inform parents of the use of Information and Communications Technologies (ICT) as another valuable teaching and learning tool.
3. To allow students to become familiar with and competent in the use of appropriate skills and judgement required to deal with the range of digital information and technologies available.
4. To preserve confidentiality of members of the school community.
5. To ensure that student information is available only to intended audiences and that parents are informed of the intended audiences.
6. To prevent breaches of copyright, either inadvertent or deliberate, by members of the school community.
7. To form a partnership between students, parents and teachers in developing an internet code of practice.
8. To minimize the risk of students exposure to unsuitable materials.

GUIDELINES

1. The use of learning technologies will enhance teaching and learning, engaging staff in teaching practices, which focus on children's learning styles.
2. Our school actively supports access by students to the variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
3. Learning Technology will be used to create, communicate and collaborate within the school community. Communication beyond the school community will be for educational purposes and authorised by the school.
4. Time on screens – to be discussed and altered as part of the 2021 review cycle.

IMPLEMENTATION **

Hardware Management

1. Learning Technology assets must be included in the school's assets register by the school's ICT coordinator and/or Business Manager. This register should include the manufacturer or supplier, model number, date and place of purchase and warranty information.
2. Teachers should note any faults or difficulties with hardware and peripherals, and send an email to the Technical Support to Schools Program (ICT Technician) through logging on to the Job Management System, to assist with technical maintenance of the equipment. Teachers should liaise with the school's ICT Coordinator
3. Students will be educated in basic equipment maintenance such as making sure computers are covered, dust free and no food or drink is consumed near computers.

4. The Leadership Team, in consultation with the ICT Coordinator, shall be responsible for determining strategies for replacing hardware and other equipment.
5. If equipment is off site the adult responsible must take due care to ensure that equipment is secure when unattended.

Software Management

1. A register of computer software must be regularly updated by the ICT Co-ordinator. This register shall include details of licensing arrangements.
2. All software is to be installed according to licensing agreements. The Leadership Team is to ensure that school staff are aware of licensing requirements. The ICT Technician provides advice to the Leadership Team and ICT Coordinator, to ensure compliance with DET guidelines as well as licensing rules.
3. Teachers and students shall be trained in the use of appropriate software applications and file management.

Curriculum Development

Information and Learning Technologies are to be used widely as tools to enhance student learning across the Victorian Curriculum.

1. Learning unit teams will be responsible for planning to incorporate learning technologies that progressively expand student's skills and confidence and broaden learning experiences.
2. Classroom investigations will be developed which use ICT as an interdisciplinary skill and allow students to both access and create resources across multiple areas of the curriculum.
3. eSmart and cybersafety will form a key component of the digital curriculum.

Staff/Student Use Protocols

1. All students and staff at our school will have censorship filtered internet access.
2. An ICT coordinator will be appointed, who will liaise with staff and the ICT technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access.
3. Teachers will give guidelines for student internet access and will direct students to sites reviewed and deemed appropriate sites.
4. The school undertakes to ensure that information published on the Internet by students or the school meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
5. All students will be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
6. All staff will be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
7. Consequences of students publishing, accessing or failing to notify the teacher of inappropriate material may include the removal of access rights.
8. Signed parent and student consent (see 'Student Acceptable Use of Computers') is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
9. Privacy of students, parents, staff and other users must be recognised and respected at all times. Permission from parents must be given for student photographs to be placed on the school website (see 'Permission to Make/Use Photographs and Film or Video Footage of Students').
10. All internet usage will be for school/educational purposes.

EVALUATION

This policy will be reviewed annually by staff and School Council as part of the school's policy review cycle.

Please read this policy in conjunction with the following documents:

- 1-to-1 Netbook Policy
- Student Acceptable Use of Learning Technologies Agreement
- Student Acceptable Use of One to One Netbooks Agreement
- Permission to Make/Use Photographs and Film or Video Footage of Students
- Student Code of Conduct.

** **ICT Coordinator** refers to a CNPS staff member who is designated contact person for technical support issues and facilitating the purchase/lease of equipment and software.

ICT Technician refers to a DET employed (part-time) technical support staff member who is on-site each week to support our ICT needs.

This policy was reviewed and ratified by School Council 2020

S. Chapman (Principal)

R.Rose (President of School Council)

Date: 2020

Review Cycle Date: Term 1 2021