RATIONALE:

The development of ICT is changing at home and in the community. Its impact on the lives of individuals continues to grow and it is essential that our pupils can take advantage of its opportunities and understand its effects.

Therefore, it is important that pupils at St Joseph's school gain the appropriate skills, knowledge and understanding to have the confidence and capacity to use ICT throughout their lives.

ICT is a cross curricular competence which is concerned with the acquisition, storage, manipulation, interpretation and telecommunication of information and involves creating, collecting, organising, storing, processing and presenting information for specific purposes by electronic means.

AIMS:

- To stimulate and promote the use of ICT in order to support, enhance and extend learning opportunities
- To use ICT as a cross curricular tool where appropriate in the day to day learning classroom.
- To help both pupils and teachers to develop confidence and competence to use ICT in a range of situations and contexts appropriate to tasks in hand.
- To make pupils and teachers aware of the codes of practice when using the internet and sending electronic mail.

IMPLEMENTATION:

- St Joseph's Dungog supports and adopts the CSO Code of Practise for Workplace Internet, Email and Network Usage.
- Each year, staff members and casual staff sign a Code of Practise form relating to Workplace Internet, Email and Network Usage.
- Upon enrolment at the school, students, parents or carers need to read and sign an Internet Usage Permission Form covering use of Internet, email and Publication Consent.
- K-6 pupils will have well-planned opportunities to use and learn about the distinctive features and characteristics of hardware and software which are readily accessible, such as computers, word processors, database systems, spreadsheets and graphic packages at their appropriate level.
- Each child must be provided with opportunities to develop and practise their ICT skills in a variety of situations.
• Teachers and children will utilize ICT possibilities during the learning phase of each KLA in both class and library context.

• Teacher / Librarians using the Future Kids programme implement sequenced lessons to pupils following a structured school scope and sequence.

• Each teacher is responsible for the teaching of ICT skills and the use of technology in the classrooms.

• Teachers utilise Interactive Whiteboard technology during the teaching of class lessons.

• P.D. opportunities are made available to individual teachers and the staff as a whole.

• A planned and managed turnover of hardware is implemented and budgeted yearly. Software is purchased collaboratively.

• All software placed on server to be covered by licence. Some programs are accessible to particular user groups. A staff shared folder is found on the teacher’s desktop with folders for each KLA and administration.

• School keeps in close liaison with CSO ICLT advisors and technicians for PD updates and assistance with purchase and management of resources.

• Teachers investigate best practise through staff liaison and Professional Development.

• Students are encouraged to utilise ICT options when presenting in class.

• Teacher librarians work with class teacher to plan implement and evaluate co-operative learning activities.

• Each child in support with parents completes an Acceptable Use Policy for Computer and the Internet.

• Children with special needs are given access to appropriate software packages to address individual needs across the curriculum.

• Assessment is to be monitored by class teacher in consultation with teacher/librarian.
**BUDGET:**

All aspects of the policy are the responsibility of the school and P&F budget. Where appropriate the system may take responsibility for the cost of specific intranet system hardware and / or internet costs.

**EVALUATION:**

This policy will be evaluated as per the school’s Policy Review Plan or prior to this, in response to student or community needs.