

INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

PURPOSE:

To foster student achievement in Information and Communication in all areas of the curriculum.

GUIDELINES:

1. An ICT specialist will teach in the ICT room alongside the classroom teacher. The skills taught in the ICT room will then be continued in the classroom environment.
2. The ICT teacher will plan programmes with classroom teachers to integrate ICT into the curriculum. Timetables will be developed to allow equal use of equipment by all.
3. Teachers will develop a shared understanding of the role of ICT in teaching and learning and will seek to integrate ICT into their classroom programme.
4. All students will have the opportunity to develop ICT skills, including the ability to gather, organise and publish information.
5. All students will have ready and equal access to Information and Communication Technology resources in the ICT room and in the classroom environment.
6. The school will focus on developing student and staff ability in a variety of software.
7. A school website will be maintained as a means of celebrating our learning and successes.
8. Students will have access to a school intranet that includes appropriate websites as well as monitored access to the internet in the ICT room and library. Appropriate systems will be put in place to monitor student usage on the internet.
9. Appropriate hardware and software will be regularly reviewed and updated to provide for the needs of all students and staff members.
10. The school will be fully networked to allow maximum utilisation of equipment. The network will allow files and software to be shared around the school.
11. Students will develop the ability to problem solve, think for themselves and with others.
12. Student skill levels will be evaluated to assess achievement and progress. The basis of assessment will be child centred.
13. All teachers will have access to a laptop computer for planning and professional development.
14. All staff members are expected to have IT skills that allow them to use IT in the learning processes students are engaged with. Where this is not the situation staff need to identify the development needed and the support the school needs to provide.
15. The ICT teacher will solve most minor technical problems and a technician will be employed weekly to deal with more complicated problems.
16. An annual budget will be submitted to the BOT outlining requirements for the following year including hardware, software (licences) and professional development.