



Elwood Primary School No 3942

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Information and Communications Technology (ICT) eSmart Policy

PURPOSE

The ICT Policy guides staff and the school students, parents and others about what constitutes a safe, respectful and caring environment where technologies are used smartly, safely and responsibly for learning and communicating.

BROAD GUIDELINES

1. Elwood Primary School provides essential access to computers, peripherals, software and support that will:
 - Broaden curriculum delivery
 - Enhance teaching and learning opportunities
 - Provide ongoing knowledge and skill development
 - Provide access to technology and resources
 - Increase home-school links and communication
2. The school's curriculum and communication needs form the basis of planning for information and communication technology requirements.
3. Provision of an ICT plan is based on:
 - a. Professional Development: to improve teachers' skills
 - b. Classroom implementation of Curriculum
 - c. Reliable network
 - d. Provision of hardware, peripherals and digital resources
 - e. Provision of electronic communication
 - f. Provision of technical support via ICT technician
 - g. Provision of Software
4. The above areas provide specific goals and are based on the Victorian Digital Technologies Curriculum, eSmart Schools recommendations and school community needs.
5. The ICT Plan and curriculum actively supports our students in developing understandings and skills to keep themselves and others safe online.
6. Ongoing staff Professional Development is guided by the needs of individual staff as identified through Performance & Development plans and curriculum needs.

IMPLEMENTATION

1. Through explicit planning, implementation and evaluation of the Victorian Digital Technologies curriculum, the ICT Coordinator and teaching staff ensures eSmart is part of learning at every year level.
2. Professional Development is provided regularly in consultation with all teams and leadership during planned times each term.
3. Through funding and staffing, the school maintains a reliable network facility which improves communication and the delivery of curriculum.
4. The school website is maintained by and updated regularly by the school leaders, including the Year Level Leaders and other designated staff.
5. Technical support is provided on a regular basis by the school to:
 - Maintain ICT assets (cyclical replacement)
 - Provide emergency technical support to ensure minimum disruption to administration and curriculum networks
 - Provide expertise and guidance in planning for future ICT developments
6. Cyber safety practices are enhanced
7. Staff and students are responsible for not using illegally copied software on school computers, including notebooks. Through our Curriculum and supported by our Bullying Prevention Policy.
8. All data, programs and files which are downloaded electronically or attached to messages should be scanned by an anti- virus program before being launched, opened or accessed using school computers, including notebooks.

RESOURCES

1. Inventories of current hardware and software
2. Victorian Curriculum F-10
3. School curriculum program documents.
4. Office of the Children's eSafety Commissioner
5. eSmart Schools Framework
6. Acceptable use by Students of PPED Policy
7. Viewing of material by Students through electronic media Policy
8. Bullying Prevention Policy

Policy History

Version Approval Date:	Summary of changes:	Next Review:
August 2011	Amendments made, council approved	3 year cycle or as needed
February, March 2016	Amendments made by Sub Committee	3 year cycle or as needed
October 2019	Amendments made by Sub Committee	3 year cycle 2022 or as needed