

# Kilbirnie School

## I.C.T. Procedures

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### Purpose:

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Information and Communication technologies (ICT) are an important tool to enhance learning, teaching and communicating within and between schools and their communities. Effective use of ICT in the learning environment can support thinking, learning and creativity, and create links to the global community.

The school aspires to have graduates who are skilled users of technologies and discerning consumers of information. In order to achieve this, the school will teach ICT skills in the classroom, plan and procure appropriate equipment, and consistently reinforce a culture of responsible digital citizenship.

### Scope:

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The policy applies to all teachers, students and parents of the school.

### Responsibilities:

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Teachers are responsible for planning and integration of ICT into the classroom programme. The ICT Lead teachers are responsible for programme direction and identifying PLD needs.

### Guidelines:

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**ICT learning: The school will encourage students to create and solve problems using technology in the classroom. We will do this by:**

- ✚ Using a range of ICT learning tools to enhance and extend students learning.
- ✚ Creating a progressive ICT learning environment that integrates current technologies to enhance teaching and learning.
- ✚ Preparing our students with life-long learning skills and confidence to meet the ever evolving challenges of ICT.
- ✚ Providing opportunities for staff and students to continually develop their ICT skills.
- ✚ Utilizing ICT to promote partnerships between home and school by encouraging family and whanau to actively participate in their child's learning
- ✚ Promoting safe and responsible use of ICT
- ✚ Encouraging students to select their use of ICT and apply their skills creatively across the curriculum to understand the relevance of ICT in everyday life.
- ✚ Creating an inclusive ICT learning environment that acknowledges diverse skill capabilities and caters to students' individual abilities and next learning steps.
- ✚ Regularly celebrate what children are doing in the classroom with ICT through expos and demonstrations for parents.

**ICT Purchasing and Equipment Turnover: In order to enhance classroom learning through ICT, the school will ensure that existing technology used in the classroom is current and reliable, and will keep an eye on emerging technologies that will further enhance learning outcomes.**

We will do this by:

- ✚ Allowing an adequate and justified budget for upgrades and updates of hardware and software , maintaining the school infrastructure, and on-going technical support.
- ✚ Having a rolling replacement programme in place for all ICT equipment so that all students share up to date equipment and resources.
- ✚ Keeping an ICT folder which details all vital infrastructure information including Internet Service Provision, passwords, IP addresses, wireless networking information and server/Office 365 details.
- ✚ ICT lead teachers will keep an eye on developing ICT directions, and when relevant, provide a business case and budget for new equipment.
- ✚ The ultimate decision to purchase or lease new equipment will be made by the BOT as part of the school's annual plan and budget.

**Digital citizenship and Cybersafety: The school believes that by fostering a culture of responsible digital citizenship in students, staff and the wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICT.**

We will do this by:

- ✚ Consulting with parents and the wider school community as to how we intends to use ICT and where possible explain how it benefits the teaching and learning process.
- ✚ Making programmes about the safe and responsible use of ICT (i.e. Kia kaha programme in schools and Netsafe talks to parents) available regularly to students and other members of the school community
- ✚ Ensuring, through staff PD, that cybersafety elements are integrated into classroom teaching through discussion, action and teachable moments.

ICT lead teachers will keep a watching brief on the latest version of the Netsafe programme for schools, endorsed by the Ministry of Education.

The school has the right to monitor, access and view all use. Any breaches of cybersafety will be taken seriously and advice will be sought from either NetSafe or School Trustees Association.