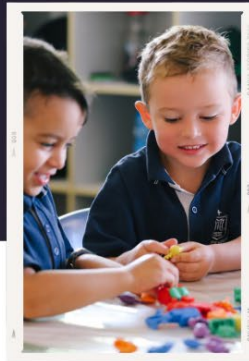


Information Technology Procedure



OUR COMMITMENT

CHRIST: We live, teach and learn through Christ by following the Gospel message of love, vigilance in prayer and devoted sacramental celebration.

WISDOM: We strive to develop a community that yearns for knowledge, truth, excellence and justice, thus empowering all for life long growth.

COMMUNITY: We engage with all in trust where each person is valued as a contributing member of an all-embracing, inclusive, Christian based community.

TRADITION: We remember those who have come before us, especially the Sisters of St Joseph of the Apparition and celebrate the vision of our founders while following their path of Faith through St Emilie and St Joseph.

RESPONSIBILITY: We are all accountable for the education and well-being of our students so that they flourish spiritually, physically, intellectually and socially both now and in the future.

“The school must be a community whose values are communicated through the interpersonal and sincere relationships of its members and through both individual and corporate adherence to the outlook on life that permeates the school.”
(The Catholic School)



Sources of Authority	
CECWA Policy	Education
Executive Directives	

INFORMATION TECHNOLOGY PROCEDURE

RATIONALE

- Information Technology (IT) is an essential tool for enhancing student learning and for assisting teachers in the streamlining of administrative tasks.
- Information Literacy and Information Technology are interdependent; students use IT to manage information within the Information Literacy process.
- The use of IT provides students with the opportunities to practise working with others.

1. INFORMATION LITERACY

Information Literacy is the ability to locate, use, organise, present and evaluate information effectively and efficiently for a given purpose or need.

The six steps of the Information Literacy Process are:

- 1 Defining - What do I really need to find out?
- 2 Locating - Where can I find the information I need?
- 3 Selecting - Which information do I really need to use, and how do I record it?
- 4 Organising - How can I best use this information?
- 5 Presenting - How will I communicate this information?
- 6 Assessing - what did I learn from this process

2. AIMS

IT is used to:

- 1 develop written communication skills
- 2 develop student information location skills
- 3 develop student information organisational skills
- 4 develop student presentation skills
- 5 allow students to practise basic skills in key learning areas such as literacy and numeracy
- 6 develop collaborative group skills


3. ORGANISATION

- IT needs to be integrated into all learning areas and not taught as a separate subject.
- Only students with completed permission forms may access the internet.
- Internet permission forms are to be signed by parents each year and kept by teachers. Students need to resign the same form each year.
- Students are only to access the internet under teacher supervision.
- IT needs to be managed as a team. This models the belief that IT is a collaborative and gender inclusive activity.
- Students need to be carefully supervised to ensure computer equipment is handled with care, in particular when starting up and shutting down hardware and software programs.
- Students are not permitted to install software.
- Students are not permitted to attempt to repair hardware or software problems.
- No printing is allowed without teacher permission.

- All computer software is borrowed from the library using standard resource borrowing procedures. Any software to be installed on network machines must be done so with the full knowledge of the Technology Resource Colleague.
- Damaged equipment needs to be reported immediately via *Computer Maintenance Form* and informing our IT coordinator, (Mrs Hoffmann)

4. RESOURCES

- Contemporary Learning Hub
- Classrooms fitted with interactive whiteboards, touch screens and Apple TVs
- Wireless connection throughout the whole school
- All classes/library/admin computer network with internet access
- Hall Sound System
- One to one iPads from Yr3 to Yr6
- Banks of shared iPads from K-2
- Set of Apple Mac books in the Library
- Robotics and green screen in Contemporary Learning Hub

Authorised By:	Emma Bell	Signature:	
Effective Date:	1 October 2021		
Version Date:	1 April 2022	Next Review:	1 April 2024

Version	Date	Author	Rationale
1.0	1 October 2021	Emma Bell	Issued
2.0	1 April 2022	Emma Bell	Revised