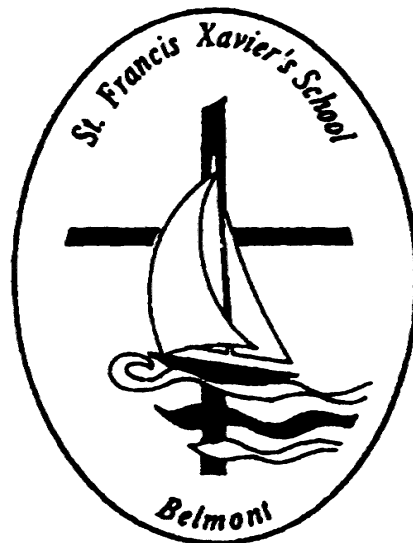


# *Information, Communication & Technology Policy*

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*Let Your Light Shine*

**2012**  
to be reviewed  
**2015**

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# Information Technology Policy

## Rationale :

Computer technology, when used effectively provides a unique and powerful opportunity to enhance student learning across the curriculum.

Information Technology refers to the process, applications and equipment by which we access, create, organise, analyse, present and communicate information in a range of formats including texts, image and sound.

It contributes to changes in culture, social, environmental and economic circumstances, whilst stimulating changes in our perceptions, attitudes and values.

## Beliefs :

At St. Francis Xavier's we believe that:

- The use of ICT is an integral part of our student's education.
- The use of ICT within the curriculum should be a positive experience that will enable the student to develop confidence and a sense of achievement.
- Every child should have access to ICT.
- The use of ICT in the curriculum enhances the child's learning.
- Students require the necessary skills in order to function in the technologically changing world.

## Aims :

At St. Francis Xavier's we aim to:

- Enhance learning opportunities through the routine use of computer technology.
- Develop functional computer skills in all students and teachers.
- Give the children experience in the use of a range of ICT related technologies. i.e. digital camera, movie maker, claymation.
- Create a supportive environment for the development of ICT skills in students and teachers.
- Keep up to date with ongoing ICT change.
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## Implementation :

- We will allocate sufficient funds to ensure the quality upkeep of computers and related technologies.
- An ICT coordinator will be appointed to help provide whole school direction in the use of ICT across the curriculum.
- The computer labs are provided for all classes to access.
- Computers are available in the administration area for teacher access during planning.
- Relevant software will be purchased and updated when needed.
- Opportunities will be given to all staff members to include computer technology as an individual component of their professional development.
- The school has policy detailing the appropriate use of Internet and email usage.
- The school will maintain an up to date interactive website and App.
- The school will develop and promote the use of the school intranet.
- ICT will be treated as an integral part of the curriculum.
- The school will develop a scope and sequence chart from K-6. This will be revisited every two years so as to keep up with the increasing skills of our students.

**BUDGET**

To set an appropriate amount from within the school budget that will ensure the effectiveness of this ICT Policy.

**EVALUATION**

This policy will be reviewed in 2015 then every three years after that or as required by CSO or Board of Studies amendments.