



Information and Communication Technology (ICT) Management Policy

Purpose

The College believes all students and staff should have access to Information & Communication Technology (ICT) to develop the skills necessary to meet the demands of today's society. To achieve this, the College will continue to promote the use of computers across the whole curriculum.

Guidelines

The Computer Management Group (CMG), which is a Sub-Committee of the College Council, will implement this policy. This group will comprise of the Principal, ICT Development & Support Manager and College Council Representative. The Group will meet at least once a term and submit its report/recommendations to the College Council.

The College will rely heavily on the support and advice of the College Technical Support in Schools Program technicians and its own technicians when it makes decisions to improve of the ICT system at the College.

Resources:

The resources are grouped into ten areas:

1. Computer iMac Laboratories
2. Computer iMac and PC Pods
3. Apple TVs
4. Teacher iPads
5. Data Projectors (every classroom)
6. Mimio Equipment
7. Student Notebook Computers
8. Student Macbook Computers
9. Student Netbook Computers
10. Staff Notebook Computers

The College has two networks – the Curriculum Network and the Administration network. The latter can only be accessed by Administration staff and the principal class officers.

- All purchases of hardware and software must be approved by the CMG. Major purchases by Learning Teams must be made through the CMG and accounted for in their Program Budgets.
- Installation of any software must be first approved and tested by our ICT Technicians and must comply with the copyright conditions. Any original software will be registered and stored with the ICT Development and Support Manager.
- Staff wishing to borrow ICT hardware must complete relevant documentation held with the Business Manager.

In order to provide the latest technology to students and staff, it will be necessary to periodically upgrade the existing equipment. This must be reviewed regularly by the CMG.

Staff must bring their DEECD notebook computers to school each day. This is important as virus checks are done each time notebooks are connected to the College network. Furthermore, an automatic upgrade of virus checking software is done periodically when the notebook is connected to the network. Apart from Morning Briefings, communication between staff will be done via email and the College Digital Interactive Dashboard, which appears automatically on screen when staff logon.

Professional Development

- To ensure staff are kept abreast with developments in the area of information and communications technology, they will be encouraged to participate in professional development programs run internally by colleagues or externally by either DEECD or other ICT professional development providers.
- Teachers are encouraged to also informally share their ICT knowledge with their colleagues.
- If required computer and internet in-services will also be organised for parents so that they can also become familiar with the ICT their children have access to at school.

School Council last ratified this policy in October 2013	Review: October 2016	Policy No: 23	Date Produced: October 2013
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