

INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT POLICY

COMPONENTS:

- Curriculum Links
- Communication:
 - e-mail
 - Internet
 - Ultranet
 - Intranet
 - Network/Connectivity
- Skills:
 - File Management
 - File sharing (OneNote/Evernok)
 - Word Processing
 - Desktop Publishing
 - Graphics (including 2D & 3D still and animated images, video, scanning)
 - Blogging
 - Multimedia
 - Electronic Communication (including video-conferencing)
 - Internet
 - Datalogging
 - Database
 - Spreadsheet
 - Simulation/Modelling
 - Programming
 - Concept/Mind Mapping
 - Use of 'Cloud' Technology
- Resources:
 - Hardware
 - Software
 - Mobile devices
 - Peripherals
 - Network
- Support:
 - Technical Support
 - Human Resource Support – staff, students, community, business
- Management:
 - ICT (Information and Communication Technology) Manager
 - eLearning and Innovation Team

PURPOSE:

Baden Powell College P – 9 will provide essential access to computers, peripherals, software and support that will:

- Broaden curriculum delivery
- Enhance teaching and learning opportunities
- Provide ongoing knowledge and skill development
- Increase home-college links and communication

- Continually strengthen the ICT (Information and Communication Technology) culture within the college

GOALS:

- To increase the application of ICT (Information and Communication Technology) within the college and the wider community.
- To ensure that ICT (Information and Communication Technology) is integrated in curriculum planning, curriculum delivery and assessment and reporting.
- To provide Professional Development that develops staff and community competencies within ICT (Information and Communication Technology).
- To provide a reliable network that will enhance communication and delivery of curriculum (e.g.; Edmodo/Blogging etc).
- To provide regular technical expertise to maintain all aspects of the college network and ICT (Information and Communication Technology) resources.
- To ensure the effective management of all ICT (Information and Communication Technology) resources within the college.

GUIDELINES:

- Provision of an ICT (Information and Communication Technology) Strategic Plan will be based on the following:
 - Leadership
 - Professional Development
 - Classroom ICT (Information and Communication Technology) Implementation and Curriculum Support
 - Connectivity/Network
 - Hardware, Peripherals and Digital Resources
 - Electronic Communication
 - Technical Support
 - Software
- These areas will provide specific goals and will be based on staff recommendations through the eLearning team and the eLearning Capabilities Survey.
- Ongoing Professional Learning will be guided by staff recommendations through the eLearning & Innovation team. This will enhance staff capacity to plan, deliver and evaluate their own ICT (Information and Communication Technology) capabilities as well as embedding ICT (Information and Communication Technology) into the curriculum.
- Through funding and staffing, the college will maintain a reliable network facility which will improve communication and the delivery of curriculum.
- An eLearning and Innovation team will be formed and comprise of at least one representative from all departments/teams.
- The Information, Communication and Resource User Policy will govern the use of electronic communication for all users at Baden Powell College P - 9.

IMPLEMENTATION

- An ICT (Information and Communication Technology) Professional Learning Strategic Plan will be developed by the eLearning and Innovation team outlining direction for improvement in each identified category.
- Professional Learning opportunities will be provided regularly in consultation with all teams and leadership to build teacher capacity. The Mentors In

- Computer Education (MICE) program will also support curriculum delivery and staff Professional Learning needs.
- The college will provide 2 technicians on a regular basis to:
 - Maintain ICT (Information and Communication Technology) assets
 - Provide emergency Technical Support when required to ensure minimum disruption to administration and curriculum networks (e.g. 'Fix It Book')
 - Provide expertise and guidance in planning for future ICT (Information and Communication Technology) developments through the eLearning & innovation team
 - To identify and implement infrastructure support where/when required
 - The eLearning and Innovation team will:
 - Meet regularly to monitor day to day operation of network
 - Prioritize essential maintenance, repairs and support
 - Be actively involved in planning across all Teams
 - Provide support and appropriate models for classroom implementation of ICT (Information and Communication Technology)
 - Review progress of the ICT (Information and Communication Technology) Strategic Plan
 - All students and their families will be required to abide by the Internet and Mobile Devices User Policy

EVALUATION:

- The eLearning and Innovation Team will evaluate the progress of the strategic plan throughout the year.
- The staff eLearning survey and professional development feedback will assist in determining the level of staff progress in using ICT (Information and Communication Technology) in the curriculum.
- The fix-it book will provide a record of daily ICT (Information and Communication Technology) issues and faults and determine the support required to maintain our network.
- The eLearning and Innovation team will seek feedback from staff through successes, concerns and recommendations procedures.
- This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2016.