Information Communications Technology Policy

Rationale

Information and Communications Technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.

At St Joseph’s School, Information and Communications Technology, as an interdisciplinary domain, focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

Learning in this domain enables students to focus on the task to be accomplished rather than on the technology they are using to do the work. Through the selection and application of appropriate equipment, techniques and procedures, they process data and information skilfully to create information products in forms that are meaningful for themselves and their audience. These products effectively demonstrate their knowledge and understanding of the concepts, issues, relationships and processes that are the subject of the task. Students are provided with tools and strategies to monitor learning patterns and problem solving strategies. This provides a sound foundation for transforming personal learning. They gain an understanding of Internet protocols and strategies for exchanging information, which enables them to share and challenge their own and other people’s ideas and solutions with a global audience.

Belief Statements

At St Joseph’s School we believe:

- A range if ICT tools are necessary tool to enhance learning in this technological age.
- ICT contributes to learning across the curriculum, developing a wide range of skills.
- All staff need to be confident and competent in the use of computer technology across the curriculum, in order to impart these skills to students.
- ICT can enhance the development of students’ co-operative skills.
- Given the very expensive nature of ICT equipment, there is a necessity to exercise great care in its use.
- The school has a responsibility to provide opportunities for the development of expertise necessary to keep up-to-date with current computer technology.
Aims

The implementation of the Information Communications Technology program aims to:

- Improve the quality of the student’s learning in a technological environment.
- Continue to improve the standard of technological facilities for the effective implementation of all organisational structures in the school, including administration, library and classroom.
- Create equality of access to computers for a variety of purposes to all members of the school community including girls, boys, and children of varying degrees of ability, integration students, teachers and administration staff.
- Provide students with the opportunity to extend and enrich their written language, problem solving and divergent thinking skills;
- Attempt to place computer technology within the framework of a curriculum which values dignity and self esteem of pupils and which develops the capacity of individuals to participate in decision making that effects their future development and that of society as a whole.

Goals

The term ‘information’ refers to data that is processed and presented so as to make it useful and to provide people with knowledge. Information can be stored, retrieved and communicated using a range of information technology equipment. Various data types, such as text, moving and still images, sound, graphic and statistical, can be electronically manipulated into information using information technology equipment.

Students use a wide range of equipment (hardware and software), techniques and procedures for processing and communicating information to meet specific needs.

Working with ‘information’ will enable students to:

- Creatively transform data into information, by applying a range of techniques and by using equipment and procedures designed to gather, organise, manipulate, store, retrieve, and communicate information.
- Acquire and produce information and convey it to a variety of audiences through a variety of media.
- Analyse data and present information.
- Understand the nature, uses and misuses of information.
- Analyse, interpret and predict patterns and trends in information.
- Assess the reliability and relevance of information.
- Understand the roles, functions and characteristics of equipment used for acquiring, processing and communicating information.
- Explore the current and future social and economic effects of using information communications technology.
- Understand the role that information communications technology plays in society.
- Examine past equipment and procedures, and explore potential technological developments and their applications.

The Technology Process

The technology process is a method for solving technological problems. This process consists of four steps or phases: investigating, designing, producing and evaluating. The process can be applied sequentially, where students move directly from investigating to designing, producing and evaluating. Alternatively, students might have to return to the phases in order to solve a problem; for example, students continually evaluate during each phase and therefore will often have to return to a preceding phase.
### Phase Skills

<table>
<thead>
<tr>
<th>Phase</th>
<th>Skills</th>
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</thead>
<tbody>
<tr>
<td>Investigate</td>
<td>explore; research; gather; analyse factors; specific techniques</td>
</tr>
<tr>
<td>Design</td>
<td>plan; consider options; identify priorities and constraints; predict consequences; choose resources; develop criteria for assessment; use of technical language</td>
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<tr>
<td>Produce</td>
<td>translate plans into products and processes; testing; apply techniques; use equipment; manage resources; adapt ideas; safety conscious</td>
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<tr>
<td>Evaluate</td>
<td>measure and test results; report on findings; modify plans</td>
</tr>
</tbody>
</table>

Standards in the Information and Communications Technology domain are organised in three dimensions.

- **ICT for visualising thinking**
- **ICT for creating**
- **ICT for communicating.**

**Standards**

The Victorian Essential Learning Standards outlines the skills and attitudes which are necessary at each achievement level. (See attached)
### Scope and Sequence Chart

<table>
<thead>
<tr>
<th>Application</th>
<th>Function/Skill</th>
<th>File Management</th>
<th>Word Processing</th>
<th>Graphics</th>
<th>Multimedia</th>
<th>Electronic Communication</th>
<th>Database</th>
<th>Spreadsheet</th>
<th>Internet</th>
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<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Prep</td>
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<td><strong>Level 2</strong></td>
<td>Year 1 &amp; 2</td>
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<td><strong>Level 3</strong></td>
<td>Year 3 &amp; 4</td>
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<td><strong>Level 4</strong></td>
<td>Year 5 &amp; 6</td>
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St Joseph’s Primary School Collingwood
Responsibilities:

- The Principal, in consultation with the ICT Co-ordinator is responsible for the purchase, audit, organisation and maintenance of computer hardware and software in the school.
- The Principal following the Improvement Plan, with assistance by ICT Co-ordinator, is responsible for providing training programs for teachers to assist in developing their ICT capabilities and skills, policy formation and integrated curriculum design.

Care of Computers:

School Local Area Network:

- The Network Server is running on a Microsoft software platform.
- All network workstations run on the Microsoft software platform system also.
- All software has been pre-loaded and will run either from the server or the individual workstation.
- All workstations have been configured identically. Additional software modifications cannot be made without authority from the system administrator (ICT Co-ordinator). This ensures the integrity of the network and maintains a consistency on all workstations therefore remaining free from the installation of any illegal software, shareware or freeware.
- The Norton Anti-virus Software program is operating on our network. In spite of this, caution must be exercised as viruses could infect the network or workstations. The use of floppy disks may transfer viruses to the network or workstation. Downloading files from the Internet has been limited by the SINA tools.
  - Computers and their components may not be tampered with in any way. (In order that warranty is not made void). They must remain as installed unless otherwise negotiated with system administrator.
  - Staff have individual network data files on the server to store their individual files and information.
  - Students have year level network data files on the server.
  - Staff and students have different levels of access to the network and data files.
  - All users must be taught how to log on and off the network. Users must always log off at the end of their computer session.
  - Staff are not permitted to allow students access to their username and password under any circumstances, or to allow students access to the computer under their username.
  - The school’s network is not private and therefore privacy of information cannot be guaranteed. (Privacy Policy 2002)

Classroom Computers

Staff are responsible for the care of computers allocated to their classroom. This involves:

- Turning computers on and off at the power point.
- Dusting and wiping down the computer and tables when required.
- Cleaning the mouse mechanism and mouse mat when required.
- Thorough cleaning of computer and computer table at least once a term.
- Wiping any built up dust from the CD-ROM Drive tray at least once a term.
- Writing in the Computer Technical Support Record any maintenance request that is required for each computer or printer malfunction.
Computer and Network Maintenance

Antec Computer Systems have been contracted to maintain our computer network – hardware, software and all related resources and activity. A technician comes to our school for one afternoon per fortnight. At the present time this is on a Friday. Staff are asked to report any difficulties or faults with the computer infrastructure, individual computers or printers or software to the School Secretary or Principal prior to Jeremy’s visit so that problems can be rectified.

mydesktop:

Students:

- The Internet (mydesktop and myclasses) and Email (mymail) is available for all users through the SINA tools.
- When a child is enrolled at the school the SINA Administrator (ICT Co-ordinator) creates an account for the student. Accessibility is determined by the year level of the student.
- When a child transfers form the school the SINA Administrator (ICT Co-ordinator) the student’s account and mail is deleted.
- All P-2 children’s Internet accounts are restricted to the Victorian Education Channel searching only. These year levels have only a single generic logon for their level, eg: yearp1, year12. Full email access is attached to this single account.
- All 3-6 children’s internet accounts are allowed access to the WWW searching, after both the student and parent have agreed and signed an AUP agreement form, (Acceptable Use Policy 2001). Students in these year levels all have an individual logon eg: chrisw, minh. Full email access is attached to their individual accounts.
- At the present time a budget usage limit does not apply to staff and student users.
- All school Internet accounts have disk space allocation set by the SINA Administrator. (ICT Co-ordinator).
- All school Internet accounts are filtered by the SINA H2N2 filtering tools.
- All school Internet accounts have File Extensions in Email Filtering. The following file extensions are set for all year levels; .doc, .xls, .ppt. The table listed below outlines the file extensions not available to the students.

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<td>avi</td>
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<td>mp3</td>
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<td>bat</td>
<td>Batch file, similar to exe</td>
<td>mpeg, mpg</td>
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<tr>
<td>com</td>
<td>Command file, similar to exe</td>
<td>Pif</td>
<td>Similar to exe</td>
</tr>
<tr>
<td>exe</td>
<td>Executable, to run programs, games, etc</td>
<td>Png</td>
<td>Graphics, similar to gif</td>
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<td>gif</td>
<td>Graphics file</td>
<td>Swf</td>
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<td>picture file</td>
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Information Communications Technology Policy

- Internet usage reports are generated regularly and all usage of the Internet is monitored when required by the SINA Administrator (ICT Co-ordinator).
- Any serious breaches by students are brought to the attention of the Principal by the supervising classroom teacher.
- Inappropriate use of the Internet and breaches will follow the guidelines set out in our Acceptable Use Policy.

mydesktop:

Staff:

- When a new staff member commences employment at St Joseph’s School, the SINA Administrator creates an Internet account for the staff member in the teaching group.
- When a staff member leaves employment from the school, the SINA Administrator deletes the teacher account.
- Temporary Internet accounts are created by the SINA Administrator for other users such as student teachers or visiting staff. These accounts are also placed in the teaching group.
- All teacher Internet accounts are allowed full access to the WWW, after the new staff member has agreed and signed an AUP agreement form, (Acceptable Use Policy 2001).
- Each staff member has an individual logon eg: gwenf, martyf.
- Reserved accounts are forwarded to the appropriate individual teacher’s accounts and are maintained by the SINA Administrator.
- The Principal and Co-ordinators have their own mydesktop properties to maintain as required.
- Myclasses properties are available for all staff to use with their students. Professional development on the use, creation and maintenance of these properties in myclasses are the responsibility of the Principal and ICT Coordinator when required.
- The overall creation, use and maintenance of all school mydesktop properties, mydesktop banner and mydesktop sidebar is the responsibility of the SINA Administrator. Professional development in the use, creation and maintenance of these properties are the responsibility of the Principal and ICT Co-ordinator when required.
- It is the responsibility of all staff of St Joseph’s School to refer to their mydesktop and mymail for communication purposes.
- The school staff Internet accounts have File Extensions in Email Filtering. The following file extensions are set for all staff: .doc, .xls, .ppt, jpeg /jpg and gif

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</table>

- Internet usage reports are generated each week and all usage of the Internet is monitored when required by the SINA Administrator.
- Any serious breaches by staff are brought to the attention of the Principal.
- Inappropriate use of the Internet and breaches will follow the guidelines set out in our Staff Acceptable Use Policy.
Password Security:
As passwords are crucial for the security and privacy of users on the St Joseph’s School network, the following information is intended as a guide only. If you are concerned about the security of your password, the information below may be of benefit. Changing your password on a regular basis or whenever you feel your password has been breached is essential. If you are unsure of how to change password for mydesktop, please see the SINA Administrator for assistance. The following suggestions may help maintain password security.

- Passwords that should definitely not be used are ones that are easily guessed.
- Do not use the word 'password' or any variations (password1, PASSWORD)
- Use of your given names or variations of your given names (walter, WALTER, retlaw, Walter, wAlter, walter0, walt3r, Retlaw4) is not advised.
- Do not use your car license plate, room/phone number, date of birth, pet names or anything that other people would be able to associate easily with you.
- Patterns like 123456, qwerty, ABC123. Passwords that should NOT be used as they are able to be determined:
- If you are ever allocated a default password (newuser), where possible, you should change it to one you have selected yourself.
- A good password consists of at least 6 characters.
- It has to be hard to guess but easy to remember, because otherwise, you will be tempted to write down your password which totally takes away the function of it.

Classroom Computers:
- Where computers are available in the classrooms, all students need to have equal access to classroom computers during the day in order to reinforce skills learnt by using computers as a tool for learning.
- Teachers need to establish a classroom timetable to ensure that regular and equitable computer access is available to all students.
- Computer Monitors should be appointed to logon computers at the beginning of each day and to logoff and shutdown computers each night. These responsibilities should be rostered so that all students take turns.
- Teachers will be expected to develop and monitor each child’s computer competencies through their ICT integrated learning activities.

Printing:
- All users have limited access to a small range of Network Printers.
- The printers available are identified as default printers, which will always be the most logical and closest printers to the users.
- Students must seek teacher permission before being allowed to print. Through the use of the Print Preview feature, all documents should be carefully formatted before a print command is issued (This is to limit unnecessary wastage of paper and toner and ensure cost effectiveness).
- When using the internet it is preferable to cut & paste information into a word document before printing. This prevents unnecessary printing of whole document, graphics, advertising, etc.

Saving Data:
- All users have a folder area on the network to save data.
- All students have a year level folder on the server when they logon as their year level. This is where they are allowed to store their own files. They can also use personal floppy disks.
- Staff have access to the ‘shared teacher file’ which contains copies of school policies, planning sheets and other important information. They also have a personal folder on the teacher network for private data if needed.
www:

- St Joseph’s School has a website which has been developed externally. The address is www.sjcol.melb.catholic.edu.au.
- St Joseph’s School also has a web page which can be accessed through the Catholic Education Office site. This features the name, address and contact details of the school in addition to a small amount of information about the history and present features of the school. This is reviewed every two years or when the content information requires changing. The Principal is responsible for the quality assurance of the CEO – St Joseph’s School, Schools Information site.
- Staff do not have the privilege of creating or maintaining personal web home pages.
- Students do not have the privilege in creating or maintaining personal web home pages.
- The SINA Administrator (currently the Principal) is responsible for the management of WWW disk space allocation.
- The ongoing development of the St Joseph’s School website is tracked by the School Development Plan.

Assessment and Reporting:

We, at St Joseph’s School, believe in assessment processes that:

- Show a range of student achievement;
- Reflect the nature and objectives of our Information Communications Technology program;
- Recognise the needs of individual students;
- Identify strengths and weaknesses as a basis for further teaching and learning in Information Communications Technology.

We believe in a reporting process that:

- Describes a range of student achievement with comments based on evidence;
- Provides regular reports to parents and feedback to students;
- Recognises the needs of individual students;
- Describes how the student is progressing and identifies areas for improvement.

Suggested assessment strategies in Information Communications Technology:

- Multimedia and project presentations in the following areas; e.g. File management; Word processing; Graphics; Electronic communication; Database and desktop publishing;
- Participation in co-operative group work;
- Questioning – open ended questions which allow for the discussion of ideas and experiences
- Questioning – questions which encourage the application of understanding to new situations;
- Questioning – questions assessing student understanding;
- Student self-assessment;
- Concept mapping, making links between key words;
- Identifying and solving problems;
- Interviews;
- Bundling activities (collecting, analysing and organizing information into conceptual groups);
Record Keeping:

Records kept at St Joseph’s School consist of a selection of the following:

- Samples held on file, of student work, held by teacher or student;
- Checklists, preforms to keep track of students progress;
- Students self-evaluation;
- Anecdotal records.

Reporting:

In any form of reporting used in the Information Communications Technology area, it should be considered that any specific standard or level would be achieved in a variety of ways and with varying degrees of expertise and ease. We therefore use terms which refer to student's progress within a level, such as “beginning”, “consolidating” or “established”.

Formal reporting to parents takes place in line with the St. Joseph’s Primary School Assessment and Reporting Policy.