



## St Michael's Church School

### 6:10 POLICY ON INFORMATION AND COMMUNICATION TECHNOLOGY

#### RATIONALE:

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- The purpose of the Information and Communication Technology policy is to define the means and processes by which information technology can be used across the curriculum at all levels, in a way that will enhance student learning, encourage good learning attitudes, and provide the skills and desire for further learning.

#### PURPOSES:

- To use Information Technology in all the means - processes and machines - by which pupils and staff can receive, gather, handle, publish and transmit information
- To assist pupils to become confident and discerning users of new technologies
- To provide pupils with purposeful opportunities to learn the skills necessary to use new technologies efficiently
- To facilitate and enhance communication
- To stimulate and extend inquiry learning and higher order thinking

#### GUIDELINES:

##### A) SCHOOL USAGE OF HARDWARE AND SOFTWARE:

##### Security/Confidentiality:

Staff are expected to maintain the highest standards of confidentiality and security in the workplace. This means that they are **not** to:

- Use the School's computer systems in any way that may corrupt or disrupt their normal function
- Access, or attempt to access, machines or networks by unauthorised means - for example unauthorised use of dial-in modems
- Use information related to the School's systems for anything other than authorised purposes
- Bring into the workplace via the email or Internet system, or by any other means, any material that is pornographic, or that may be viewed as racist or sexist
- Give their computer password/security code to any other members of staff without good and justifiable reason
- Leave a record of their password anywhere obvious so that someone else may see it.

##### Ownership of Information:

- St Michael's Church School Board owns all data stored on computer systems. Management has the right to access and view this information at any time.
- The network is being continually monitored and staff found using the system inappropriately may face disciplinary action.

**Data Storage on Computer Systems and Servers:**

- Only School information can be stored on computer systems. Staff are not permitted to store any personal data on the computer system, including documents, spreadsheets, databases, games and jokes.

**Computer Software:**

- Only software authorised by the Board can be loaded onto St Michael's Church School Board computer systems.
- Any software loaded onto any St Michael's Church School Board equipment must have a valid licence with proof of ownership.
- No software owned by the Board may be copied and used on another PC or taken home and loaded onto a personal device, as this contravenes software licensing laws.

**Use of the Email System:**

- The email system is for school purposes and must not be misused.
- While it is acceptable to send or receive business messages from outside the school, users should be aware that this information might not be secure outside the school. This needs to be considered before any emails are sent.
- Personal information, such as documents, spreadsheets, databases, games, jokes and other non-business-specific email must not be circulated via the email system.

**Internet:**

- Use of the Internet is for School purposes only.
- Staff are not to retrieve, distribute or store unapproved or non-school-related material from the Internet. Staff must have approved access.
- No personal information or photos of pupils may be placed on the Internet without prior approval from parents/caregivers.

**Retention of Data:**

- St Michael's Church School Board is required to retain information in accordance with the Archives Act 1957. This means that Staff cannot delete business-critical data from the computer system without permission.

**Unacceptable Behaviour**

- Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

**B) USE OF ICT IN CURRICULUM AREAS:****Student Skills:**

- Students will be introduced to as wide a range as possible of information technology as they move through the school, and will be encouraged to make use of every available way of accessing, using, and transmitting information.

**Access to IT:**

- All students have their own licence to use the school computers.
- All students have equitable access to information technology, are instructed in the use of it and encouraged to make wide use of it at all levels.

**Evaluation:**

- Students will be evaluated in their use of information technology in accordance with the particular types of work they are doing.
- This evaluation will be according to the NZ Technology Curriculum evaluation areas.

**Curriculum**

- IT is to be used across all curriculum areas, but will receive particular attention under "technology".
- Use of computers as part of class lessons will continue to be developed
- The use of computers will be integrated into the curriculum rather than taught as a separate subject
- Pupils will be taught the skills to use a wide range of technologies as they move through the school
- Teachers will plan programmes and units of work which incorporate the purposeful use of computers
- When tasks involving N.E.T.s are planned teachers will consider
  - The safety of pupils and security of information
  - The learning Intentions and whether the task will enhance learning and thinking
  - The appropriateness of individual or co-operative learning
  - Whether the task makes effective use of time and resource
- Pupils will be taught how to be safe and discerning users of email and internet
- All pupils will have equitable access to computers
- Pupils and their parents will be required to sign the "Computer and Internet Users Agreement" before accessing the school's computers.
- Professional development for teachers will be ongoing. While use may be made of peer mentors and expertise within the school, professional development also needs to be provided for in the budget.
- Hardware and software will be regularly reviewed and updated according to prioritised needs.

**CONCLUSION:**

Technology plays an increasingly important role in everyday life. Every pupil will have quality opportunities to work with new educational technologies within the school environment. These opportunities will be integrated with each child's ongoing learning experiences in order to enhance learning and develop skills.

Refer also 3:10 Privacy Policy

Reviewed by Board and Staff – May 2012.

Ratified 26 July 2012