HOLY NAME PRIMARY SCHOOL

FORSTER

Technology Policy

Last Reviewed | 2017 | **Next Review** | 2018

TECHNOLOGY POLICY

RATIONALE

Founded in the Gospel Values, Holy Name School relies upon strong and positive connections between teachers, parents and students to maximise teaching and learning opportunities. Together we aim to foster a positive challenging child-centred environment. We believe in the capacity of students to become discerning thinkers who make a difference in the world. As young members of our Parish we encourage students to build perspective and an understanding of the needs of others and the impact that their choices may have on them. The words of Pope John Paul II are significant to the way we approach and embrace the opportunities provided by the internet and digital technology.

The internet offers extensive knowledge, but it does not teach values; and when values are disregarded, our very humanity is demeaned and man easily loses sight of his transcendent dignity. Despite its enormous potential for good, some of the degrading and damaging ways in which the Internet can be used are already obvious to all, and public authorities surely have a responsibility to guarantee that this marvellous instrument serves the common good and does not become a source of harm. (Pope John Paul II, 2002)

Internet and digital technology offer an opportunity for teachers and parents to enhance students' learning by providing unprecedented access to information, creative opportunities and an ability to connect globally. Teachers and parents are better placed to serve the needs of students when they also have opportunities to learn and engage positively with technology.

The rapid growth of mobile phone communication, social media and digital storage devices, coupled with advances in the development of emerging technologies, warrants the ongoing review of safety policies and procedures. This is required to maintain a safe learning and working environment for students and staff, and to support parents as they encourage safe practices with their children.

With this in mind, Holy Name School acknowledges our responsibility to staff, parents and students for ensuring clear instructions for proper use to protect both the network and its moral integrity.

HOLY NAME SCHOOL VISION STATEMENT

Holy Name Catholic Primary School Forster

…building a positive, informed,

concerned and resilient

Catholic community.

HOLY NAME SCHOOL MISSION STATEMENT

Holy Name Catholic Primary School

We are a Parish community of

engaged, reflective, life-long learners

founded on Gospel Values.

We acknowledge the Worimi people whose land we live,

work, pray and learn on each day.

We foster a positive, challenging, child-centred and

culturally inclusive environment.

Children are nurtured to become responsible, resilient,

respectful, discerning thinkers who grow to become

confident, creative, active and

informed citizens who display

cultural understanding and

'Concern for Others'.

CATHOLIC DIMENSION

Access to the internet and using digital technology can encompass all Key Learning Areas. The following statement underpins the planning and implementation of learning sequences.

As followers of Christ and people made in the image and likeness of God, students must truly value who they are and feel empowered to develop and become the people God wishes them to be. The ability of young people to value themselves, others and their environment as they grow and mature is a true reflection of the value and love God holds for all people.

Relationships with the people, the places, events and the things of this world are an essential part of students' growing understanding of themselves. Learning to live in community with others is an important focus of our teaching and learning. The realisation of one's potential demands a commitment to learning about the people, events and things of our world. In them, we believe, God may be found.

Our faith is found in all that we teach and learn and God's hand is clearly evident in our past, our present and our future.

The knowledge, skills and understandings taught through opportunities to engage with technology will equip our students to reflect on themselves, their participation in society, the positive aspects of relationships and to engage in Catholic life as an empowered individual.

AIMS
This policy aims to:
- Provide clear, unambiguous information to all stakeholders concerning the appropriate use of the internet and digital technology
- Build a community of conscious digital citizens
- Assist in the development of good and appropriate practices with regard to the use of email, social media and the internet in our school and the homes of the students we serve
- Build a positive culture that embraces technology through the education of all stakeholders, focusing on the development of skills and an understanding of safe practices

IMPLEMENTATION
- At the beginning of each year all staff read, sign and return the 'CSO School Staff Code of Practice' (Support Document 1) to the Assistant Principal.
- At the beginning of each year teachers will introduce or review the 'Cyber Safety User Agreement' (Support Document 2) with students in their class. This document clearly defines the expectations, responsibilities and consequences related to accessing the internet and digital technology as members of our school community. Students will sign the agreement and each teacher will keep the documents as a record throughout the year. A copy of the agreement will be posted in a Newsletter at the same time so that parents are aware of the agreement and the role they play in supporting the school to keep their child/ren safe.
- Parents wishing to join the school Facebook group will receive a 'Facebook Declaration' (Support Document 3) to read, sign and return to school.
- Breaches in regard to the access and/or use of technology will be investigated as per the 'School Staff Incident Report Flowchart' (Support Document 4) or the 'Student Incident

Report Flowchart' (Support Document 6) and will be recorded using the 'Staff Incident Report' (Support Document 5) or the 'Student Incident Report' (Support Document 7).

- In Term 1 teachers ensure that all students have lessons in Cyber Safety provided by the Government's e-Safety Commission. School and classroom expectations are reviewed and made clear for each class. For example, the Hector's World and #Game On clips.
- In Term 2 a whole school Cyber Safety educational opportunity is provided. This could be with the Police Youth Liaison Officer or part of other programmes such as the Morcombe Foundation or Young Australia Workshops. Outside agencies may be part of a strategy as deemed necessary throughout the year.
- Teachers are supported through professional development to embed opportunities to engage with the internet and digital technology in class programmes for access to information and to build the skills of students. *A plan for this PD needs to be considered in the School Strategic Planning process – and Annual School Improvement Plans.*
- Teachers will use the school Scope & Sequence of 'Baseline Technology Skills' (Support Document 8) including expected basic computing skills, programmes, Apps and/or software as a guide for learning sequences. Teachers may incorporate additional strategies depending on their knowledge and skills. *We need to develop this as a staff.*
- The Assistant Principal is responsible for the implementation and annual review of the Technology Policy, coordination of the School Facebook 'Closed' group, Skoolbag App, Schoolzine newsletter, Website updates and subscriptions to educational programs.
- Two 'Ministers' within the School Representative Council will be commissioned as the Ministers for Technology and have the responsibility for promoting creative and safe online practices.

BUDGET

Holy Name will devote a proportion of its budget to the provision of funds for:
- The professional development to support staff in relation to this policy. This may be related to upskilling teachers, connecting with organisations such as the Allanah & Madeleine Foundation, providing time for the development and review of the policy and Scope & Sequence.
- Upgrading technology devices, equipment and software on an annual basis. This includes equipment such as laptops, desktop computers, iPads, SmartBoards, Data projectors, Smart TVs, iPods, cameras, PA System and speakers. Also, maintaining subscriptions with current online educational programs such as Core5, MathsOnline, Studyladder, Skwirk.
- The provision of Cyber Safety educational opportunities for staff, students and parents through outside agencies.
- Communication mediums such as Skoolbag App, Schoolzine Newsletter, the school Website

EVALUATION

This policy will be reviewed on an annual basis by the Assistant Principal in consultation with students, parents and staff.